



Blueprint AG
do IT the right way

- What happens in Teams stays in SharePoint -



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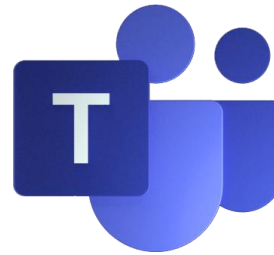


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When going to TEAMS...



Create a Team



Outlook Mailbox
Outlook Calendar



SharePoint TeamSite



OneNote

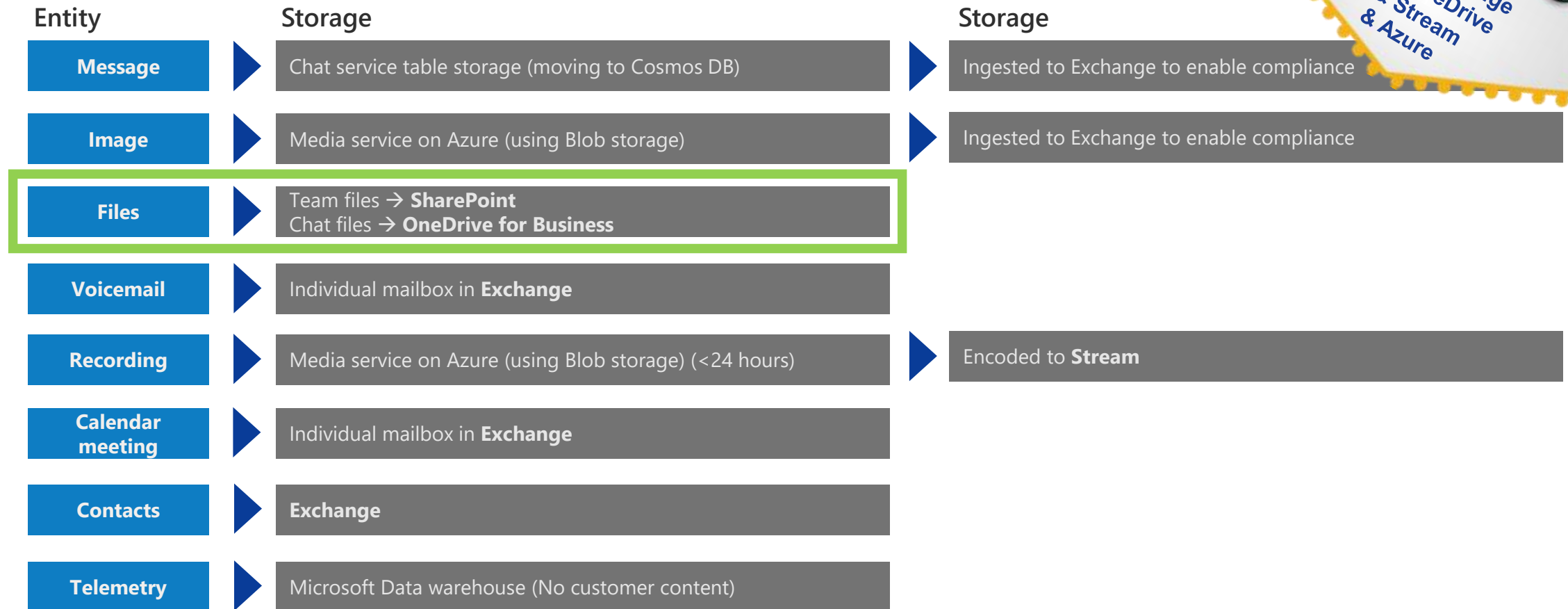


Planner Plan



Stream

What happens in TEAMS stays in SHAREPOINT



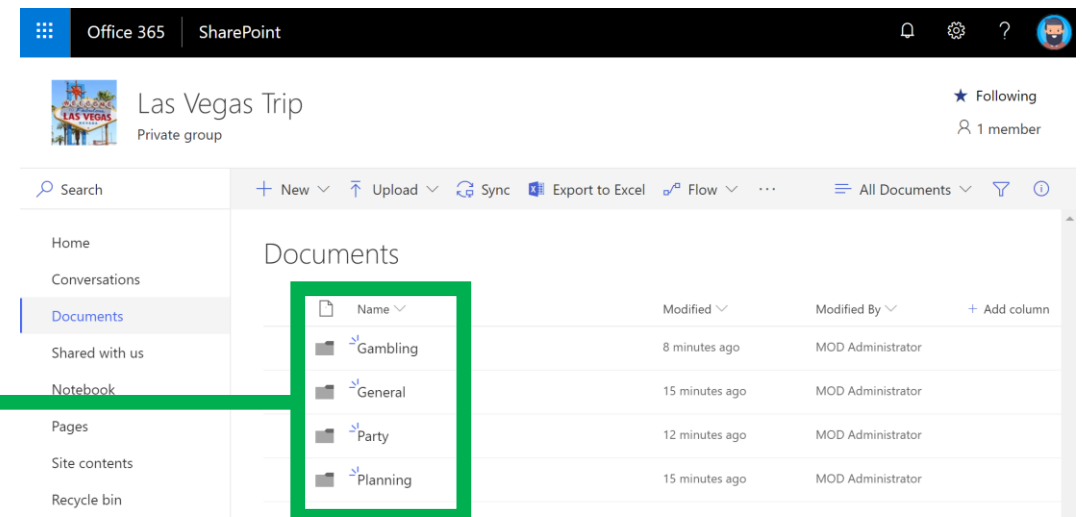
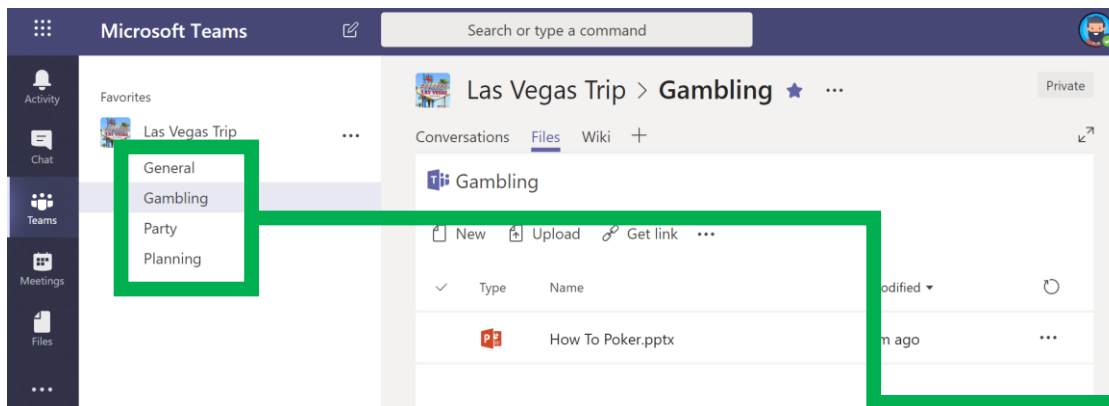
The NIGHT AFTER...



...avoid a HANGOVER

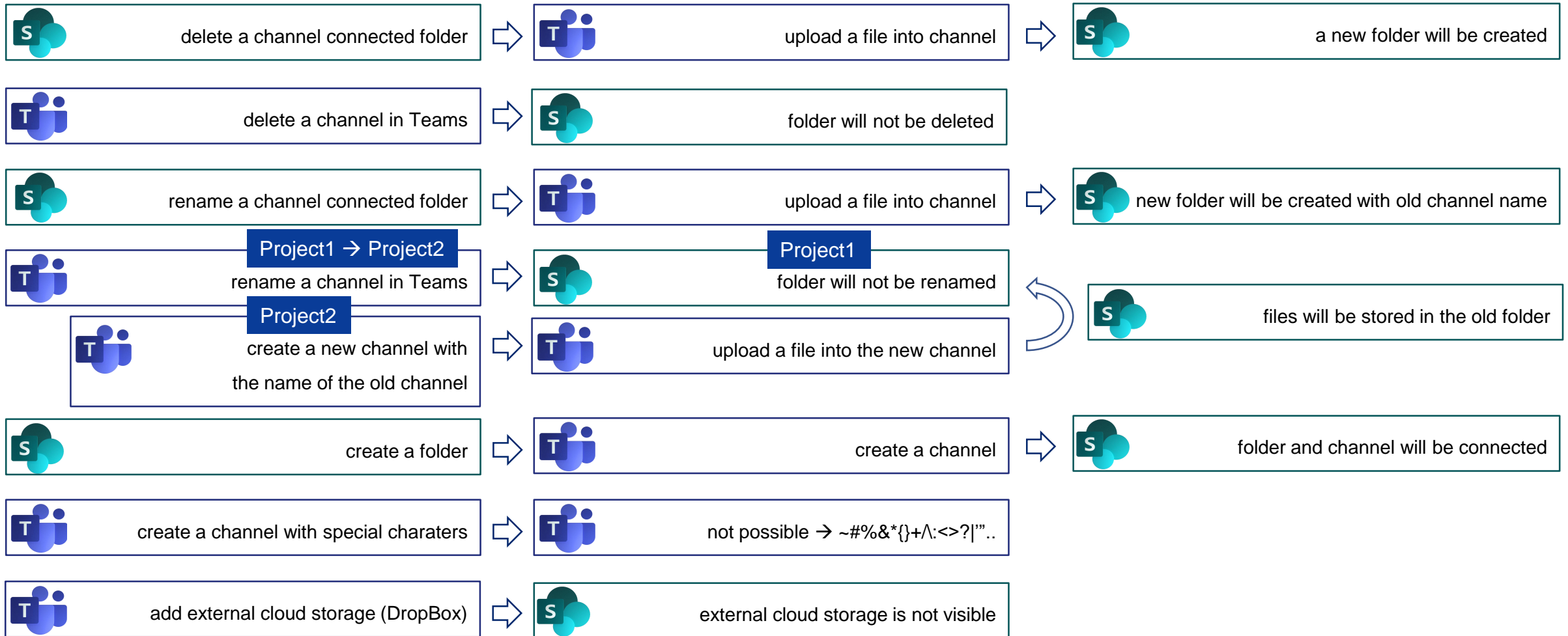
To avoid a HANGOVER

...know that TEAMS channel files are stored in a SharePoint document library



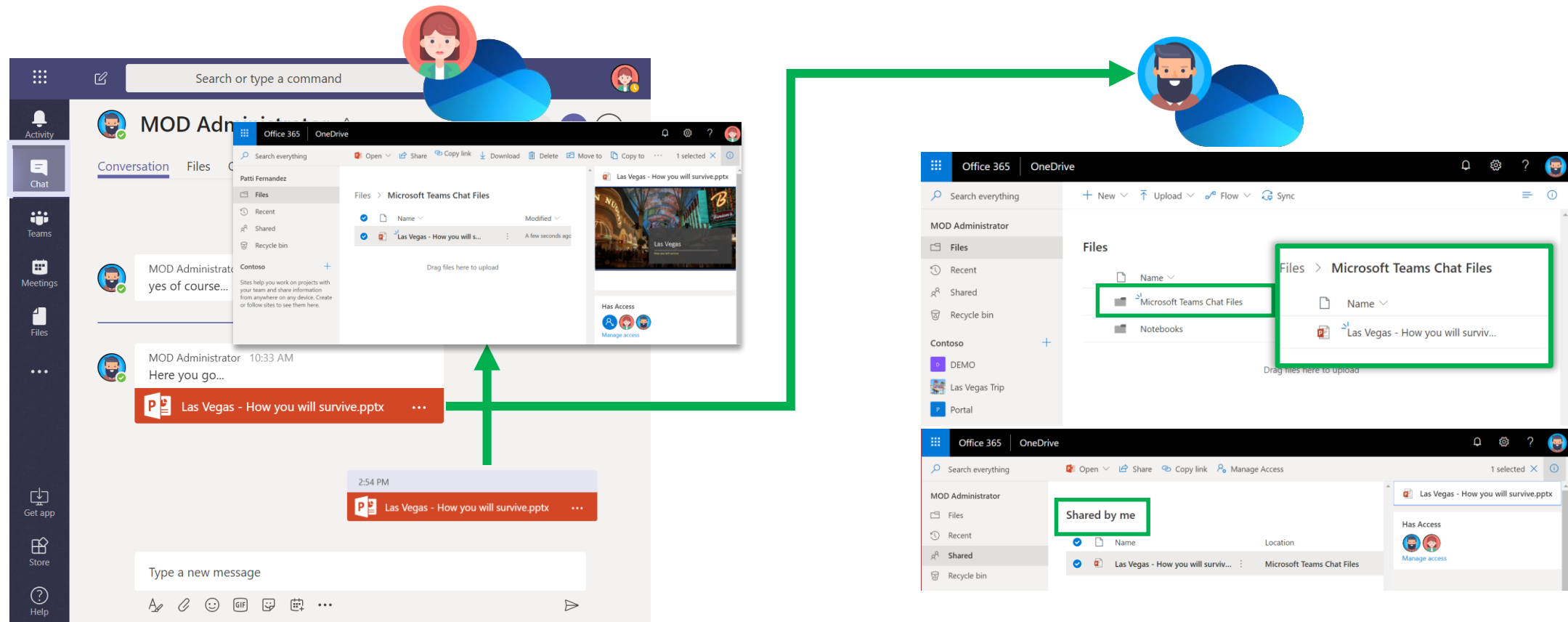
To avoid a HANGOVER

...know what happens when renaming or deleting channels and folders



To avoid a HANGOVER

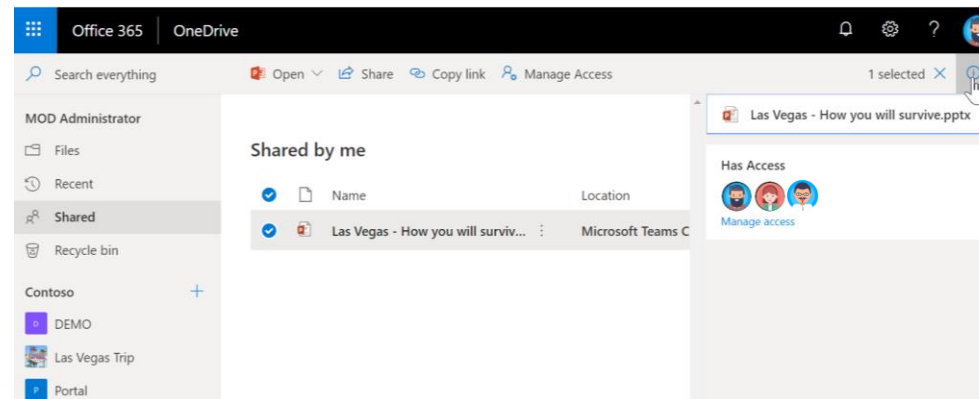
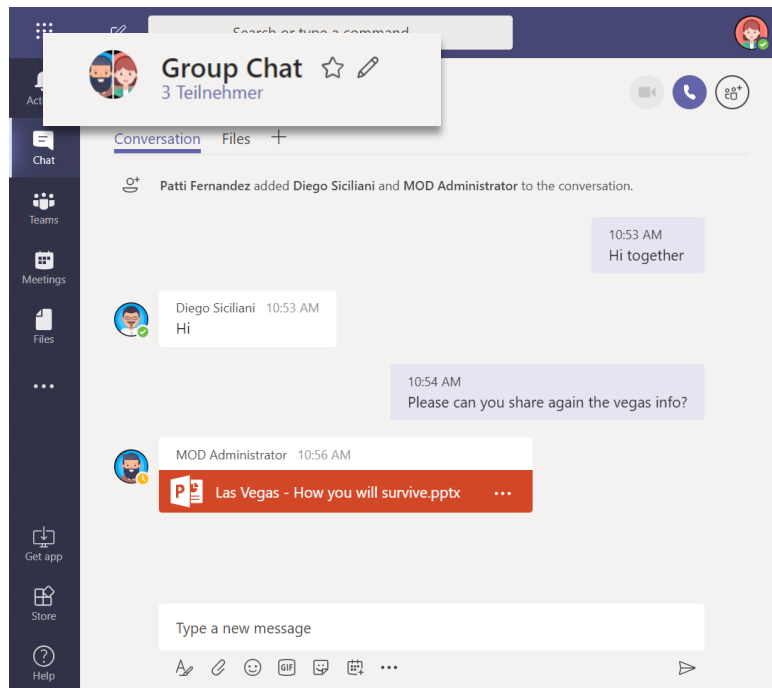
...know what happens when sharing files in a privat team chat



To avoid a HANGOVER

...know what happens when adding a user to a chat

- a new chat session starts, and the added user has no access to previous shared files
- the chat will be transformed to a group chat



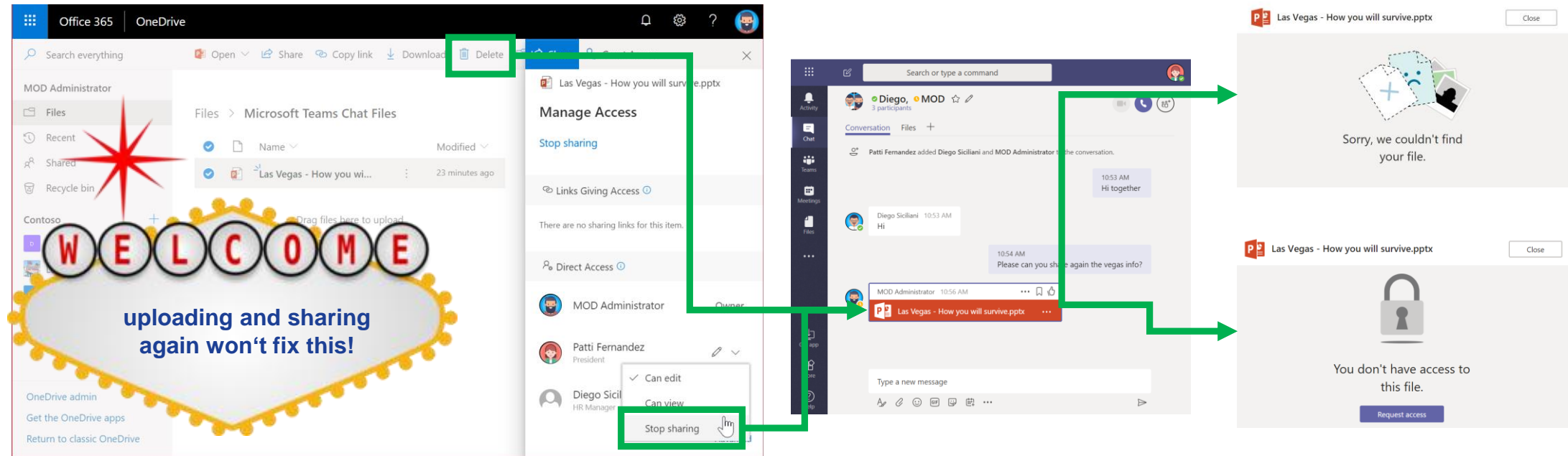
To avoid a HANGOVER

...know what happens when adding a user to a group chat

The screenshot displays the Microsoft Teams interface. On the left, a sidebar shows the 'Group Chat' with 3 participants. The main area shows a chat conversation with a file 'Las Vegas - How you will survive.pptx'. A modal dialog is open for adding a user, showing options for chat history. Below the chat, a OneDrive file explorer shows the file 'Las Vegas - How you will survive.pptx'. A green box highlights a notification: 'MOD Administrator added Adele Vance to the conversation.' and 'MOD Administrator added Lidia Holloway to the conversation and shared all chat history.'

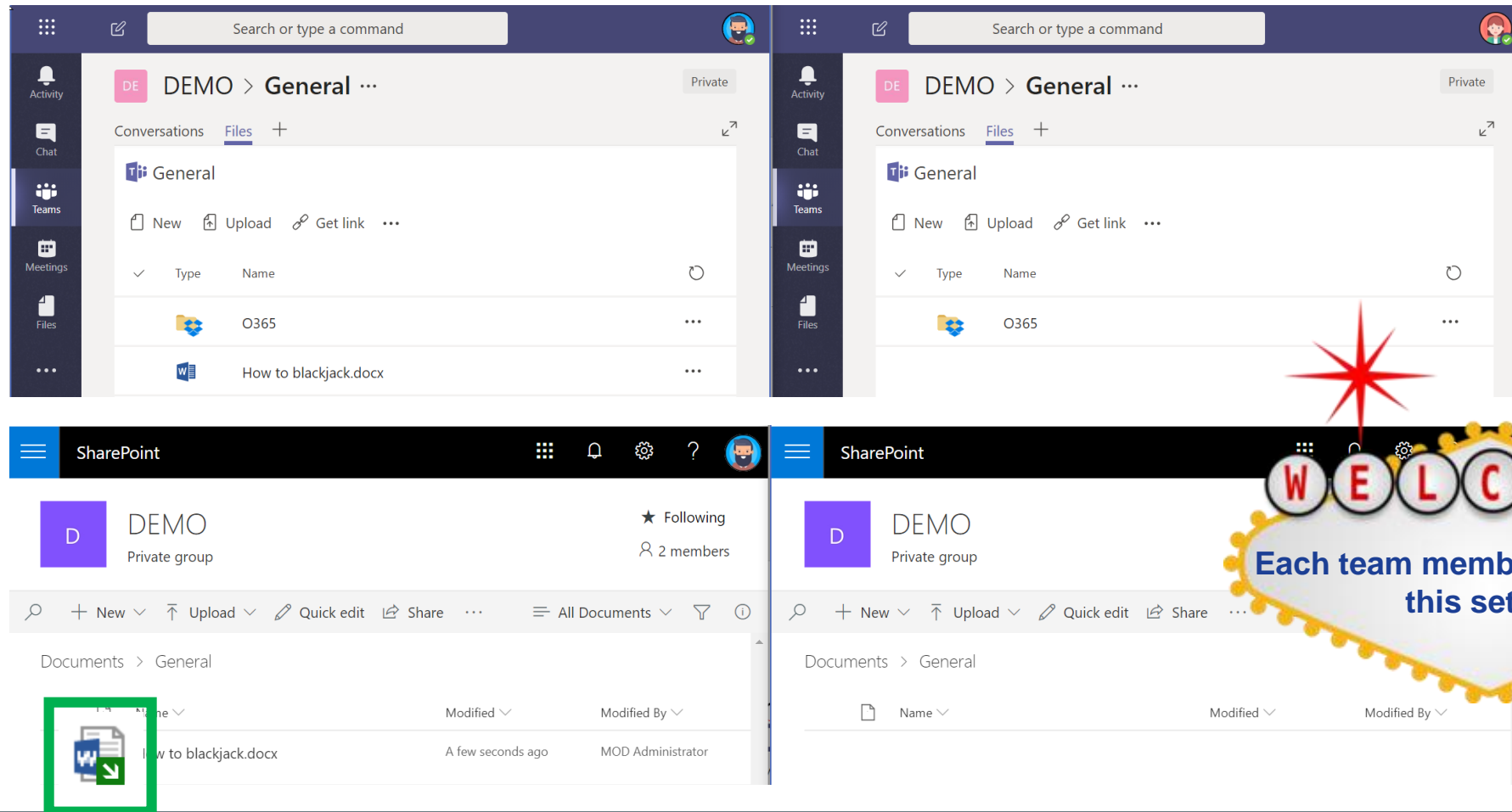
To avoid a HANGOVER

...know what happens when you delete or remove permissions from a shared file



To avoid a HANGOVER

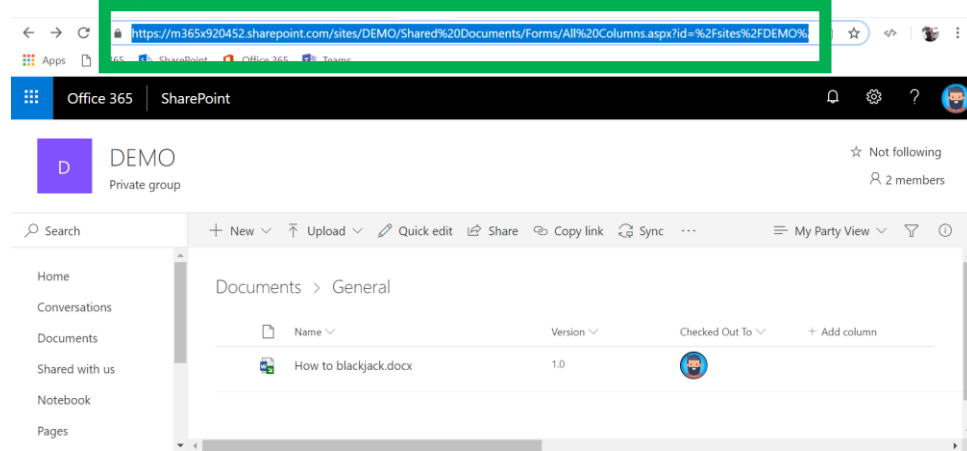
...avoid checkin / checkout on the SharePoint document library



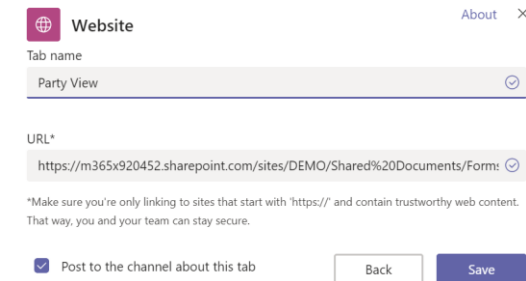
To avoid a HANGOVER

...you can add SharePoint views to TEAMS tabs

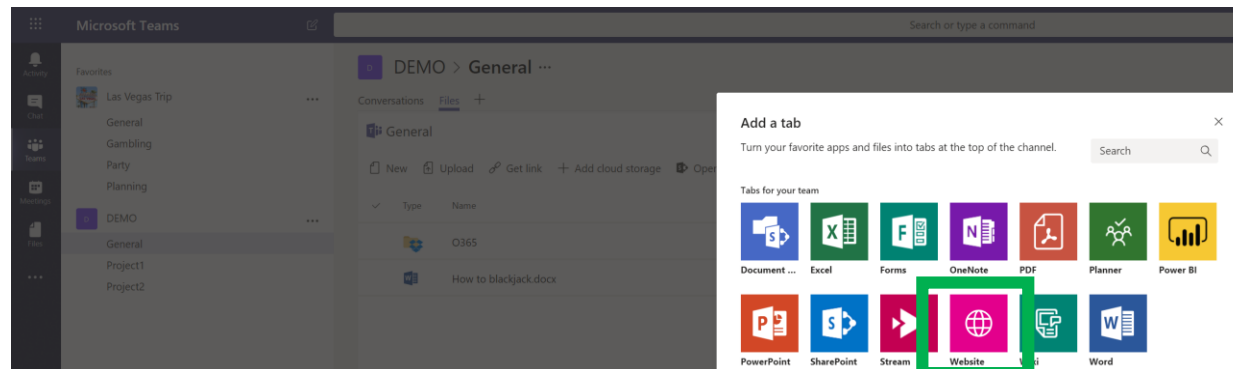
1. Copy view URL from SharePoint



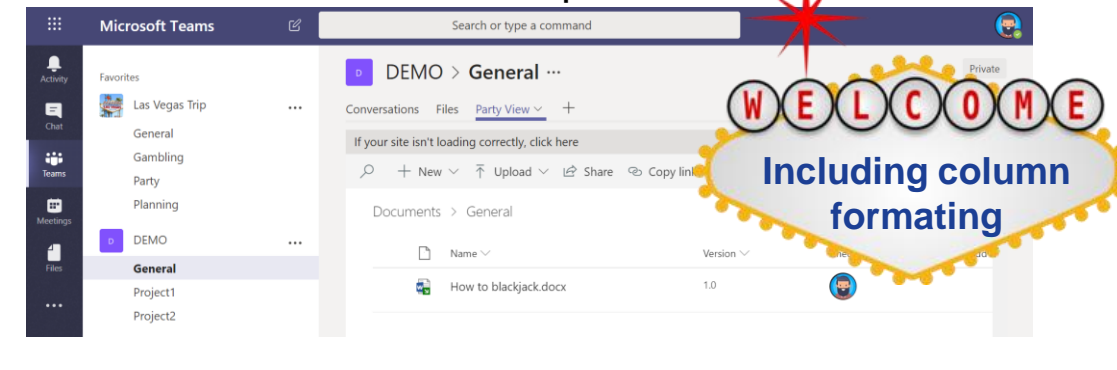
2. Paste view URL



2. Add Website TEAMS tab

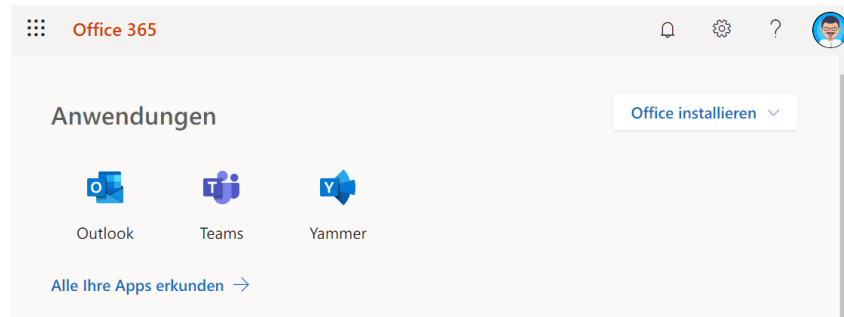


4. Get the full SharePoint experience

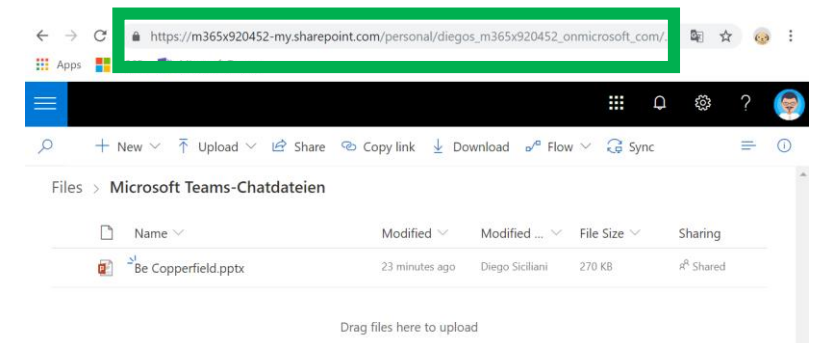
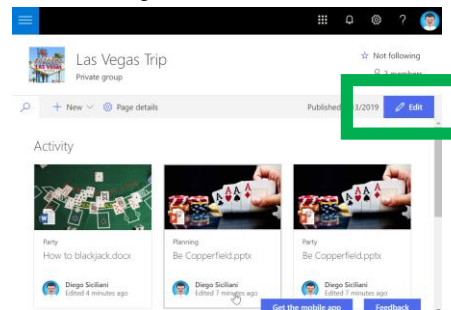
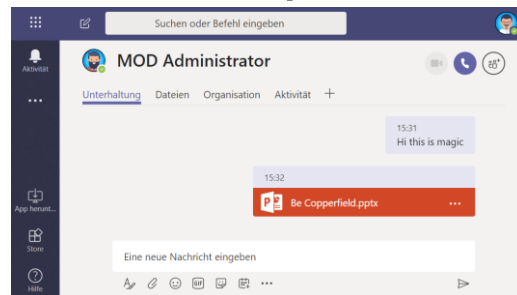


TEAMS is magic

- To use OneDrive you need a SharePoint license
- Without a SharePoint license you still can use TEAMS



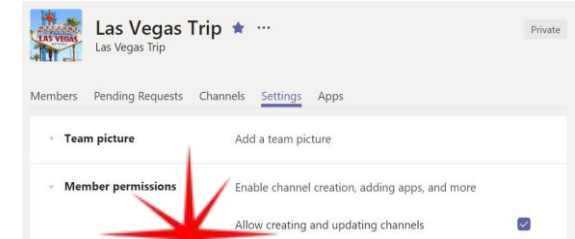
- You can upload files and you can use SharePoint!?!?!?



- When assigning a license, the uploaded files appear in OneDrive

The HANGOVER medicine

- ❏ Think well before you create teams and channels
- ❏ Think about restricting channel options for members
- ❏ Do not (heavily) modify the SharePoint document library
- ❏ Think before you connect an existing TeamSite to a Team
- ❏ Train your users to make them professional gamblers



And now GAMBLE



[Microsoft Forms Link](#)

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