Enabling remote work at Microsoft: Cloud-first file management and collaboration

QUESTION:

How do you enable bi-directional, auto-move while being compliant with governance and security policies? For example, OneDrive for Business to Microsoft Teams to SharePoint Online.

ANSWER:

Great question. Content in Microsoft 365 is stored in SharePoint and often doesn't move when you work on files in either Teams, SharePoint or OneDrive. People view content from one single source of truth, which means content doesn't move even if it changes permissions. However, you can use Power Automate aligned with your IT/security policies to dictate and move content when certain criteria are met. This, too, may be triggered when content reaches some certain status or milestone, to declare it as a record for example, and then move it to the "record's center."

QUESTION:

Can I expire a shared document or shared link from my OneDrive to an external user?

ANSWER:

Yes. If you select an item in OneDrive and select the information button that looks like a lower-case 'i' with a circle around it at the top-right corner of your document library, you will see a lot of information about the file. From there you can select the 'manage access' link to see who the file is shared with and revoke any sharing that has been done previously.

QUESTION:

How can we sort folder names by numeric order in SharePoint?

ANSWER:

On the Web client, you can select the Sort link at the top right of the page and choose to sort by **Name**. Even if you name your folders starting with a number, this will you sort it order by the number.

QUESTION:

What is the maximum number of characters allowed for a folder in Office 365?

ANSWER:

The entire decoded file path, including the file name is 400 characters or less for OneDrive, OneDrive for work or school, and SharePoint in Microsoft 365. The limit applies to the combination of the folder path and file name after decoding. You can use the resource here for more information: https://support.microsoft.com/en-ie/office/invalid-file-names-and-file-types-in-onedrive-and-sharepoint-64883a5d-228e-48f5-b3d2-eb39e07630fa?ui=en-us&rs=en-ie&ad=ie#filenamepathlengths.

QUESTION:

We want to promote moving information from file shares to OneDrive or SharePoint. What is the best approach you would recommend so users understand it's easy and simple to do using OD sync client? What are the key messages and onboarding materials?

ANSWER:

Start with user education on benefits of OneDrive and online storage of data. You can use the resources here: https://support.microsoft.com/en-us/onedrive. Four key benefits are:

1. Automatic and secure backup of local data: This provides protection in the scenario where your local machine malfunctions or is lost/stolen.

2. Access data from anywhere: Cloud stored data can be easily accessible on the go from any device.

3. Promote collaboration: Cloud storage allows for easy and secure sharing of documents and coauthoring on the same document, instead of copies that have to be merged.

4. Single sign-on (SSO): SSO allows for easy access on corporate managed devices. Users will automatically be authenticated for seamless, secure access.

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