



# Where will I save my files?

## The IS model

Individual work files

OneDrive

Shared files (cross IS)

IS SharePoint site

Shared files (team)

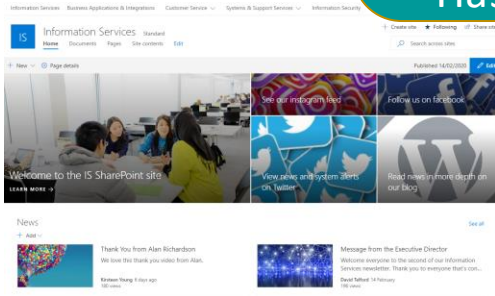
Team site (which can have an MS teams integration)

# IS SharePoint site structure

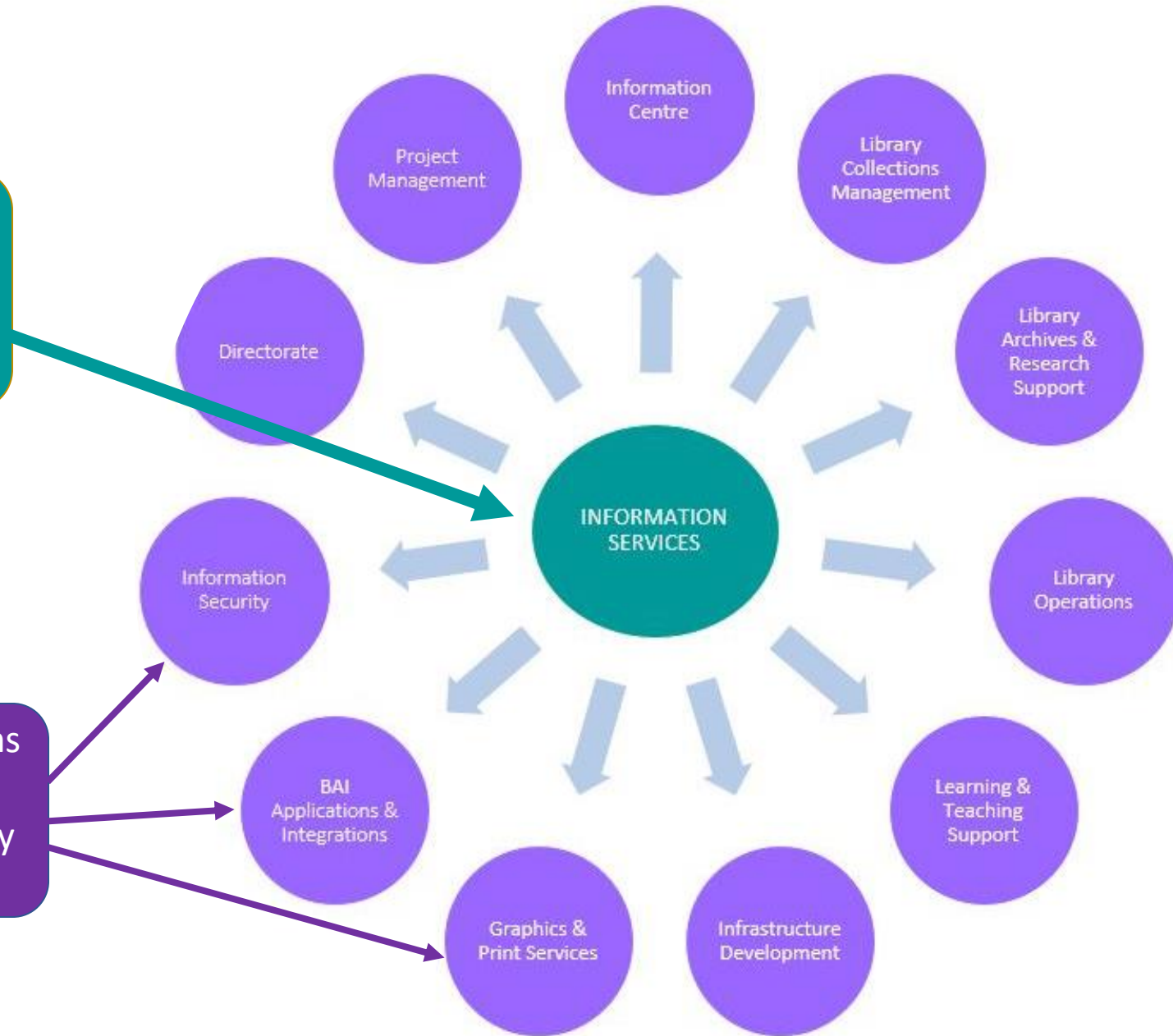
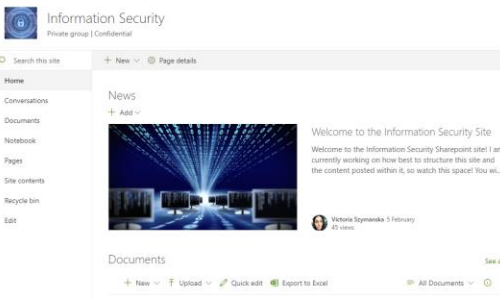
<https://stir.sharepoint.com/sites/InformationServices>

## Hub Site

Communication site (glossy).  
Links to all other team sites  
Hub sites cannot have Teams  
Has newsletter functionality



Standard SP sites with Teams  
Has MS Teams  
Has newsletter functionality



# Planning your SharePoint site structure

## What kind of site do you need?

- A communications hub is a site that would work well for a Faculty homepage. Glossier layout, internal newsletter functionality. Links to a number of sub sites
- A team site is the more common default. Home page still configurable, has news functionality. Can have MS TEAMS integration.

## How can you organise your sites/sub-sites? Examples:

- By team or dept
- By content category
- By project
- By customer
- By permission level or sensitivity

<https://support.office.com/en-gb/article/plan-the-content-for-your-sharepoint-site-6cfc059e-2c45-46d5-8d7d-507d3dace301>

# Do you already have any MS Teams?

If yes, then you already have a linked SharePoint site! Go to portal > office365 > SharePoint to see it

- This could be used as your main team Document store if you want.
- The 'Documents' area in your SharePoint site will contain a folder for each channel in your team (contents of the 'files' tab in each channel will be in here). BUT you can add as many folders as you want to the SharePoint site and these will not appear in your Teams.

## **Things to think about**

- Who has access to the Teams occurrence? Would your docs need to be shared wider than the Team at all?
- Does your department have a number of Teams sites? Would you need an overarching SharePoint site for cross team documents (like the IS model)?

## Transfer of Team and individual data from Box to SharePoint/OneDrive



IS will help all users to migrate their data from Box using specially purchased software (ShareGate)



We will talk with Faculties/Areas to discuss how to set up SharePoint for your team documents



You will have to help us identify your team data in Box and where you want us to put it in SharePoint



We'll then move it, get you to check it, hide the Box folders



We'll come back to get all of your individual files from Box and move them to OneDrive



(Personal files - photos/music) – see <https://www.moneysavingexpert.com/shopping/free-online-storage/>