Using SharePoint Team Site
(and OneDrive for Business)

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When i sync a folder, and then if I added another folder inside that parent folder and try to Sync it, I get message that should I use same location and then thing missed up. What should I do? ..... **Error! Bookmark not defined.**

Why I don't see the Synchronization status displayed on my windows explorer? ..... **Error! Bookmark not defined.**

How could I change the colour in the calendar for each staff member? ..... **Error! Bookmark not defined.**

How to "Archive" News after certain time and keep only recent ones? ..... **Error! Bookmark not defined.**

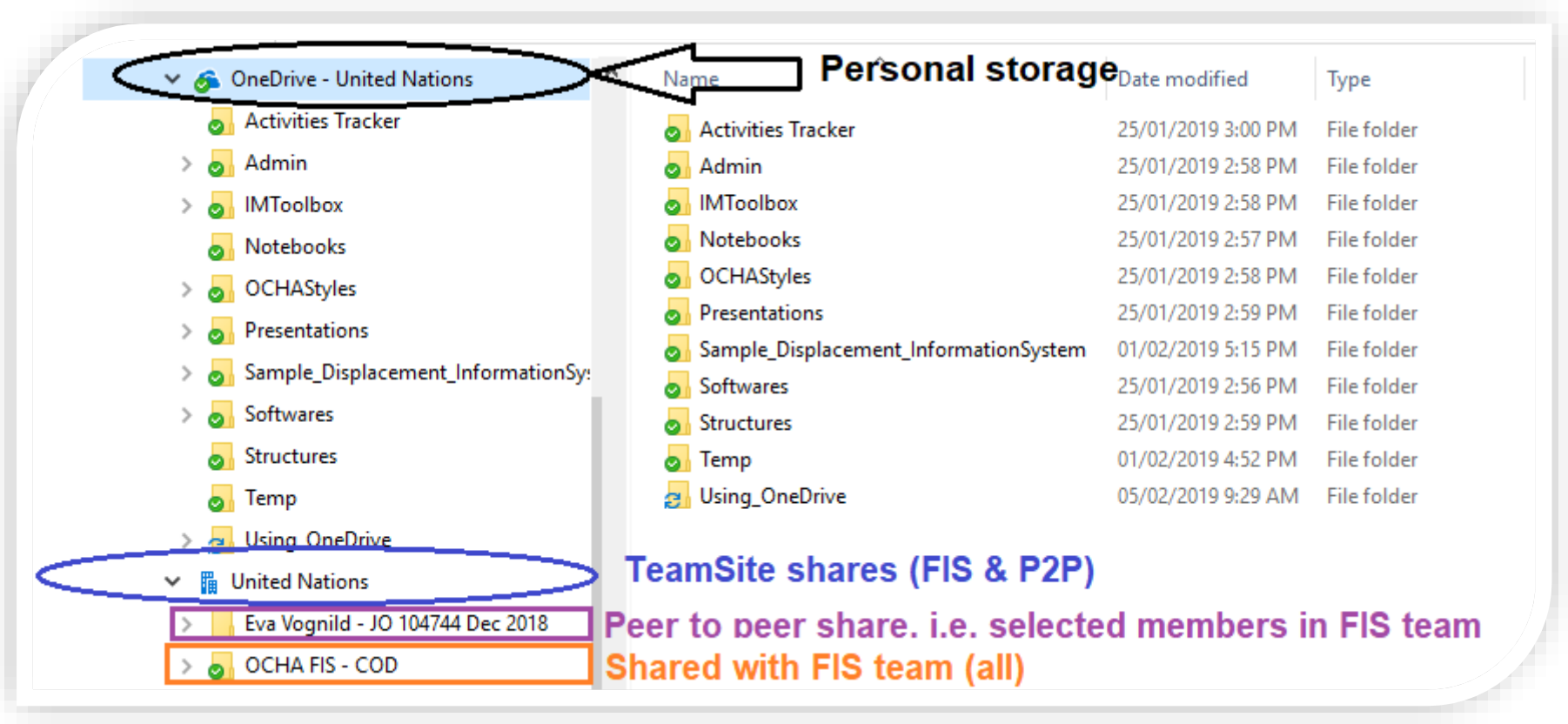
What is the optimal way to use TeamSite in emergency settings? I.e. Intermittent access to internet, sharing with externals...etc. ..... **Error! Bookmark not defined.**

OneDrive and TeamSite overview

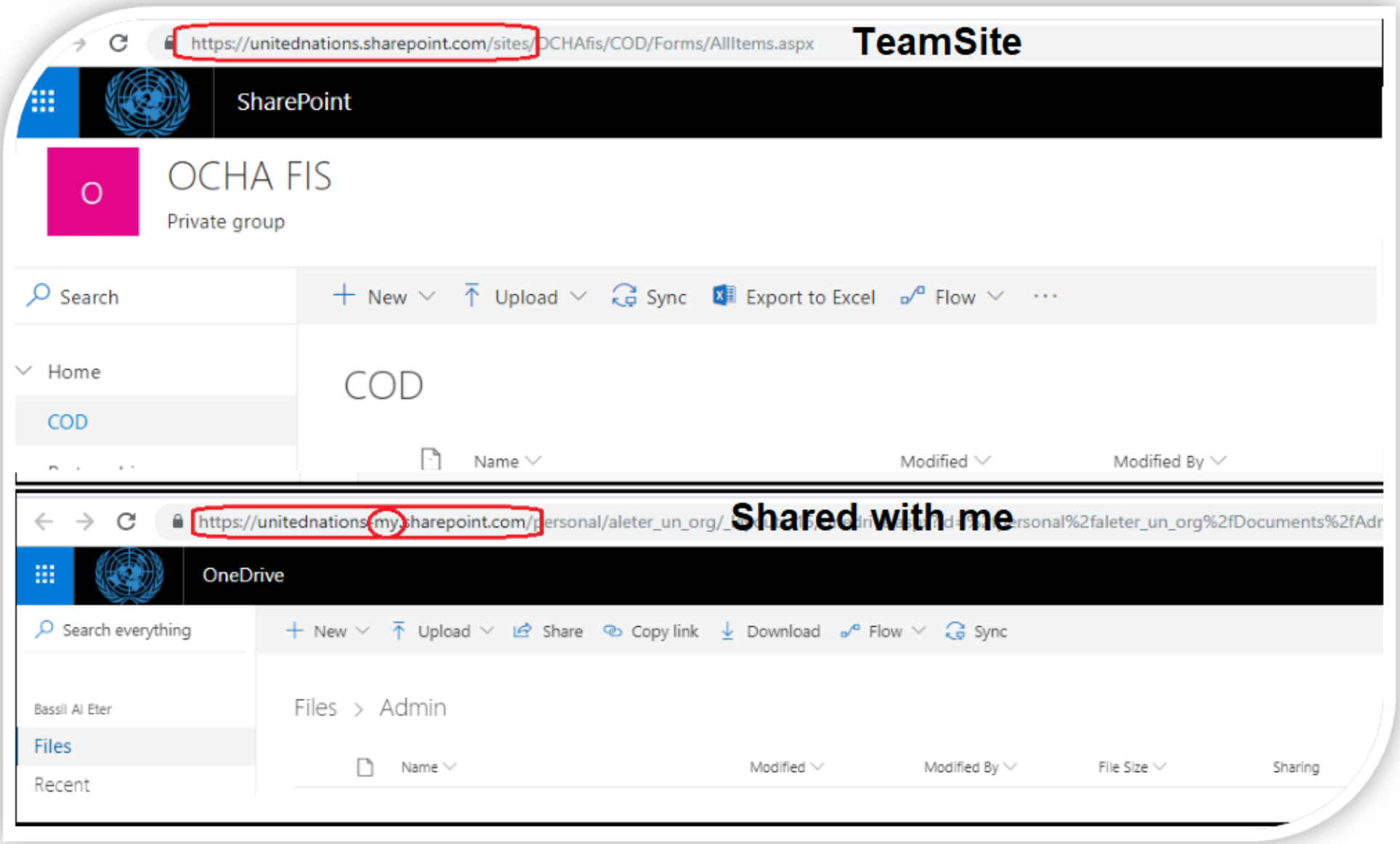
OneDrive	Features	Considerations	Comments	Useful links
One Drive for Business	- Personal space on the cloud. - Automatically saves your files in the cloud. - Version control. i.e. keep history of the updates.	- Up to 1 TB. I.e. Can take up space on local Hard Drive. It is recommended to control which content need to be Synchronized. - 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 (Syncing Restrictions). - Cannot share with external domains i.e. none @un	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.	Difference between TeamSite and OneDrive. Groups Concepts Features for OneDrive
TeamSite	- Controlled collaboration platform. - Intranet solution for people to communicate ad upload documents, meetings or tasks, so don't have to email it. - It starts Generic but can be customized. - Can be shared with internal and external recipients, but Links cannot be open by others forwarded to them (Check again). - Roles applied, Visitors, Editors, contributors, owners, there could be more than one owner to one TeamSite. - TeamSite is used along with individual's OneDrive. So there could be a link to the personal OneDrives - Can be shared with external domains **Sample "apps":** **Notebooks** for Collaboration **Documents** for working documents (similar to OneDrive for business). Documents of different types are called document libraries. **Lists**: Unlike documents, lists can store contacts, tasks, announcements. i.e. contact lists. **Subsite**: for selected group of people.	- 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. - Requirements, Win10 with internet explorer 9,10, or 11. - 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. - Document libraries apps should be created online. i.e. from the web browser while folders and files can be created/added from the PC. - 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 (Syncing Restrictions).	- Different offices can organize it differently. - 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.	
Access and Permissions	Groups of users (Owners, Focal Points, Members and Visitors) **Owners:** Has access to all sites component **Full Control** - Has full control. **Design** - Can view, add, update, delete, approve, and customize. **Edit** - Can add, edit and delete lists; can view, add, update and delete list items and documents. **Contribute** - Can view, add, update, and delete list items and documents. **Read** - Can view pages and list items and download documents.	- Owners are like the administrators will have access to all contents. - Users from different group will have access to all created contents, until stopping inheriting permissions. -		
Share with External domains only through TeamSite i.e. none @un	 External_Sharing.pdf It can be shares with externals ( )			

OneDrive and TeamSite complement each other.

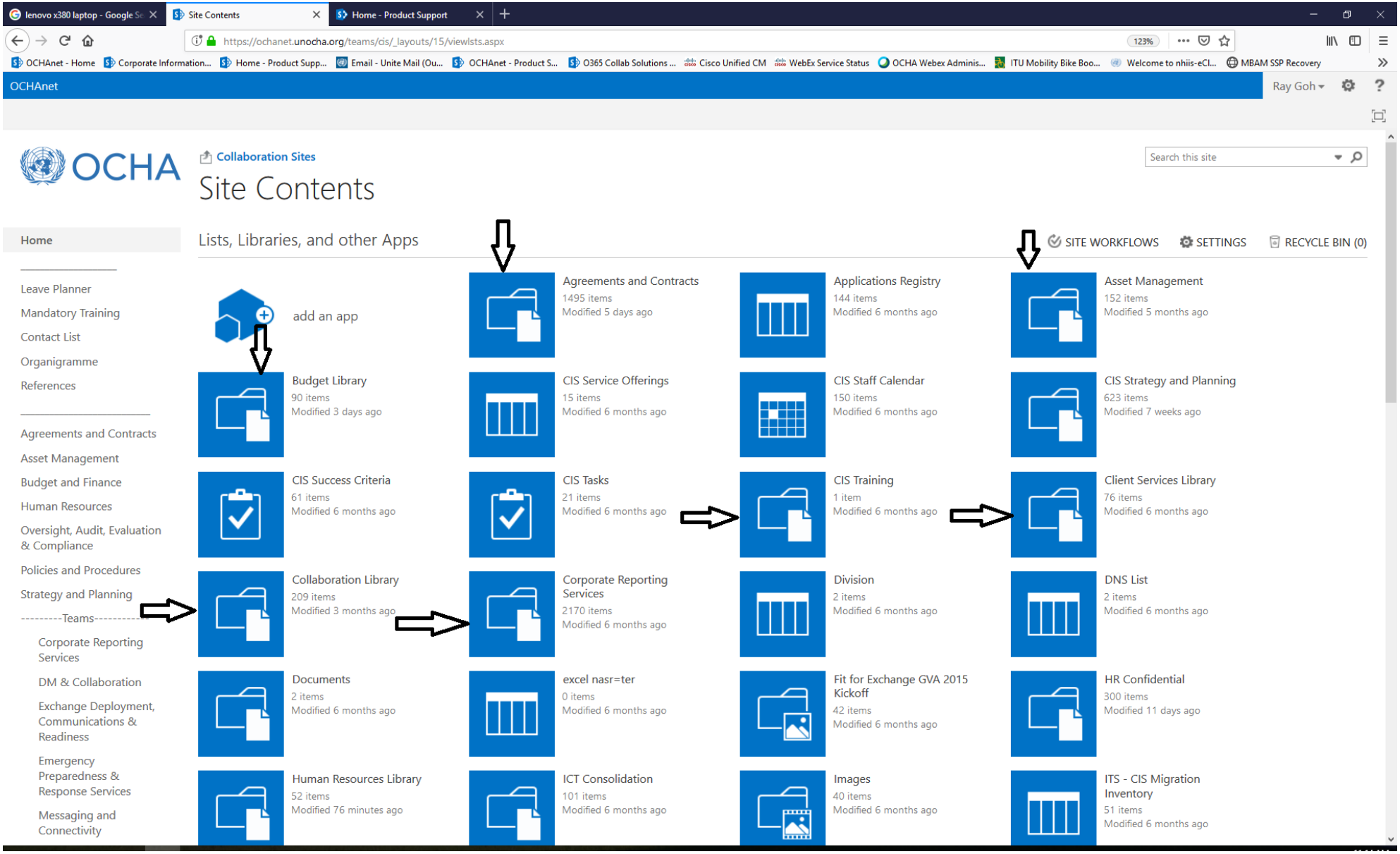
How it looks like on PC



How it looks like on the web



Sample1: ISS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Site Contents
Home - Product Support
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Collaboration Sites
Site Contents
Search this site
Home
Lists, Libraries, and other Apps
SITE WORKFLOWS
SETTINGS
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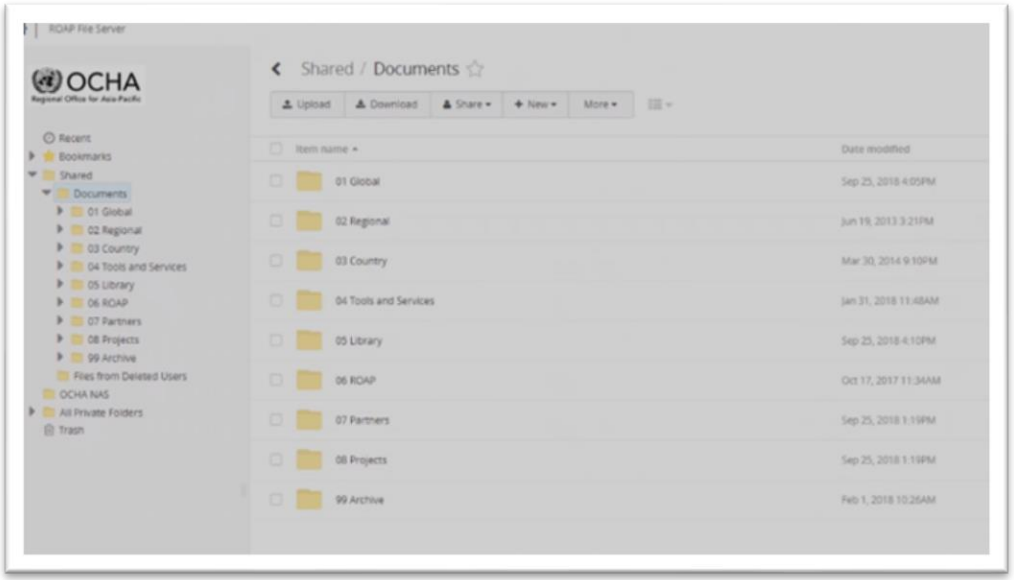
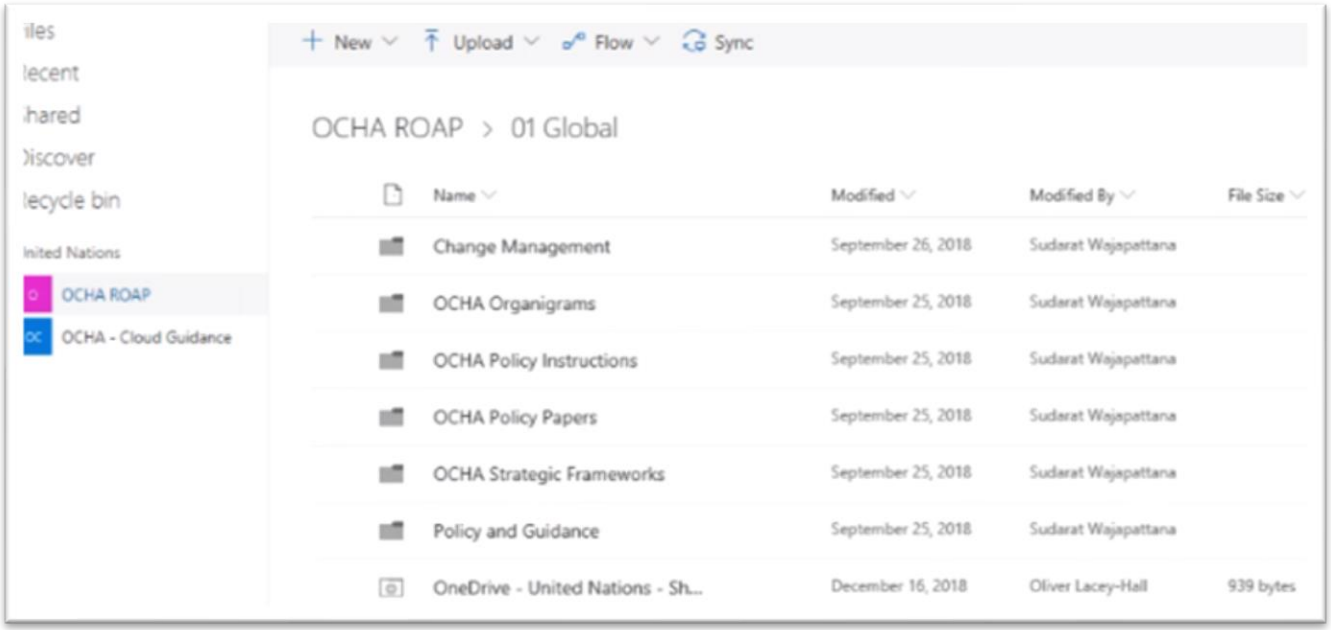
Leave Planner
Mandatory Training
Contact List
Organigramme
References
Agreements and Contracts
Asset Management
Budget and Finance
Human Resources
Oversight, Audit, Evaluation & Compliance
Policies and Procedures
Strategy and Planning
---------Teams----------
Corporate Reporting Services
DM & Collaboration
Exchange Deployment, Communications & Readiness
Emergency Preparedness & Response Services
Messaging and Connectivity
add an app
Agreements and Contracts
1495 items
Modified 5 days ago
Applications Registry
144 items
Modified 6 months ago
Asset Management
152 items
Modified 5 months ago
Budget Library
90 items
Modified 3 days ago
CIS Service Offerings
15 items
Modified 6 months ago
CIS Staff Calendar
150 items
Modified 6 months ago
CIS Strategy and Planning
623 items
Modified 7 weeks ago
CIS Success Criteria
61 items
Modified 6 months ago
CIS Tasks
21 items
Modified 6 months ago
CIS Training
1 item
Modified 6 months ago
Client Services Library
76 items
Modified 6 months ago
Collaboration Library
209 items
Modified 3 months ago
Corporate Reporting Services
2170 items
Modified 6 months ago
Division
2 items
Modified 6 months ago
DNS List
2 items
Modified 6 months ago
Documents
2 items
Modified 6 months ago
excel nasr=ter
0 items
Modified 6 months ago
Fit for Exchange GVA 2015 Kickoff
42 items
Modified 6 months ago
HR Confidential
300 items
Modified 11 days ago
Human Resources Library
52 items
Modified 76 minutes ago
ICT Consolidation
101 items
Modified 6 months ago
Images
40 items
Modified 6 months ago
ITS - CIS Migration Inventory
51 items
Modified 6 months ago

Sample2: ROAP office setup

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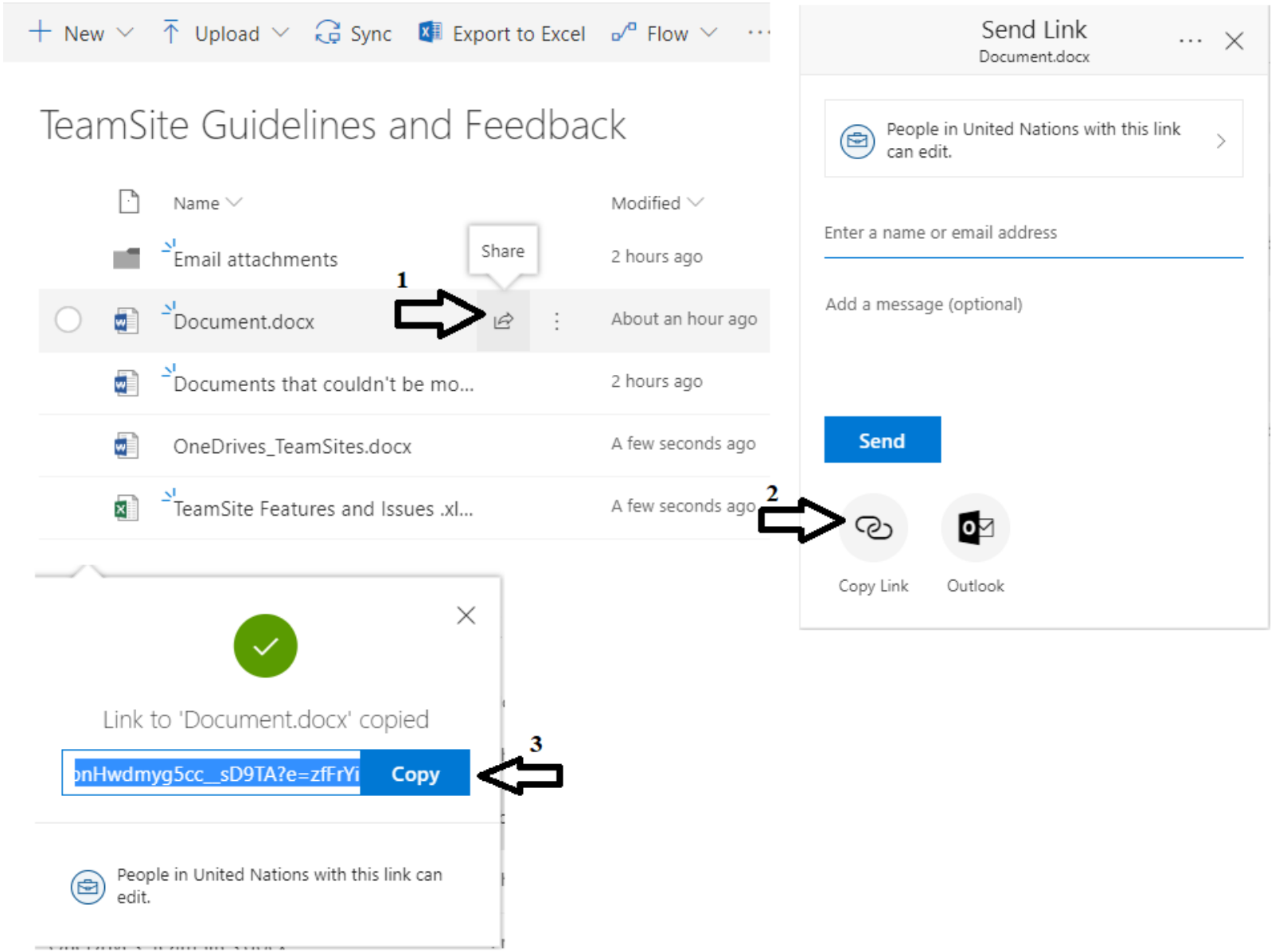
Sudarat Wajapattana
OCHA Organigrams
September 25, 2018
Sudarat Wajapattana
OCHA Policy Instructions
September 25, 2018
Sudarat Wajapattana
OCHA Policy Papers
September 25, 2018
Sudarat Wajapattana
OCHA Strategic Frameworks
September 25, 2018
Sudarat Wajapattana
Policy and Guidance
September 25, 2018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

FAQs

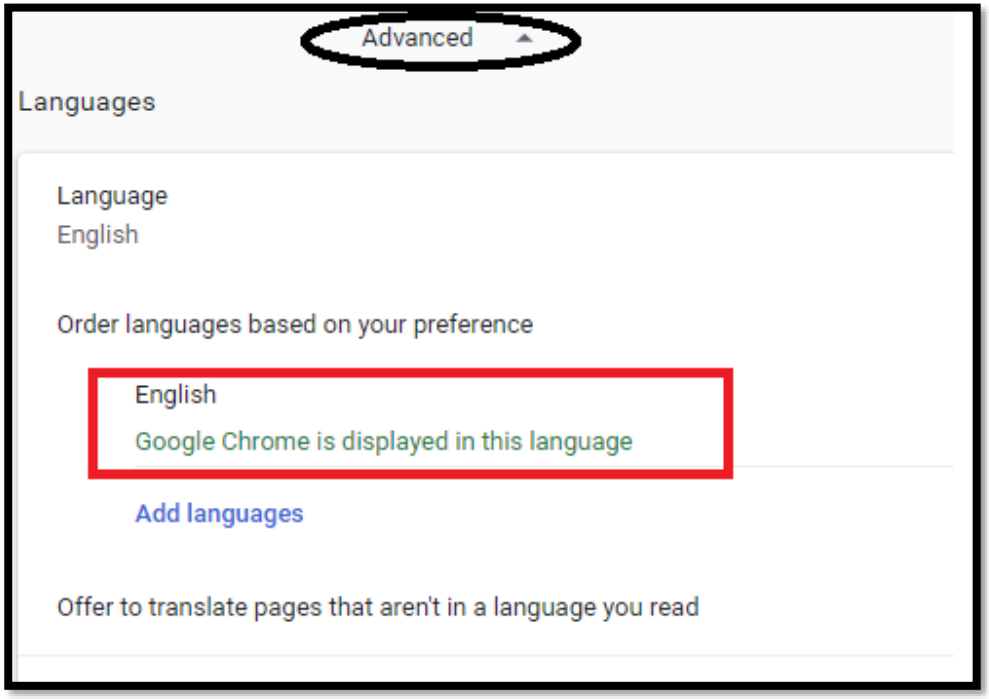
LINKS: I cannot make a link to one document in another. I find the destination URL, but when I paste it into the other document and click it, I just see "This site can't be reached" :(



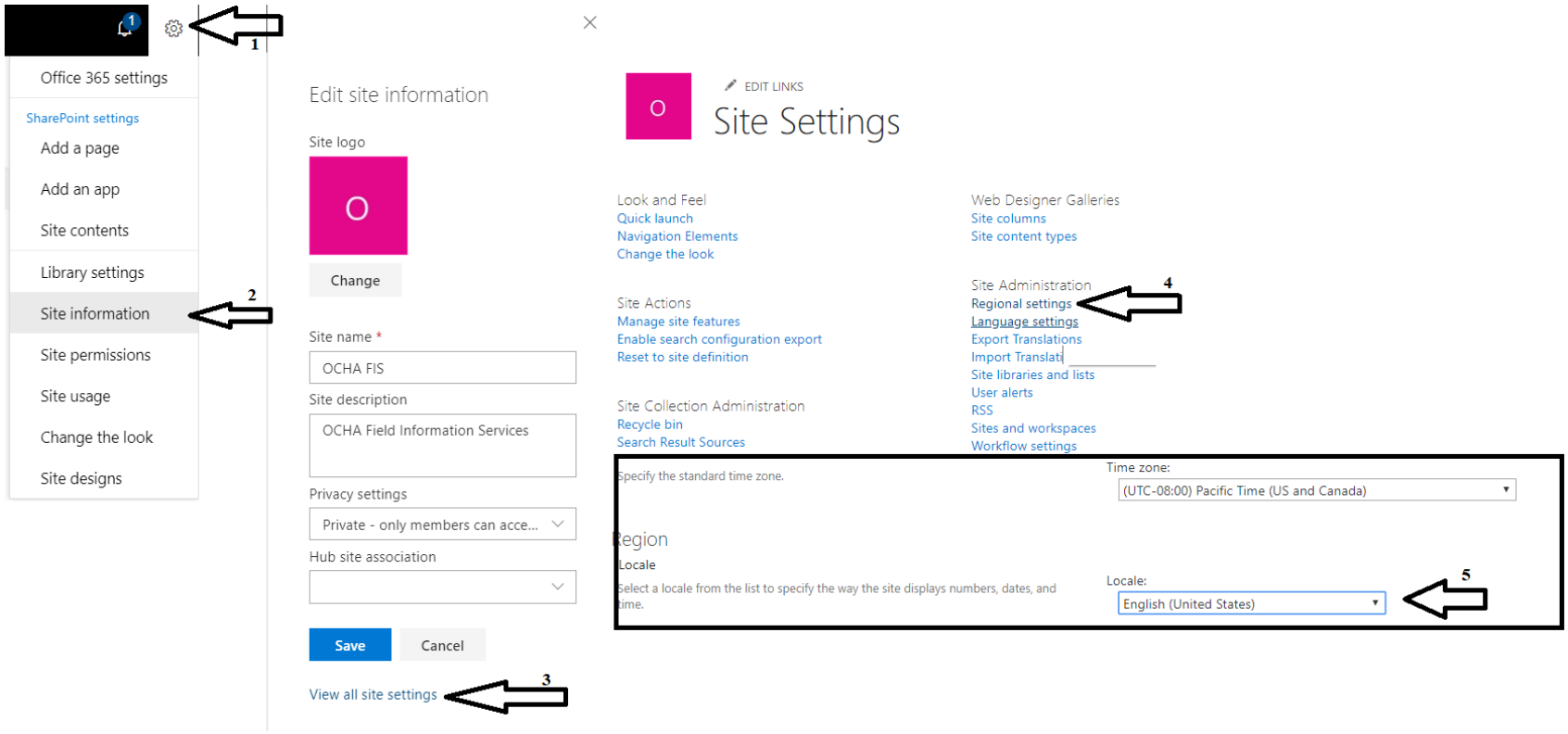
I seem unable to change the interface of TeamSite from Italian to English, or at least I could not find where I could do so. I tried "settings" but didnt work. (and having it in Italian is quite annoying!)

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

-
    - 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?

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

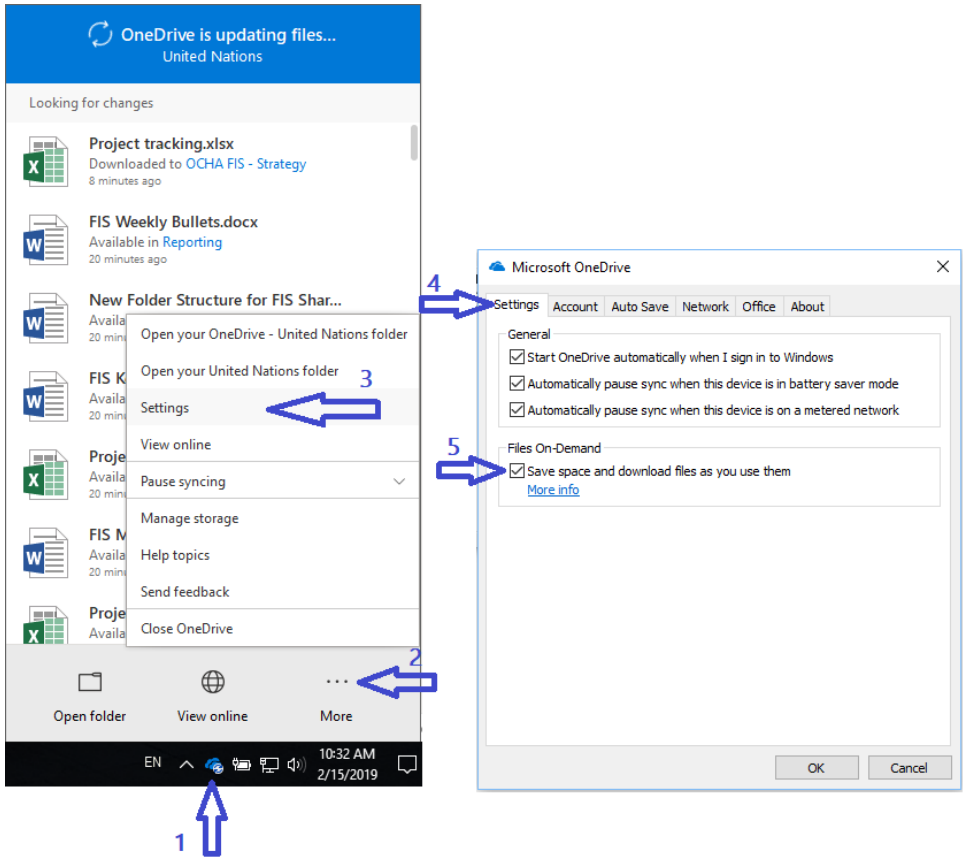
Have you found a fast way to deleted folders on the TeamSite?

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

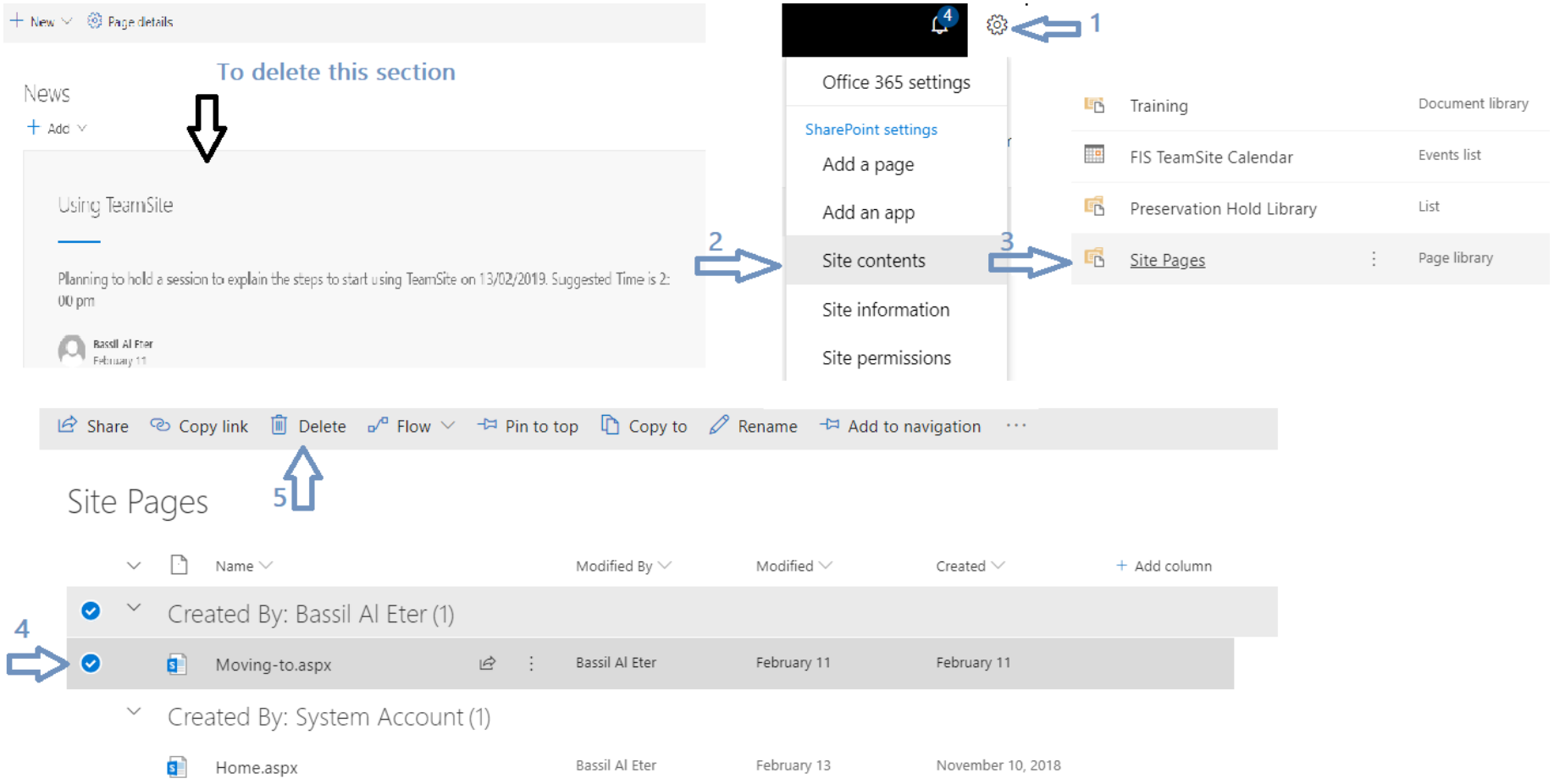
- **Caution**: You might experience delays in running operations such as Delete, Move and other which implies that some contents will still be visible until after some time. It is recommended to give time to see results. Please DO NOT repeat or make changes until the operation is done and verified that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

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

- See below.

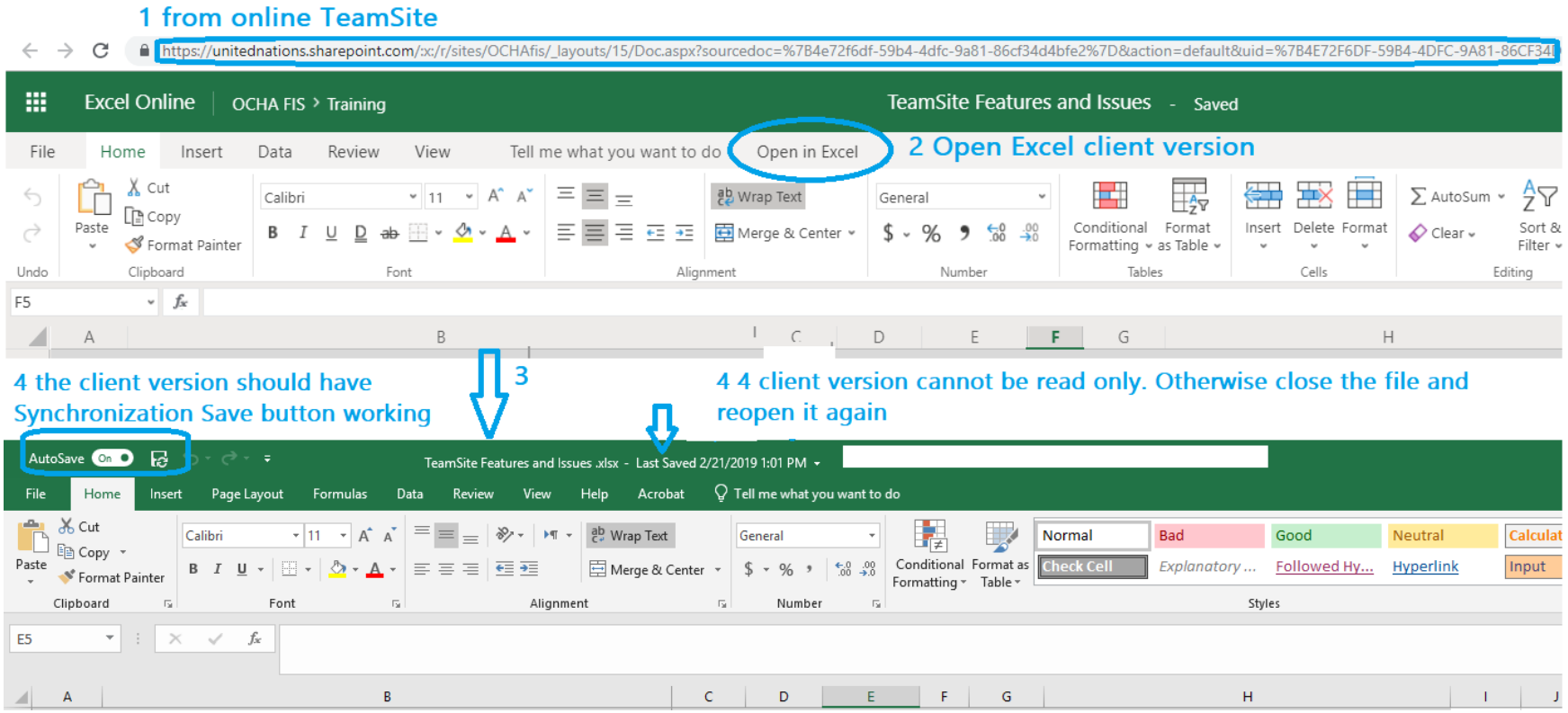


How could I delete section in the news page?



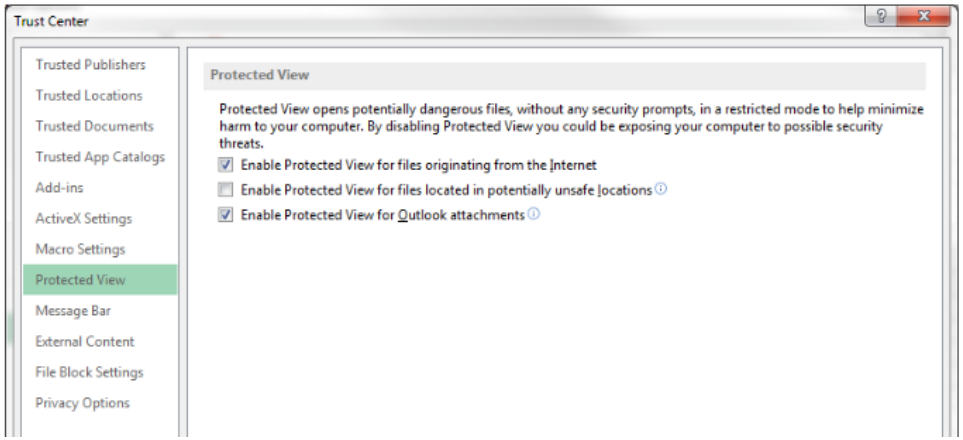
Why can't I add special symbols online in the online version?

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



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 afterword.

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.