

SAMPLE

MICROSOFT 365 OPTIMIZATION STRATEGY

TABLE OF CONTENTS

INTRODUCTION	3
ABOUT THIS BRIEF	3
NOTES ON ENHANCING USE OF M365	4
ENHANCING USE OF M365	10
CORE M365 APP OVERVIEW	10
<i>Microsoft Teams: The “Front Door” to M365 Collaboration</i>	<i>11</i>
<i>OneDrive for Business: Your Personal Drive.....</i>	<i>12</i>
<i>SharePoint Online: The File Warehouse.....</i>	<i>12</i>
COLLABORATING IN MS TEAMS	13
<i>About MS Teams Channel Types.....</i>	<i>13</i>
<i>External Users in MS Teams.....</i>	<i>15</i>
<i>Real-Time Communication Using Teams Chat and Channel Posts</i>	<i>16</i>
<i>Sharing Individual Files or Folders.....</i>	<i>17</i>
<i>Considerations for Team and Channel Creation</i>	<i>17</i>
M365 PERMISSIONS STRUCTURE.....	18
<i>Roles and Permissions for MS Teams and SharePoint Team Sites.....</i>	<i>18</i>