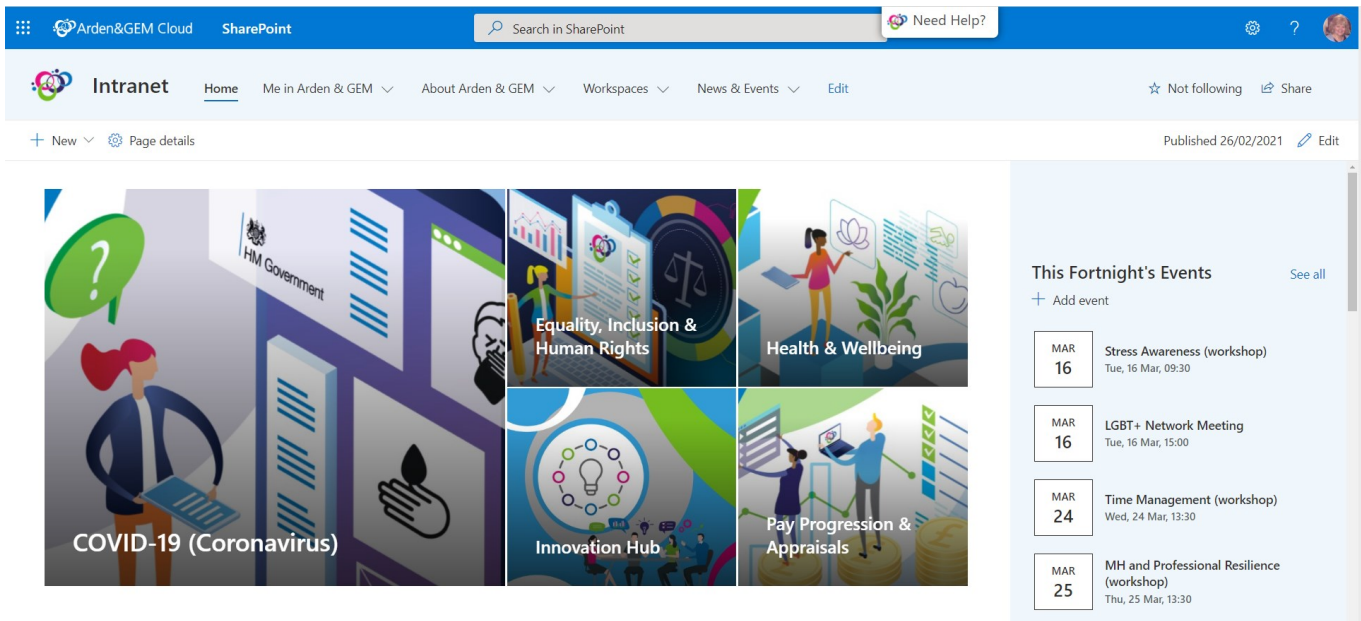


SHAREPOINT/INTRANET



Quick reference guide

SharePoint is Microsoft's collaboration platform. It's a place where team members can communicate, exchange data, and work together; share files and an intranet. In fact most users first experience with SharePoint is their Organisation's Intranet Page.



You can use this as a secure place to store, organise and share information from any device with internet connection.

SharePoint sites can be public/organisation facing or private for use just with in your team.

SharePoint allows multiple users to work on the same document simultaneously. Meaning that large documents for use within a team or department can be edited at once by more than just one person at a time. With stringent version control, any mistakes that need may be made during a multi user logging session can be easily reset. With SharePoint online, each user has at least 1TB of personal cloud storage, which is estimated to be 85,899,345 word documents.

