




# Using SharePoint Team Site (and OneDrive for Business)

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What is the optimal way to use TeamSite in emergency settings? I.e. Intermittent access to internet, sharing with externals...etc. ....	<b>Error! Bookmark not defined.</b>

## OneDrive and TeamSite overview

OneDrive	Features	Considerations	Comments	Useful links
One Drive for Business	<ul style="list-style-type: none"> <li>- Personal space on the cloud.</li> <li>- Automatically saves your files in the cloud.</li> <li>- Version control. i.e. keep history of the updates.</li> </ul>	<ul style="list-style-type: none"> <li>- Up to 1 TB. I.e. Can take up space on local Hard Drive. It is recommended to control which content need to be Synchronized.</li> <li>- Syncing: In any SharePoint library, you can sync files of up to 2 gigabytes (GB), cannot sync certain file types i.e. *.tmp or *.ds_store, and unsupported folder names such as *_files (<a href="#">Syncing Restrictions</a>).</li> <li>- <b>Cannot share with external domains i.e. none @un</b></li> </ul>	<p>individual's OneDrive VS TeamSite OneDrive: the address of personal drive is (unitednations-my.sharepoint.com) while it is (unitednations.sharepoint.com) for TeamSite OneDrive.</p>	<p><a href="#">Difference between TeamSite and OneDrive.</a>  <a href="#">Groups Concepts</a>  <a href="#">Features for OneDrive</a></p>
TeamSite	<ul style="list-style-type: none"> <li>- Controlled collaboration platform.</li> <li>- Intranet solution for people to communicate and upload documents, meetings or tasks, so don't have to email it.</li> <li>- It starts Generic but can be customized.</li> <li>- Can be shared with internal and external recipients, <u>but Links cannot be open by others forwarded to them</u> (Check again).</li> <li>- Roles applied, Visitors, Editors, contributors, owners, there could be more than one owner to one TeamSite.</li> <li>- TeamSite is used along with individual's OneDrive. So there could be a link to the personal OneDrives</li> <li>- Can be shared with external domains</li> </ul> <p><b>Sample "apps":</b></p> <p><b>Notebooks</b> for Collaboration</p> <p><b>Documents</b> for working documents (similar to OneDrive for business). Documents of different types are called document libraries.</p> <p><b>Lists:</b> Unlike documents, <u>lists can store contacts, tasks, announcements. i.e. contact lists.</u></p> <p><b>Subsite:</b> <u>for selected group of people.</u></p>	<ul style="list-style-type: none"> <li>- Up to 1 TB. I.e. Can take up space on local Hard Drive. It is recommended to control which content need to be Synchronized.</li> <li>- Requirements, Win10 with internet explorer 9,10, or 11.</li> <li>- Document Library is not a folder so cannot be handled the same way. For instance, a document library cannot be deleted unless all files and folders are deleted first within that doc library. Also permissions are giving at Document Library level. It is not recommended to give permissions at folder level.</li> <li>- Document libraries apps should be created online. i.e. from the web browser while folders and files can be created/added from the PC.</li> <li>- Syncing: In any SharePoint library, you can sync files of up to 2 gigabytes (GB), cannot sync certain file types i.e. *.tmp or *.ds_store, and unsupported folder names such as *_files (<a href="#">Syncing Restrictions</a>).</li> </ul>	<ul style="list-style-type: none"> <li>- Different offices can organize it differently.</li> <li>- Feedback 1: ability to restrict access and control sharing documents, better collaboration because of the use of one version online, version control and track updates.</li> </ul>	
Access and Permissions	<p><u>Groups of users (Owners, Focal Points, Members and Visitors)</u></p> <p><b>Owners:</b> Has access to all sites component</p> <p><b>Full Control</b> - Has full control.</p> <p><b>Design</b> - Can view, add, update, delete, approve, and customize.</p> <p><b>Edit</b> - Can add, edit and delete lists; can view, add, update and delete list items and documents.</p> <p><b>Contribute</b> - Can view, add, update, and delete list items and documents.</p> <p><b>Read</b> - Can view pages and list items and download documents.</p>	<ul style="list-style-type: none"> <li>- Owners are like the administrators will have access to all contents.</li> <li>- Users from different group will have access to all created contents, until stopping inheriting permissions.</li> <li>-</li> </ul>		
Share with External domains only through TeamSite i.e. none @un	<p style="text-align: center;"> External_Sharing.pdf</p> <p>It can be shares with externals ( )</p>			

OneDrive and TeamSite complement each other.

How it looks like on PC

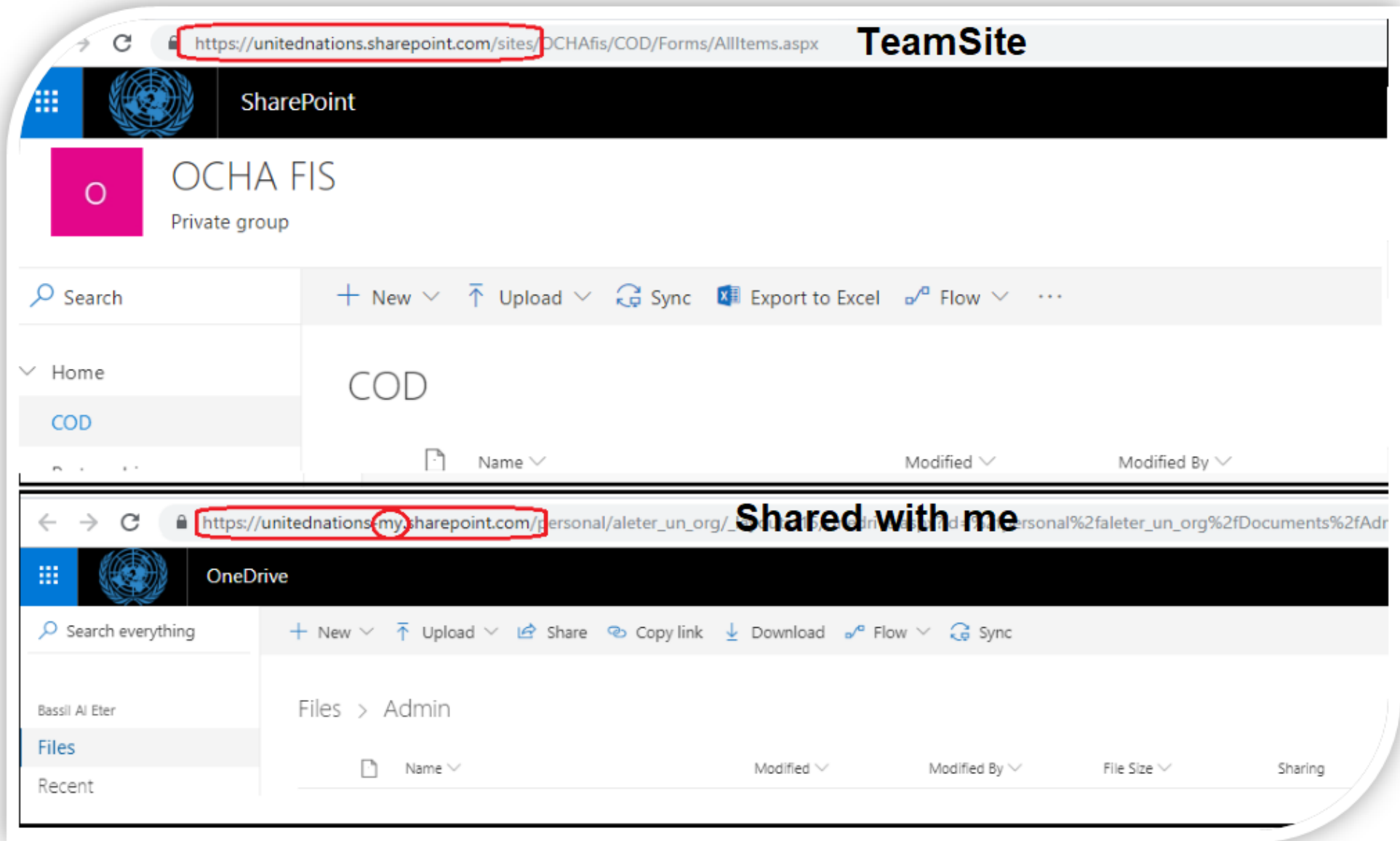
**Personal storage**

Name	Date modified	Type
Activities Tracker	25/01/2019 3:00 PM	File folder
Admin	25/01/2019 2:58 PM	File folder
IMToolbox	25/01/2019 2:58 PM	File folder
Notebooks	25/01/2019 2:57 PM	File folder
OCHASyles	25/01/2019 2:58 PM	File folder
Presentations	25/01/2019 2:59 PM	File folder
Sample_Displacement_InformationSystem	01/02/2019 5:15 PM	File folder
Softwares	25/01/2019 2:56 PM	File folder
Structures	25/01/2019 2:59 PM	File folder
Temp	01/02/2019 4:52 PM	File folder
Using_OneDrive	05/02/2019 9:29 AM	File folder

**TeamSite shares (FIS & P2P)**

Peer to peer share. i.e. selected members in FIS team

Shared with FIS team (all)



Sample1: ISS

lenovo x380 laptop - Google S... x Site Contents x Home - Product Support x +

https://ocha.net.unocha.org/teams/cis/\_layouts/15/viewlists.aspx 123%

OCHA.net - Home Corporate Information... Home - Product Supp... Email - Unite Mail (Ou... OCHA.net - Product S... O365 Collab Solutions ... Cisco Unified CM WebEx Service Status OCHA Webex Adminis... ITU Mobility Bike Boo... Welcome to nhiis-eCI... MBAM SSP Recovery

OCHA.net Ray Goh

OCHA Collaboration Sites

Site Contents

Home Lists, Libraries, and other Apps

Leave Planner  
Mandatory Training  
Contact List  
Organigramme  
References  
Agreements and Contracts  
Asset Management  
Budget and Finance  
Human Resources  
Oversight, Audit, Evaluation & Compliance  
Policies and Procedures  
Strategy and Planning  
-----Teams-----  
Corporate Reporting Services  
DM & Collaboration  
Exchange Deployment, Communications & Readiness  
Emergency Preparedness & Response Services  
Messaging and Connectivity

add an app

Budget Library  
90 items  
Modified 3 days ago

CIS Success Criteria  
61 items  
Modified 6 months ago

Collaboration Library  
209 items  
Modified 3 months ago

Documents  
2 items  
Modified 6 months ago

Human Resources Library  
52 items  
Modified 76 minutes ago

Agreements and Contracts  
1495 items  
Modified 5 days ago

CIS Service Offerings  
15 items  
Modified 6 months ago

CIS Tasks  
21 items  
Modified 6 months ago

Corporate Reporting Services  
2170 items  
Modified 6 months ago

excel nasr=ter  
0 items  
Modified 6 months ago

ICT Consolidation  
101 items  
Modified 6 months ago

Applications Registry  
144 items  
Modified 6 months ago

CIS Staff Calendar  
150 items  
Modified 6 months ago

CIS Training  
1 item  
Modified 6 months ago

Division  
2 items  
Modified 6 months ago

Fit for Exchange GVA 2015 Kickoff  
42 items  
Modified 6 months ago

Images  
40 items  
Modified 6 months ago

Asset Management  
152 items  
Modified 5 months ago

CIS Strategy and Planning  
623 items  
Modified 7 weeks ago

Client Services Library  
76 items  
Modified 6 months ago

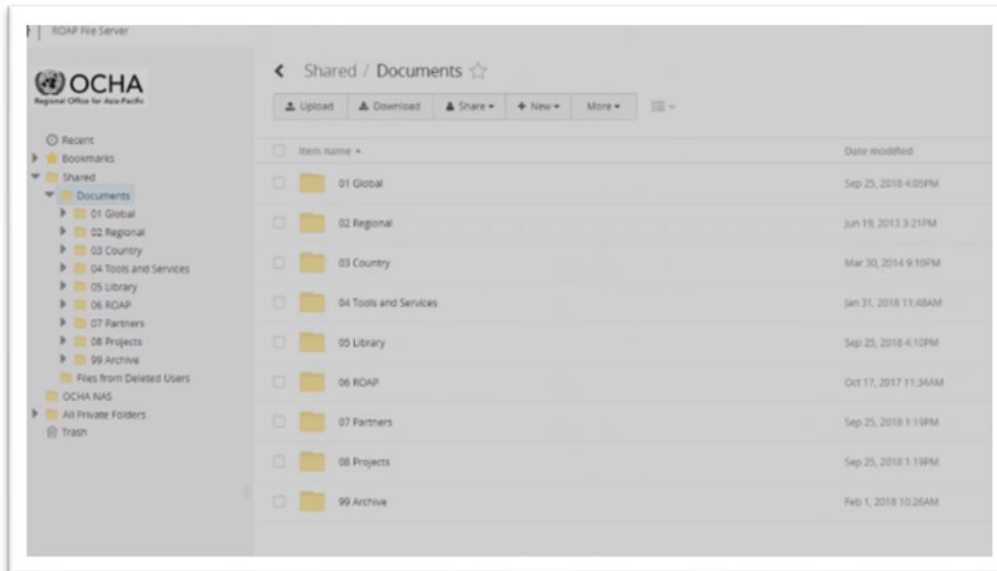
DNS List  
2 items  
Modified 6 months ago

HR Confidential  
300 items  
Modified 11 days ago

ITS - CIS Migration Inventory  
51 items  
Modified 6 months ago

SITE WORKFLOWS SETTINGS RECYCLE BIN (0)

## Sample2: ROAP office setup



files

Recent

Shared

Discover

Recycle bin

United Nations

- OCHA ROAP
- OCHA - Cloud Guidance

+ New   Upload   Flow   Sync

OCHA ROAP > 01 Global

Name	Modified	Modified By	File Size
Change Management	September 26, 2018	Sudarat Wajapattana	
OCHA Organigrams	September 25, 2018	Sudarat Wajapattana	
OCHA Policy Instructions	September 25, 2018	Sudarat Wajapattana	
OCHA Policy Papers	September 25, 2018	Sudarat Wajapattana	
OCHA Strategic Frameworks	September 25, 2018	Sudarat Wajapattana	
Policy and Guidance	September 25, 2018	Sudarat Wajapattana	
OneDrive - United Nations - Sh...	December 16, 2018	Oliver Lacey-Hall	939 bytes

## FAQs

LINKS: I cannot make a link to one document in another. I find the destination URL, but when I paste it into the other document and click it, I just see "This site can't be reached" :(

The image shows a OneDrive interface with a file list and a 'Send Link' dialog box. The file list includes 'Document.docx' (modified 'About an hour ago') and 'TeamSite Features and Issues .xl...' (modified 'A few seconds ago'). A 'Share' button is visible above the file list. The 'Send Link' dialog box is open, showing options to share the link with 'People in United Nations with this link can edit'. The dialog includes a 'Send' button and options to 'Copy Link' or 'Outlook'. A third dialog box shows the copied link: 'Link to 'Document.docx' copied' with the URL 'bnHwdmyg5cc\_sD9TA?e=zffrYi' and a 'Copy' button. Three numbered arrows indicate the steps: 1. Clicking the 'Share' button for 'Document.docx'. 2. Clicking the 'Copy Link' button in the 'Send Link' dialog. 3. Clicking the 'Copy' button in the confirmation dialog.

TeamSite Guidelines and Feedback

Name	Modified
Email attachments	2 hours ago
Document.docx	About an hour ago
Documents that couldn't be mo...	2 hours ago
OneDrives_TeamSites.docx	A few seconds ago
TeamSite Features and Issues .xl...	A few seconds ago

Send Link  
Document.docx

People in United Nations with this link can edit.

Enter a name or email address

Add a message (optional)

Send

Copy Link Outlook

Link to 'Document.docx' copied

bnHwdmyg5cc\_sD9TA?e=zffrYi Copy

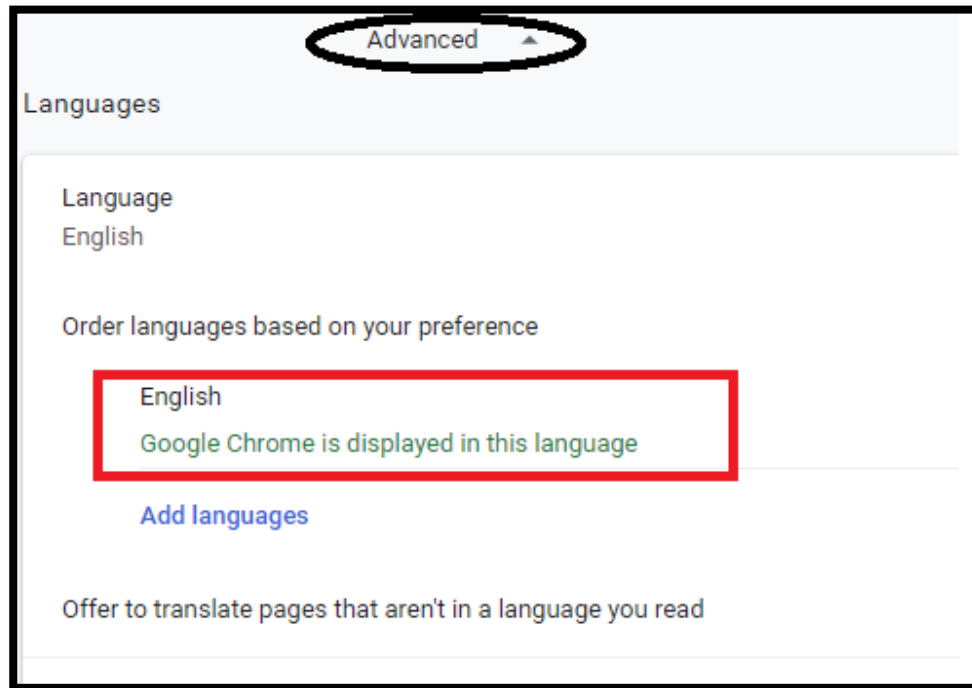
People in United Nations with this link can edit.



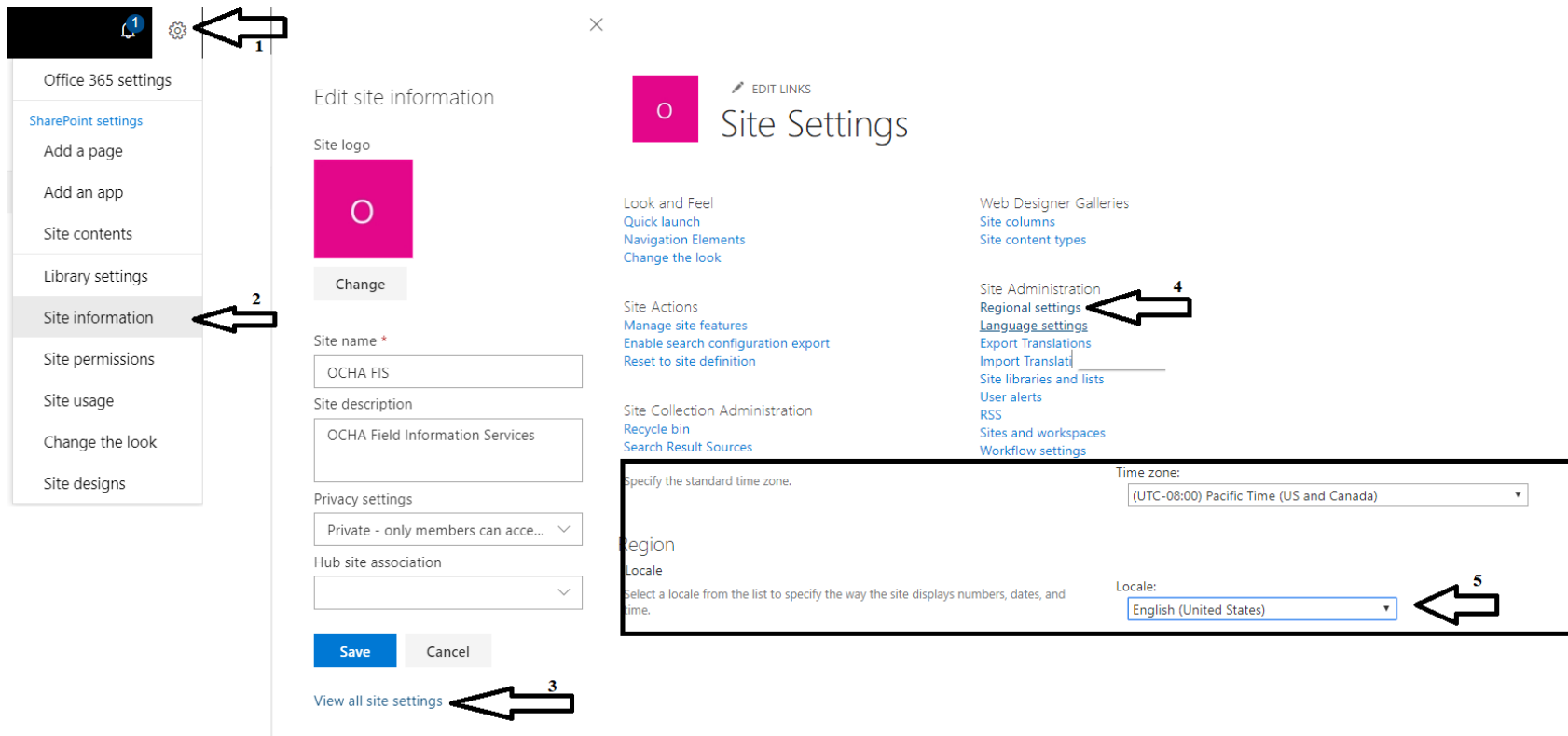
I seem unable to change the interface of TeamSite from Italian to English, or at least I could not find where I could do so. I tried "settings" but didnt work. (and having it in Italian is quite annoying!)

**Check**

- Windows setup version
- Office language preferences
- Browser default language (this is the case for this particular question)



- Check TeamSite language settings



I clicked on Janet in the Members list and then clicked on 'Send Email' and the email she received came from my Gmail account; not my un.org account. Even though my account settings show haythornthwaite@un.org. Can I adjust this

- o Check that you are using <https://outlook.office.com/>. The access through <https://outlook.live.com> might use personal emails.

Can I search for documents I created or uploaded?

- o Go to Home page and above it write down what you are looking for

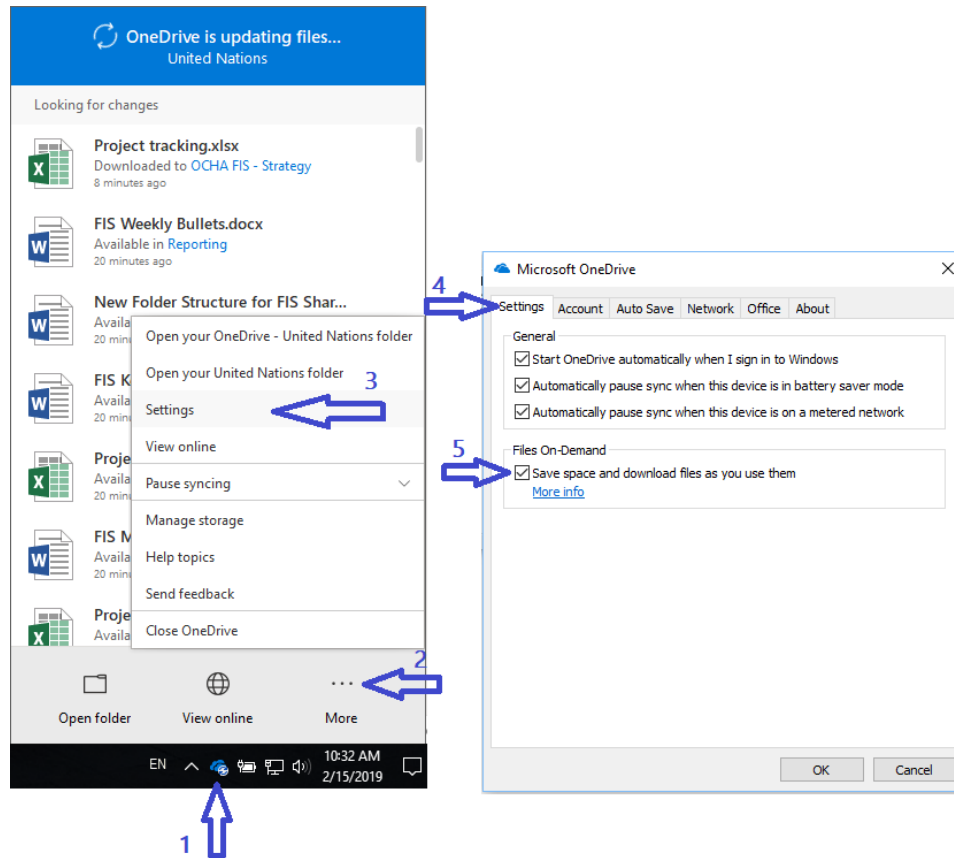
Have you found a fast way to deleted folders on the TeamSite?

- o Sync the document library from TeamSite to personal drive, delete the content, Resync again from the TeamSite.

- **Caution:** You might experience delays in running operations such as Delete, Move and other which implies that some contents will still be visible until after some time. It is recommended to give time to see results. Please DO NOT repeat or make changes until the operation is done and verified that the contents are in their right places.
- 

How could I sync folders and files from the cloud to be downloaded and used offline to my personal laptop?

- See below.



How could I delete section in the news page?

**To delete this section**

News

Using TeamSite

Planning to hold a session to explain the steps to start using TeamSite on 13/02/2019. Suggested Time is 2:00 pm

SharePoint settings

- Office 365 settings
- SharePoint settings
- Add a page
- Add an app
- Site contents
- Site information
- Site permissions

Training Document library

FIS TeamSite Calendar Events list

Preservation Hold Library List

Site Pages Page library

Share Copy link Delete Flow Pin to top Copy to Rename Add to navigation

Site Pages

Name	Modified By	Modified	Created
Created By: Bassil Al Eter (1)			
Moving-to.aspx	Bassil Al Eter	February 11	February 11
Created By: System Account (1)			
Home.aspx	Bassil Al Eter	February 13	November 10, 2018

Why can't I add special symbols online in the online version?

- You need to use the client version of excel for more advance features. When you open excel it will give you the option to use the client version.

**1 from online TeamSite**

**2 Open Excel client version**

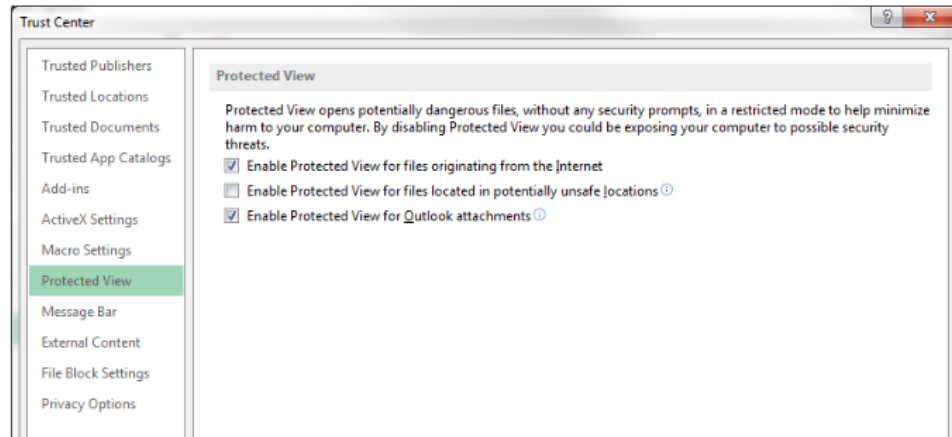
**3**

**4 the client version should have Synchronization Save button working**

**4 4 client version cannot be read only. Otherwise close the file and reopen it again**

Why I always have my excel files marked as “Ready Only” whenever I try to open them in client mode from within online TeamSite?

- If the client version of the document you have it open in Read Only mode, you will need work from online platform only. Otherwise changes you make will be saved on local copy and won't be able to synchronize it.
- Solution to the above question is as follow:
  - The setting you want is in Excel, not in SharePoint. Excel will, by default, open documents in Protected View from potentially unsafe locations (that includes SharePoint, but doesn't include local or network drives). In Excel 2013, the option is in File > Options > Trust Center > Trust Center Settings > Protected View. You'll want to uncheck the box that says Enable Protected View for files located in potentially unsafe locations. Depending on your network setup, the setting might be Enable Protected View for files originating from the Internet.



### Can I Sync only selected folders?

- Yes, default synchronization in SharePoint is at document library. You can select which folder to Sync afterward.

### What are options available for sharing?

- Members in the TeamSite: only send the link as all members will have access to all content unless inherited permissions stopped. Note that Owners will always have access to all contents.
- Members @un domain: Needs to setup permissions for them and share links to contents so they can work online on the shared contents.
- External shares from outside the secretariat ie. not @un domain: needs to setup permissions for them and share links to contents. **Needs to test the ability for them to edit and work online on the shared contents.**