



KLEE
GROUP

User training manual

Projet SharePoint 2019



➤ Context and objectives

About the project



Project

Migration to SharePoint 2019 coupled with OneDrive synchronization

Why migrate ?

Technical change with the intention of decreasing previous bugs in file management due to implementation choices

Objectives

- Decrease or eradicate user blocks and issues with accessing, modifying and saving files
- Allow users to manipulate and collaborate on shared files
- Meet Microsoft system requirements for better support



Sites and libraries / common workspace

Before



After

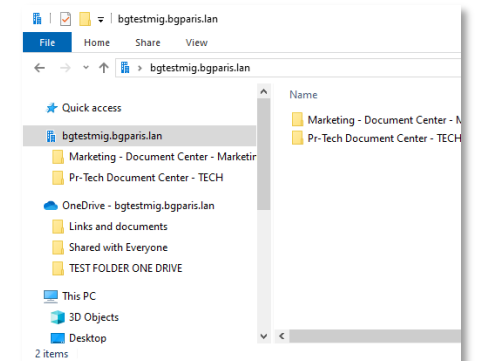
SharePoint 2016
& network
mapping access
from workstation

SharePoint 2019
& OneDrive access
from workstation

File explorer:
Network mapping
Réseau > X: / Z: / ...



File explorer:
One Drive



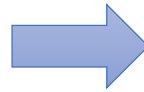
SharePoint 2019 – OneDrive

What changes ?



Sites and libraries / common workspace

Before



After

SharePoint 2016 & network mapping access from workstation

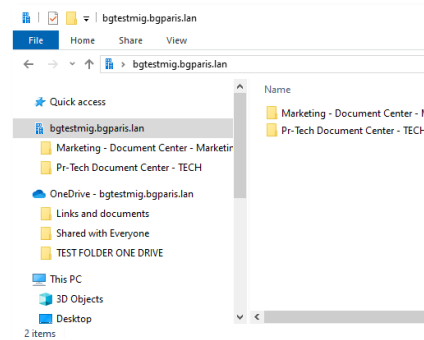
SharePoint 2019 & OneDrive access from workstation

File explorer:
Network mapping
Réseau > X: / Z: / ...



- Local Disk (C:)
- CF Archives Munich (Cloud) (I:)
- CF Archives London (Cloud) (L:)
- Compliance (Cloud) (M:)
- CF Archives Paris (Cloud) (P:)
- Marketing (Cloud) (S:)
- CF (Cloud) (Y:)

File explorer:
One Drive

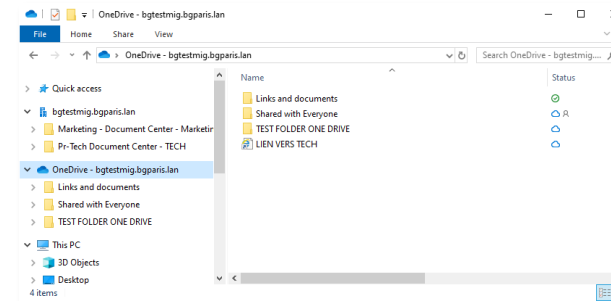


Personal workspace

Before & After

OneDrive online / MySites & local OneDrive access from workstation

One Drive / File explorer



➤ Before / After

Before / after : what's new ?

› Content

- › Same content
- › Cut in smaller libraries and Archives collection
- › Some mapping / path changes made to be intuitive (annexes)

› New archiving process

- › For the time being **contents older than 1st January 2019 were archived** (modified date)
- › Automatic process to be defined (files to be automatically archived if not modified in specific lapse of time)
- › **Archived content will still be available** (to view and modify) and be restored in previous location if needed

› New features & easy navigation

- › Features available online (share, copy link, filters and search, version history, recycled bin ...)
- › Easy ways to navigate between local and online content

Before / after : objectives 1/2

Users

- › Encountered a lot of issues
 - › Slow to open file
 - › Read only files / impossible to modify or save
- › Workarounds
 - › Work on computer directly
 - › Create several versions ...

Resulting in :

- Time consuming
- Too much steps to work on files or share them

IT

- › Technical issues
 - › Compatibility issues
 - › Storage (data redundancy, large volumes ...)

Before / after : objectives 2/2

Users

- Encountered a lot of issues
 - Slow to open file
 - Read only files / impossible to modify or save

Rare or inexistent

- Workarounds
 - Work on computer directly
 - Create several versions ...

No need for workarounds

IT

- Technical issues
 - Compatibility issues
 - Storage (data redundancy, large volumes ...)

No more compatibility issues and storage waste

Resulting in :

- Up to date content
- No manual versionning
- Save time sharing and modifying content

➤ Training objectives

SharePoint 2019 – OneDrive

Training objectives



› getting started

- Learn how to set up your workspace
- Connect and sync shared and personal content on the workstation



› essentials options

- Understand synchronization process
- Manage files and folders availability
- Manage space on the computer



› explore

- File explorer
- Online interface
- Advanced functionalities
- Archiving process



› experience

- Use common features
- New ways to manage files and folders
- Optimized use of synced content

> Get started

General overview - Connection

- As soon as you connect to **your Windows session**
 - you can easily access Online SharePoint Interface
 - automatic synchronization takes place to get you latest versions of the files and folders.



Login to your Windows session

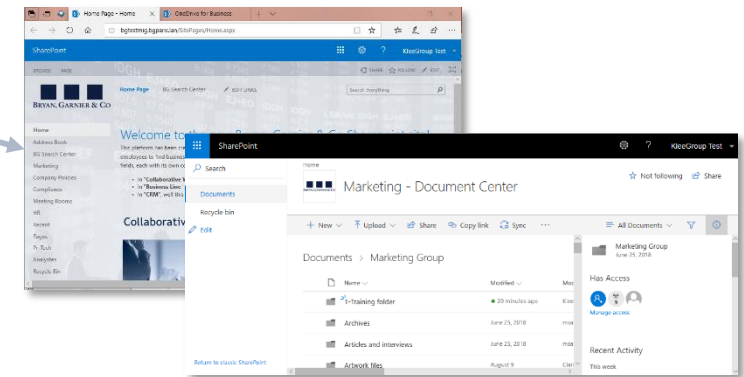
Workplace

Ethernet or wifi direct connection to BryanGarnier network

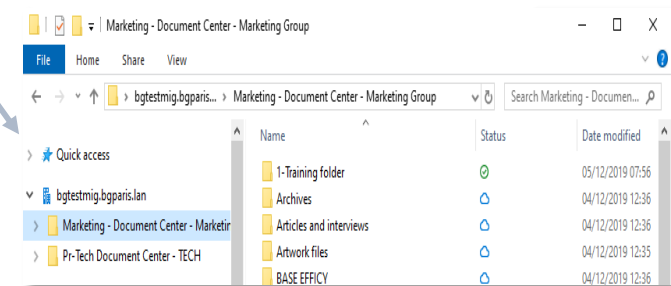
Mobility

VPN connection to BryanGarnier network

SharePoint Web Interface



OneDrive File explorer



SharePoint 2019 – OneDrive

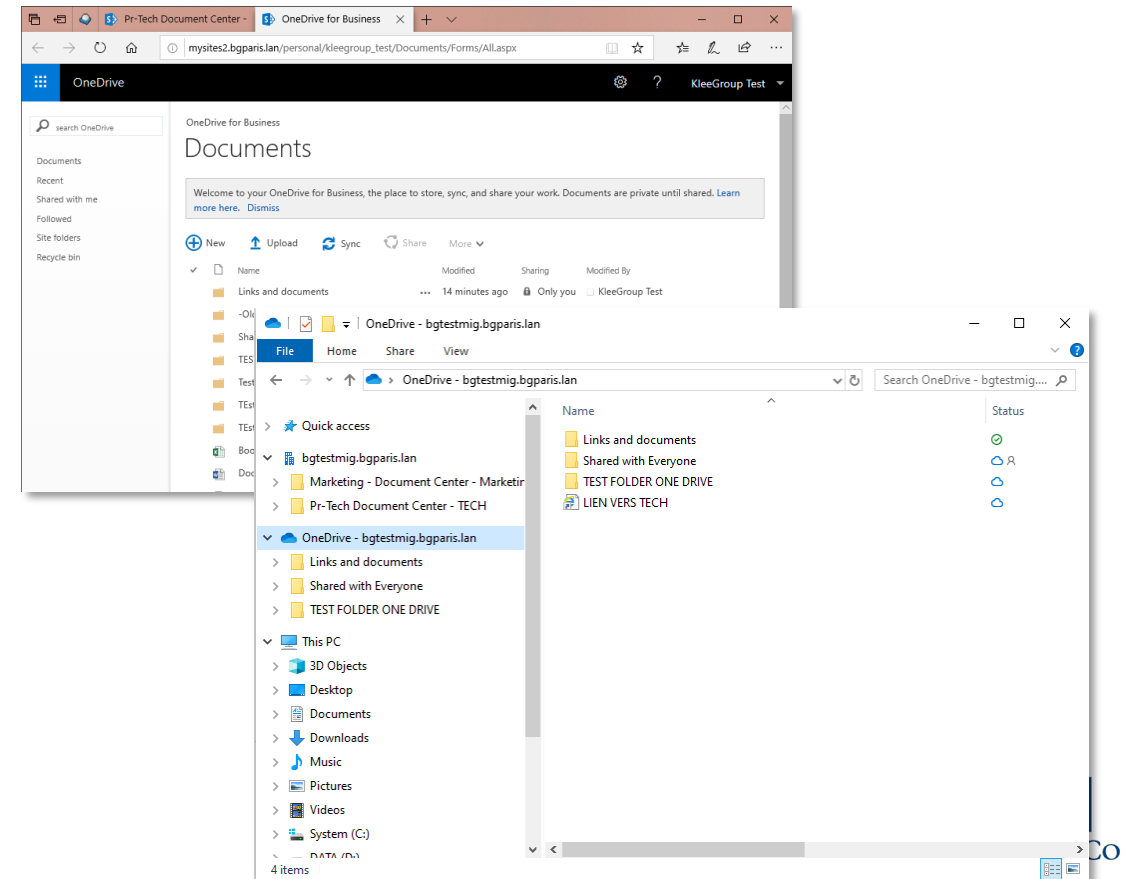
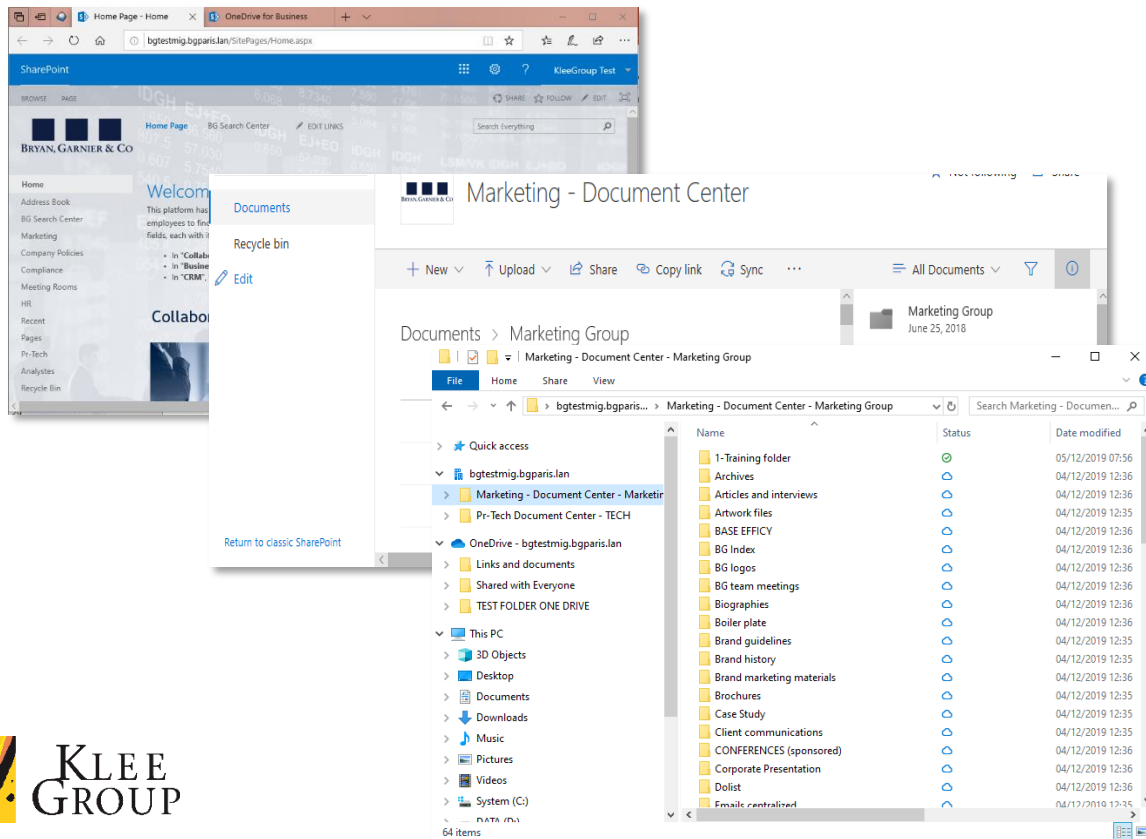
General overview

Sites and libraries for collaboration and sharing

Personal workspace

BG Sharepoint Libraries

One drive BG personal space



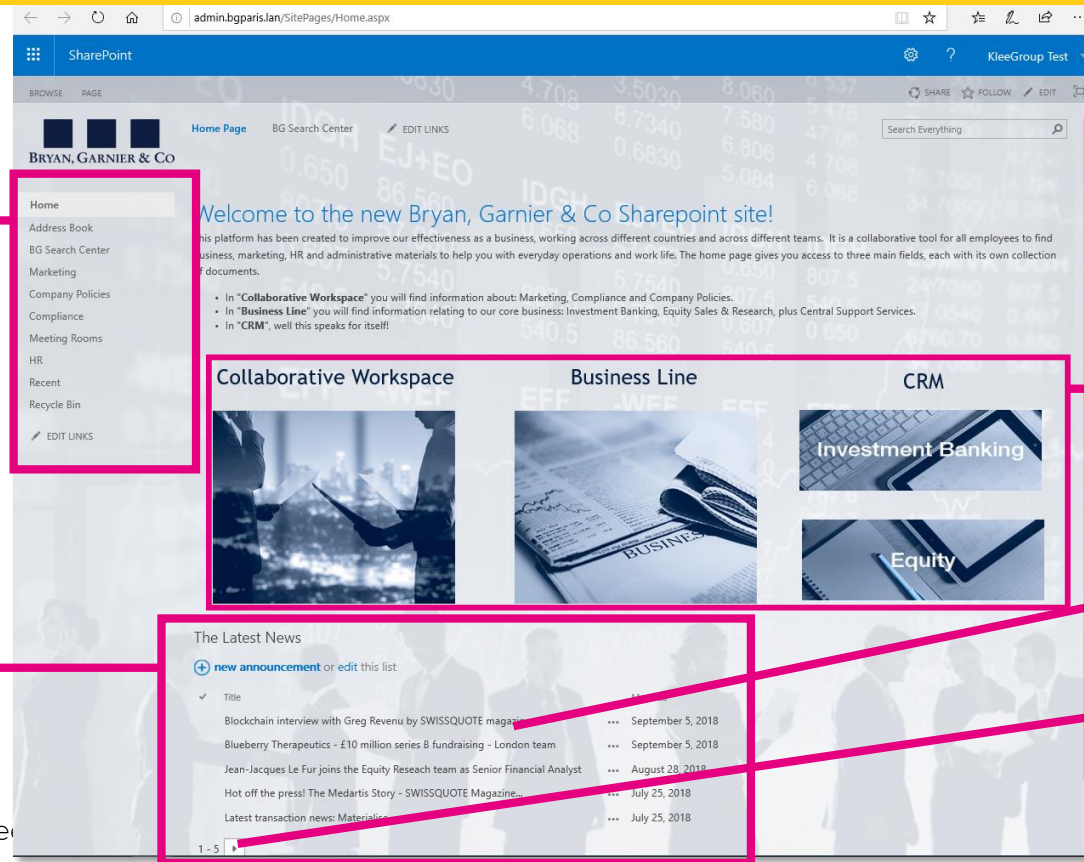


> Get started & set up your workspace

SharePoint

Connection & Homepage

- Connect to **your Windows session** and access Online SharePoint web interface
 - check your Internet connection is active before you proceed
 - in a Web browser of your choice go to training environment: <http://bgtestmig.bgparis.lan> OR <http://www.bgparis.lan> after the Go Live of the SP 2019 new environment



Shortcuts appear in an area on the left of the page that contain links to internal domains and external websites

Links to links to internal domains and external websites appear in the middle of the Homepage

At the bottom of the page you can find an area with a list of Latest News

By clicking on the title of the news you can view the content of that particular news

Navigate to another page to view more links of the Latest News

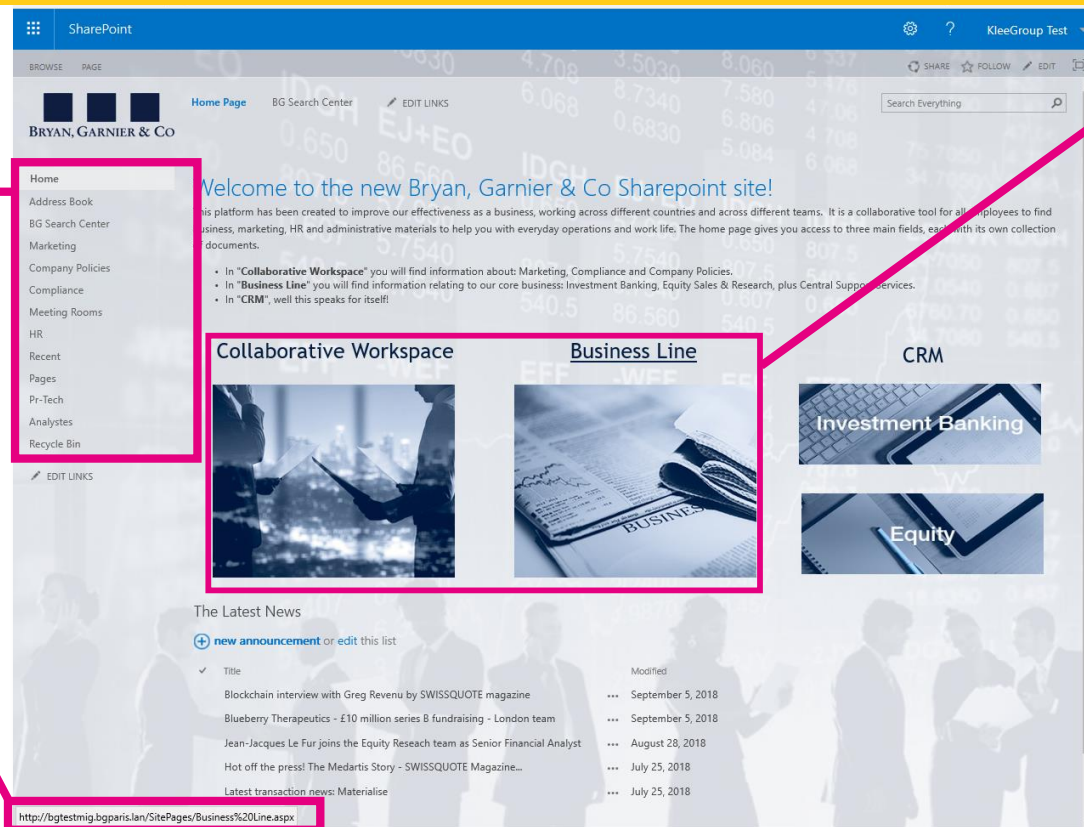
SharePoint

Navigate to a library

- Navigate to a specific library from the links on the Homepage
 - All the previous libraries and contents are available in Sharepoint 2019
 - The list of access paths changes can be found in the Annexes

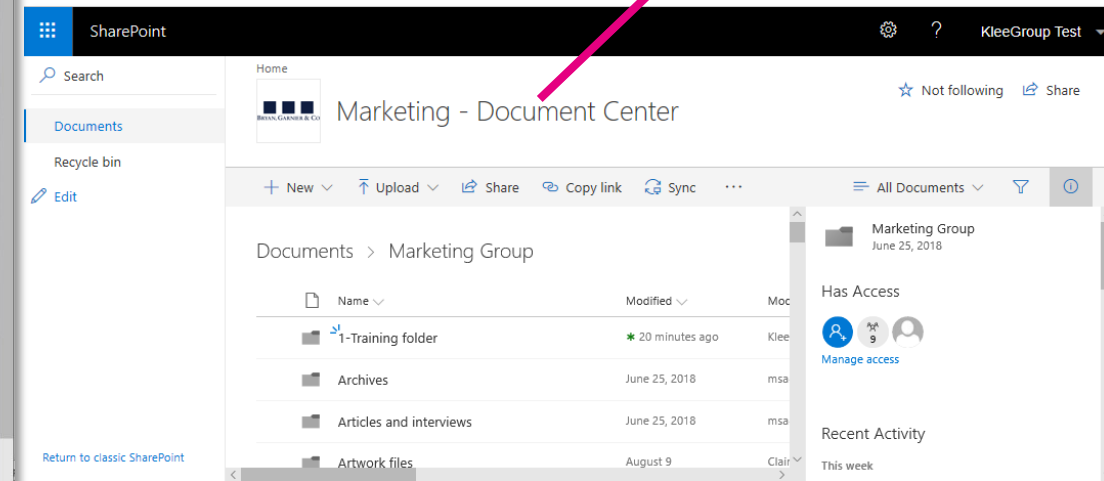
Some libraries can be accessed from the shortcuts on the left

When hovering over any link on the page, the URL of the landing page appears in the lower left corner of the browser



Libraries can be accessed from the links « Collaborative Workspace », « Business Line » by clicking on the link

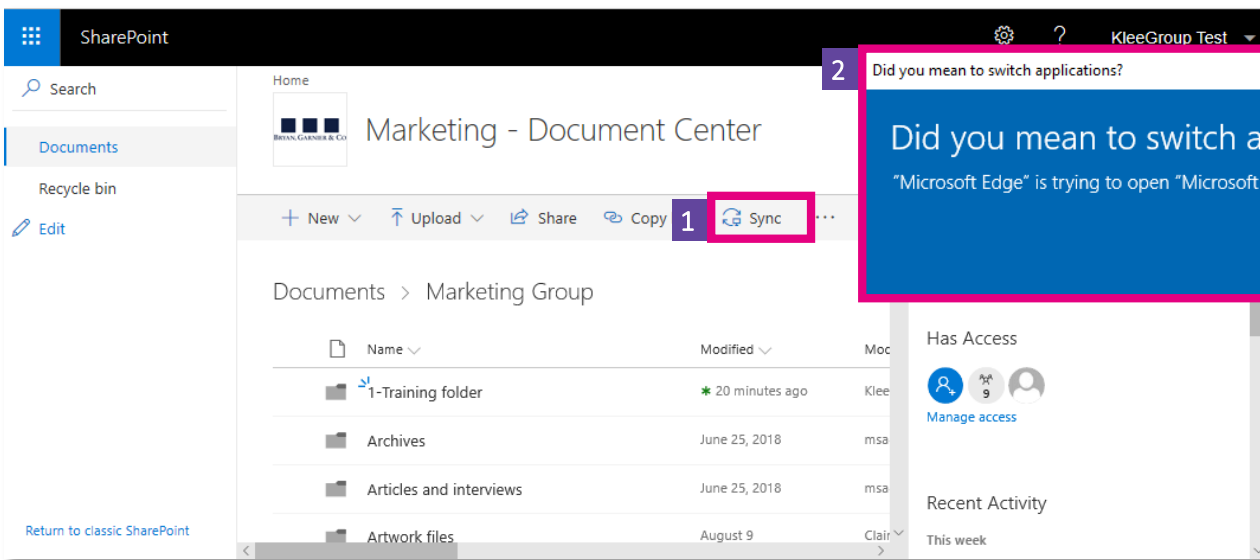
You can view the title of the library you've landed in



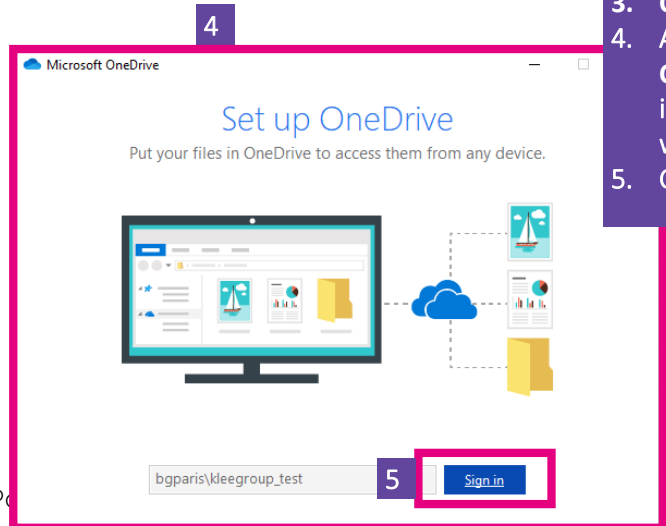
SharePoint

Setup – OneDrive synchronization 1/2

- sync the library to find the files and folders it contains, referenced in the computer file system
- Set up the OneDrive account when syncing your first library



2 Did you mean to switch applications?
Did you mean to switch applications?
"Microsoft Edge" is trying to open "Microsoft OneDrive".
3 Yes No



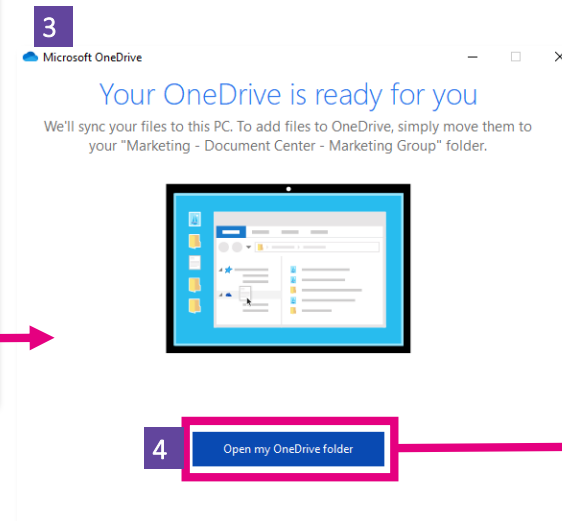
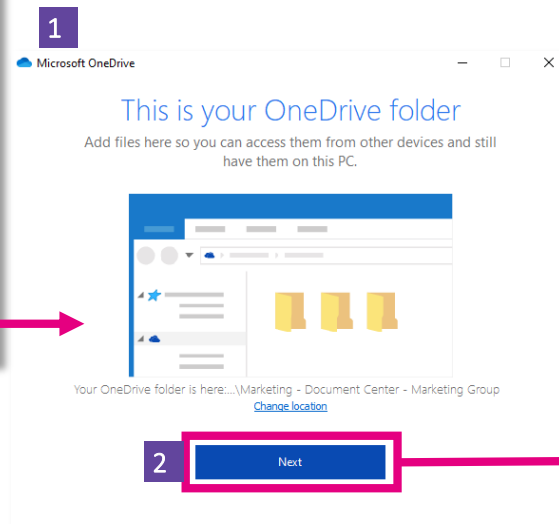
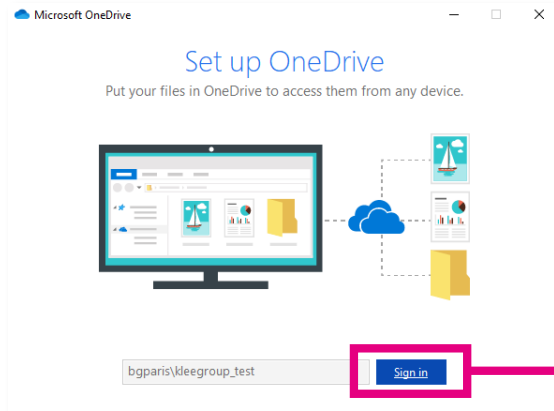
Sync the library
Before syncing the library, open SharePoint web interface and navigate to the library ...

1. Click on Sync
2. A pop-up window asking you to confirm access to OneDrive application is displayed
3. Click to confirm
4. A pop-up window appears for Configuring OneDrive and the login information is automatically prefilled with your account information
5. Click on the Sign up button to connect

Once it is set up the synchronization process will run automatically.
If needed, you can stop syncing a folder or a file.

Setup – OneDrive synchronization 2/2

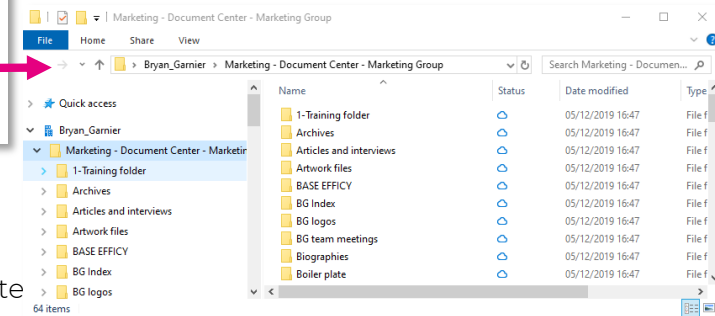
- sync the library to find the files and folders it contains, referenced in the computer file system
- Set up the OneDrive account when syncing your first library



Sync the library

To finalize the synchronization and access the files and folders references from your file system ...

1. A pop-up window appears asking confirmation for the sync folder
2. Click on the button to proceed to the next step
3. A pop-up window appears to confirm that OneDrive is set up and ready to use
4. Click on the button to open the synced folder
5. The synced library folder displays files and folders from the cloud



SharePoint / OneDrive Library, Files & folders

- Sync the library to find the files and folders it contains, referenced in the computer file system

The image shows two windows side-by-side. The left window is the SharePoint interface for a 'Marketing - Document Center' library. The right window is a Windows File Explorer showing the local file system path for the same library. Blue arrows and boxes highlight the synchronization of folders and files between the two environments.

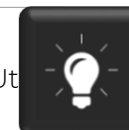
SharePoint Screenshot:

- Path: Documents > Marketing Group
- Items in library:
 - 1-Training folder
 - Archives
 - Articles and interviews
 - Artwork files

Windows File Explorer Screenshot:

- Path: Marketing - Document Center - Marketing Group
- Items in library:
 - 1-Training folder
 - Archives
 - Articles and interviews
 - Artwork files
 - BASE EFFICY
 - BG Index
 - BG logos
 - BG team meetings
 - Biographies
 - Boiler plate

Synced library Marketing Group



SharePoint



Practice



- **Exercise n° 1**

Connect, navigate to Marketing Group library and sync the library on computer

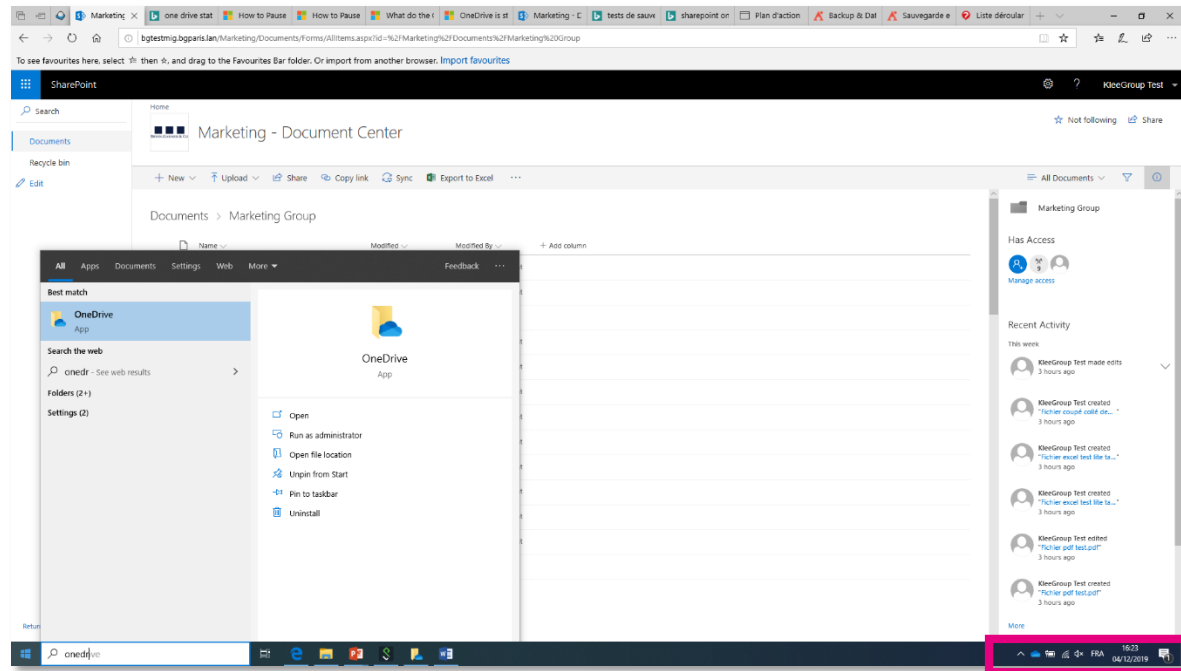
1. Open Windows session
2. Open browser and go to « <http://bgtestmig.bgparis.lan> »
3. Click on Marketing in shortcuts in left panel and navigate to Marketing Group library
4. Sync the folder




> Zoom into OneDrive & settings

OneDrive

OneDrive on your computer



OneDrive in your workspace

- Note: You might need to click the Show hidden icons arrow  next to the notification area to see the OneDrive icon.
- If the icon doesn't appear in the notification area, OneDrive might not be running. Select Start, type OneDrive in the search box, and then select OneDrive in the search results.

After you set up the OneDrive computer App and synced, an icon appears at the left bottom of the computer screen within system icons



OneDrive app sync status icon

Icon

Meaning

Possible action



The blue OneDrive icon means that OneDrive is running on your computer and all content is synced and up to date.

You can check the last synced files or folders by selecting the icon.



The circular arrows over the OneDrive or OneDrive for Business notification icons signify that sync is in progress. This includes when you are uploading files, or OneDrive is syncing new files from the cloud to your PC.

You can check the progress or the files being synced by selecting the icon.



The paused symbol over the OneDrive or OneDrive for Business icon means your files are not currently syncing.

To resume syncing, select the blue or white OneDrive icon in the notification area to **Resume syncing**.



A grayed-out OneDrive icon in the taskbar means you're not signed in, or OneDrive setup hasn't completed.

On a PC, search for **OneDrive** and then open the **OneDrive desktop app**.










A red circle with red cross means there might be an issue with syncing a folder or a file and something requires your attention.

Click on the icon to learn more about the problem or take action.



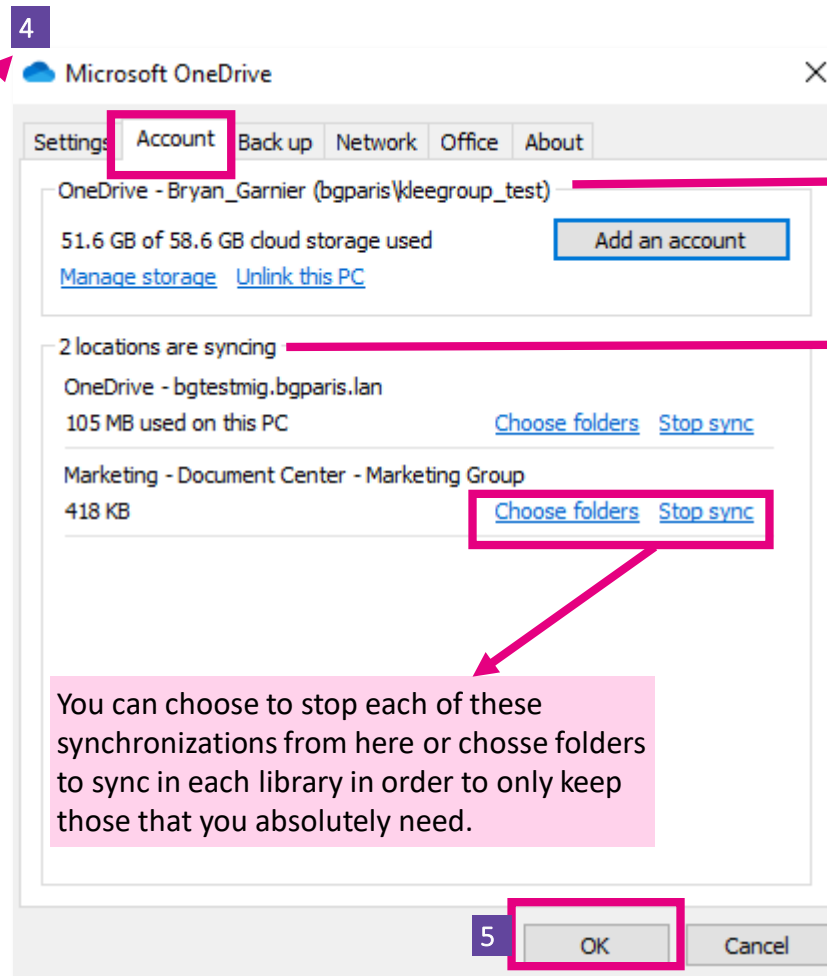
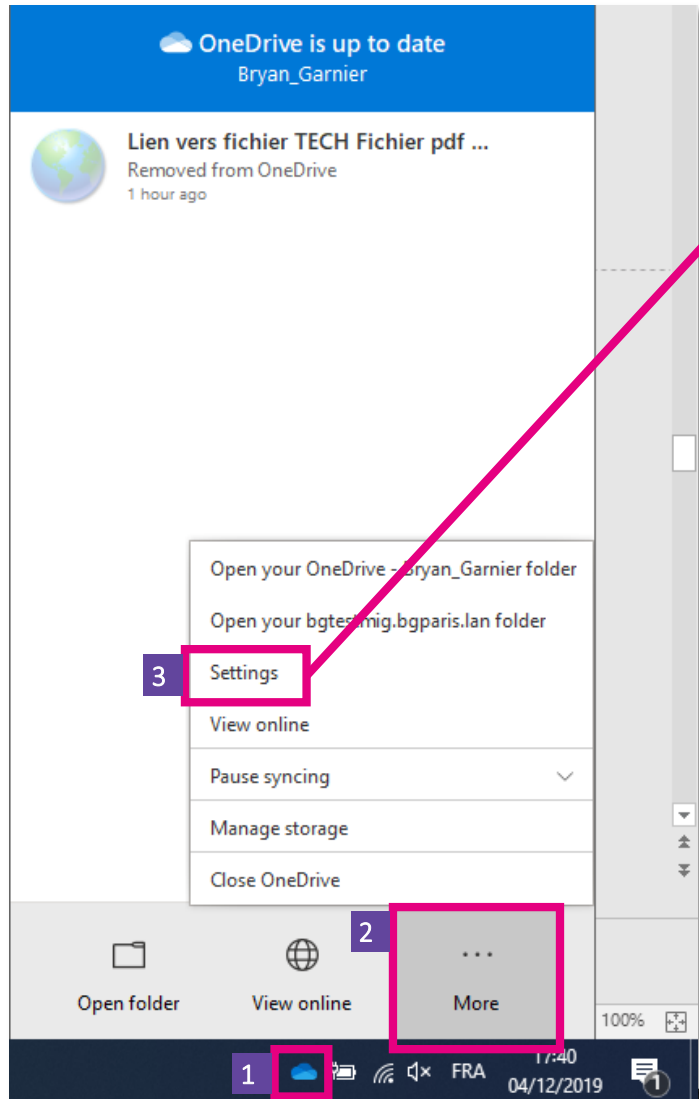
OneDrive sync icon for files & folders

| Icon | Meaning |
|---|---|
|  | A red circle with a white cross means that a file or folder cannot be synced. You'll see this in File Explorer or on the OneDrive notification area icons. |
|  | The circular arrows for a file or a folder signify that sync is in progress. |
|  | If you see a "people" icon next to your OneDrive files or folders, this indicates the file or folder has been shared with other people. |
|  | A blue cloud icon next to your OneDrive files or folders indicates that the file is only available online . Online-only files don't take up space on your computer. <ul style="list-style-type: none">• Stored on computer: metadata only (light) ;• Internet connection to be opened: yes |
|  | When you open an online-only file, it downloads to your device and becomes a locally available file . You can open a locally available file anytime, even without Internet access. After a 3 day period (BG setting), the file becomes online-only file and frees the space on your computer. <ul style="list-style-type: none">• Stored on computer: whole file ;• Internet connection to be opened: no |
|  | Files that you mark as " Always keep on this device " have the green circle with the white check mark. <ul style="list-style-type: none">• Stored on computer: whole file ;• Internet connection to be opened: no |
|  | OneDrive will show a padlock icon next to the sync status if the file or folder has settings which prevent it from syncing. |



OneDrive

OneDrive Settings – Account tab




Connected account information

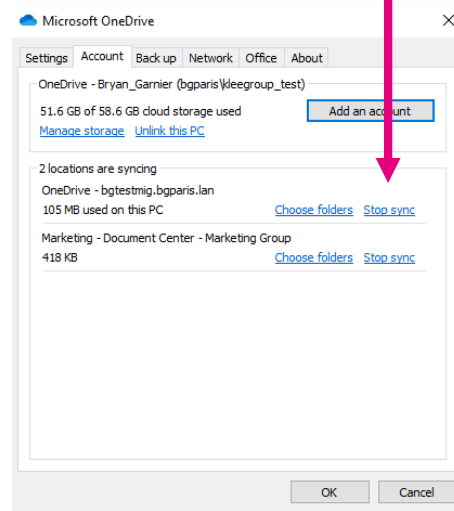
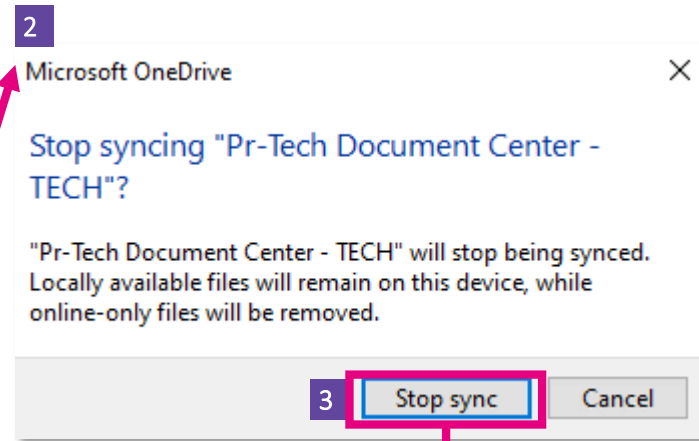
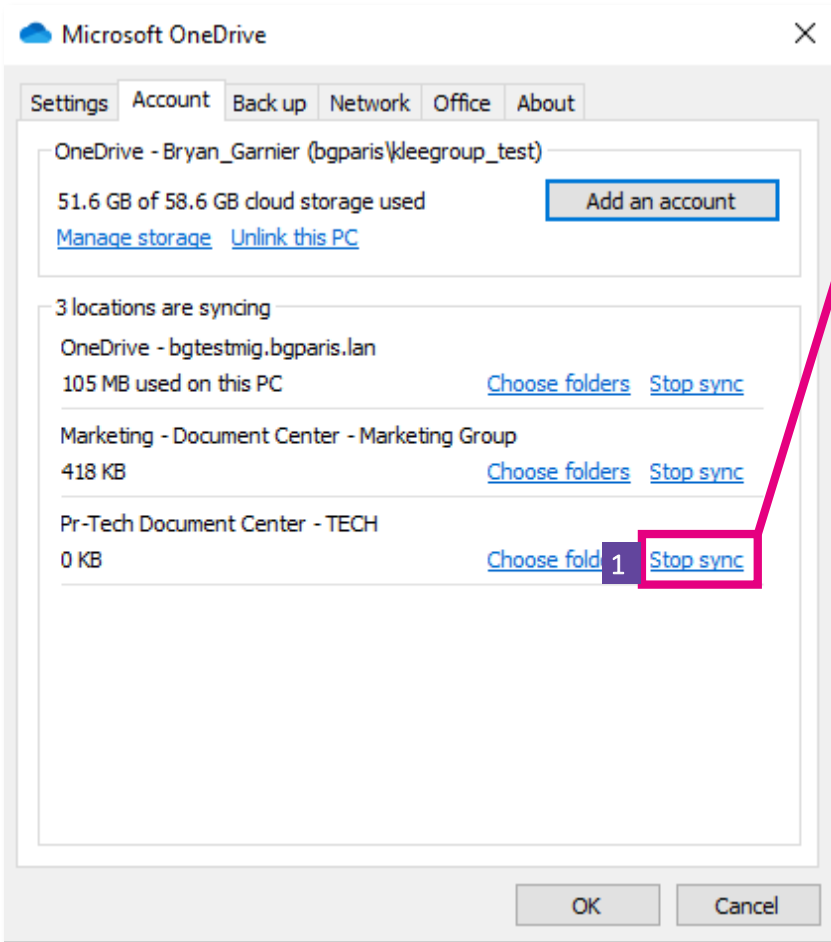
Synced spaces are listed here amongst with: Personal OneDrive space and each of the synced libraries

You can choose to stop each of these synchronizations from here or choose folders to sync in each library in order to only keep those that you absolutely need.

Access One Drive settings:

1. Click on OneDrive icon from the right bottom corner of your computer screen
2. Click on More to show more options 
3. Click on Settings
4. The settings pop-up window opens and you can navigate between settings tabs by clicking on each of them
5. When you finished configuring OneDrive you can confirm to close the window

OneDrive Settings – Stop syncing library



Free space by managing synced content

Never delete one folders from your synced spaces unless you want to delete those for all users that have access.

For each synced space you can:

- Click to « Stop the synchronization » if not needed
- Click on choose folders to manage synced folders you want to find referenced on your computer

Stop syncing a library:

In the OneDrive settings, under the Account tab:

1. Click to « Stop the synchronization » for a library
2. A pop-up window appears asking you to confirm the action
3. Click the « Stop sync » button to confirm

The chosen space disappears from the list of synced locations.



OneDrive Settings – Choose folders to sync

The screenshot shows the OneDrive settings window with the 'Account' tab selected. Under '2 locations are syncing', the 'Marketing - Document Center - Marketing Group' location is highlighted with a pink box and labeled '1'. A pink box around the 'Choose folders' link in this location is connected by a pink arrow to the 'Choose folders' dialog box, labeled '2'. The dialog box shows a list of folders with checkboxes. The 'Image library' folder is highlighted with a pink box and labeled '3'. At the bottom of the dialog, the 'OK' button is highlighted with a pink box and labeled '4'. The dialog also shows the location on the PC: '... \Marketing - Document Center - Marketing Group' and 'Selected: 24.0 GB'.

Free space by managing synced content

Never delete one folders from your synced spaces unless you want to delete those for all users that have access.

For each synced space you can:

- Click to « Stop the synchronization » if not needed
- Click on choose folders to manage synced folders you want to find referenced on your computer

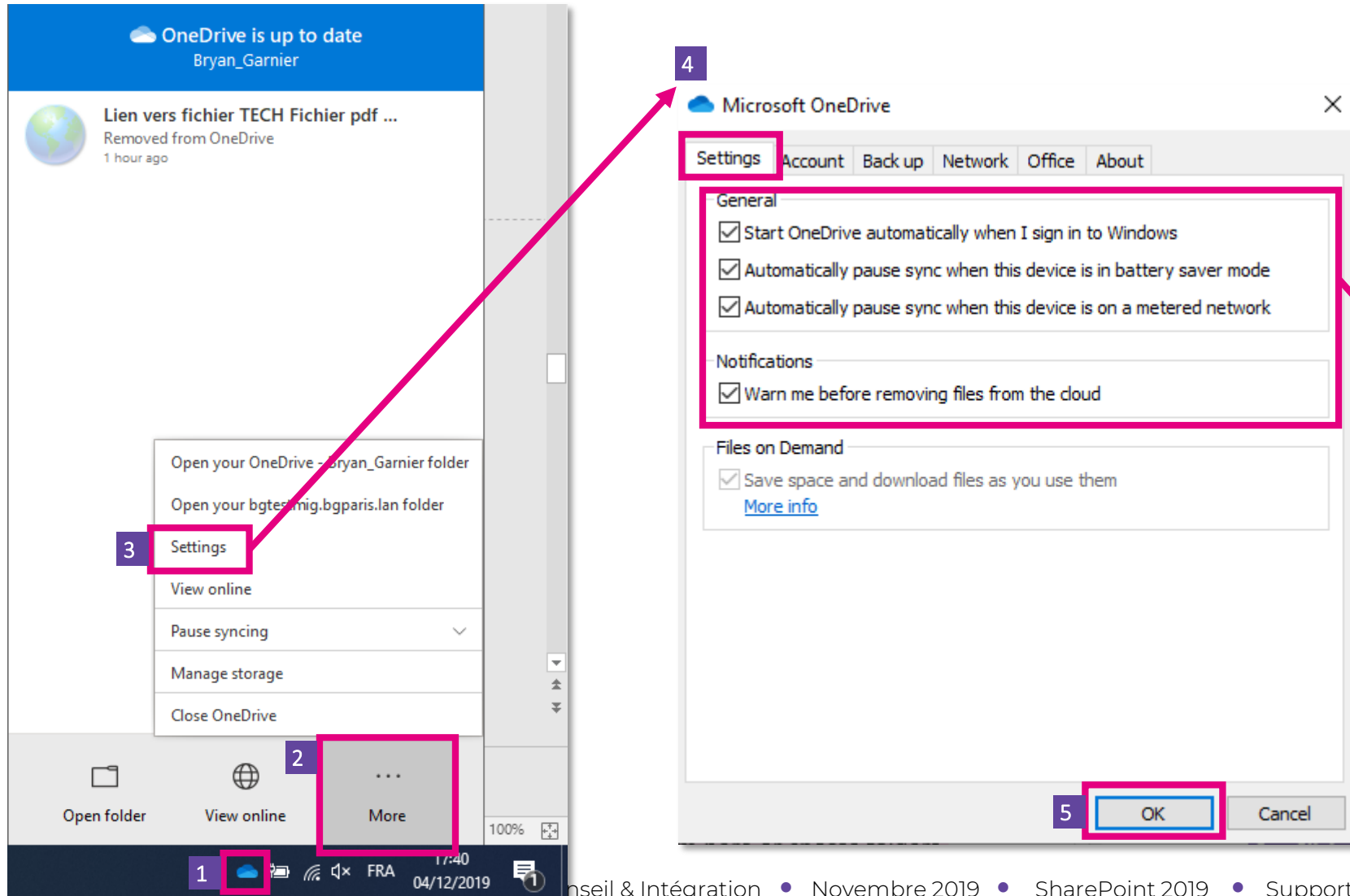
Choose folders from library to sync:

In the OneDrive settings, under the Account tab:

1. Click to « Choose folders » for the specific library
2. A pop-up window appears asking you to chose the folders to sync or not
3. Check the specific boxes of the folders you want to sync
4. Confirm by clicking on the OK button

Only the files and folders chosen in the previous step will remain on your computer.

OneDrive Settings – Settings tab



- Access One Drive settings:
1. Click on OneDrive icon from the right bottom corner of your computer screen
 2. Click on More to show more options
 3. Click on Settings
 4. The settings pop-up window opens and you can navigate between settings tabs by clicking on each of them
 5. When you finished configuring OneDrive you can confirm to close the window

- In Settings tab you can find checkboxes to:
- Launch OneDrive automatically when connecting to Windows
 - Pause synchronization when the computer is in Energy saving mode
 - Pause synchronization when the computer uses limited internet connection
 - Get window alert before deleting files synced files from the cloud



You can find more information about the options and their purpose in the Annexes.


Practice



- **Exercise n° 2**

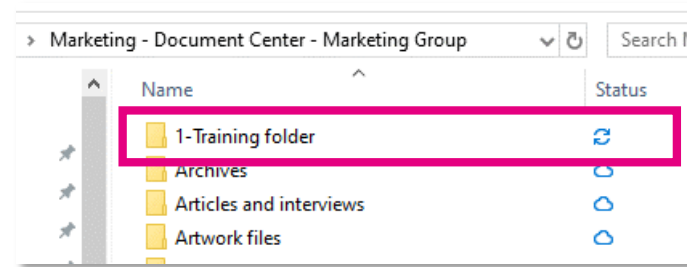
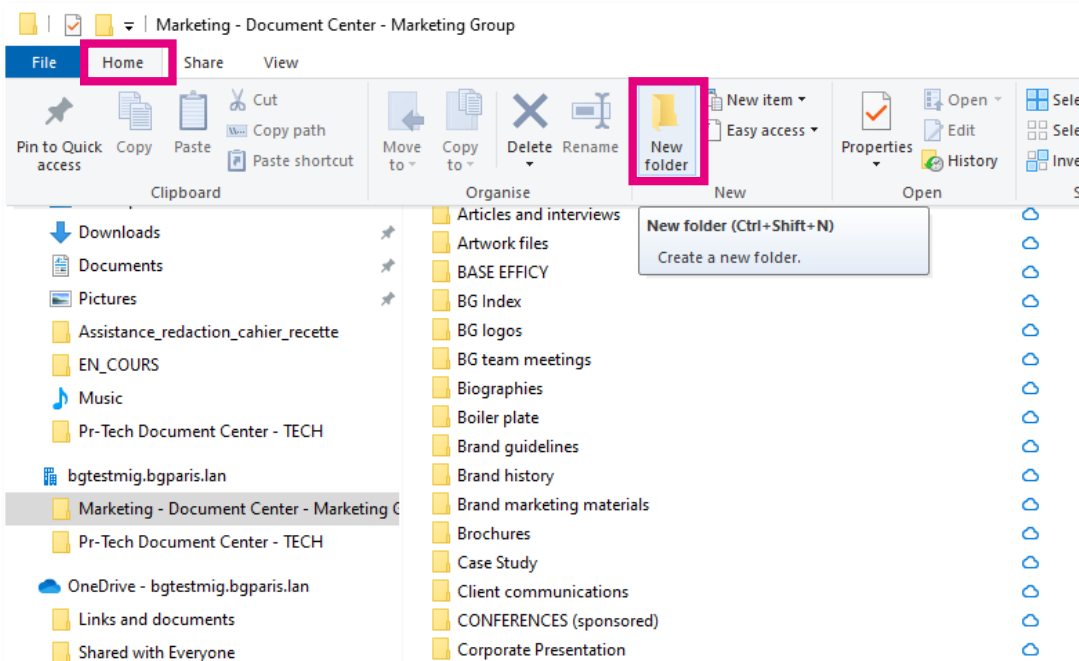
Open OneDrive settings and choose folders you want to stop syncing

1. Open OneDrive settings
2. Choose folders you want to stop syncing
3. Wait and check syncing status
4. Check folders you no longer sync in file explorer



> Use synced files in File explorer

OneDrive File explorer – files and folders 1/2

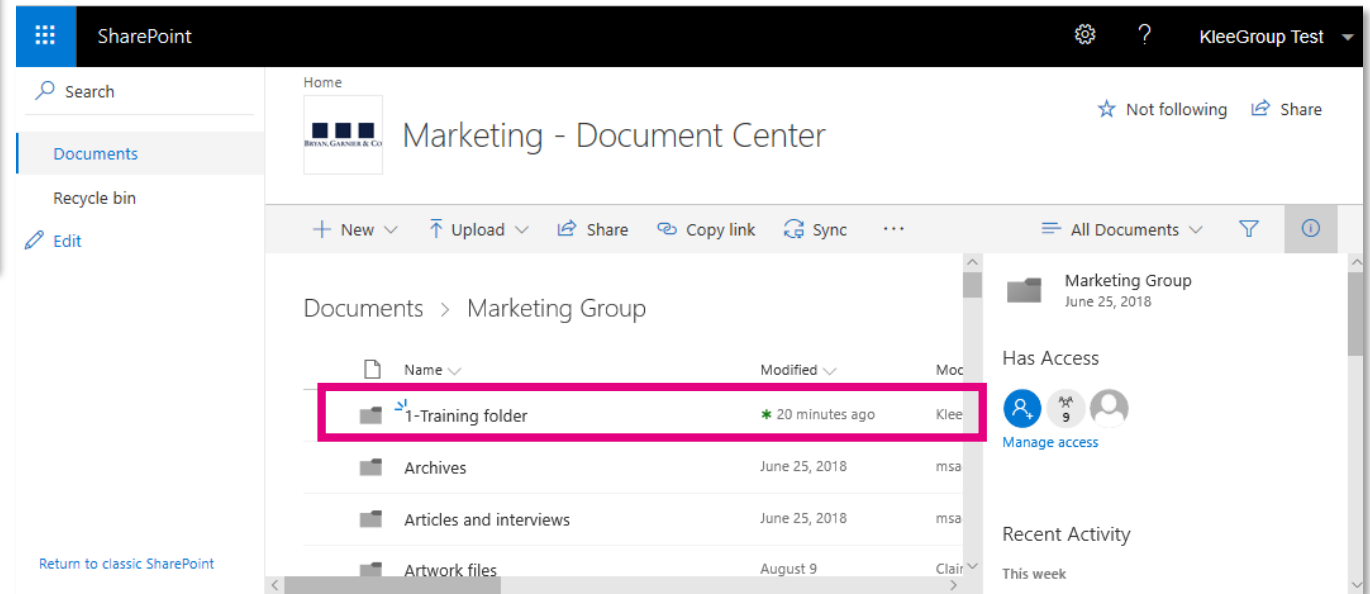


Creating a folder:

1. Create folder as usually (Home > New folder) and name it
2. The new folder is immediately synced and appears in the online library

From the file explorer you can:

- New: Create new folder or new file
- Manage: Open, modify, save file (with appropriate user privileges)
- Copy, move file, delete files and folders. Be aware that deleting a file from synced space deletes it from the online environment.



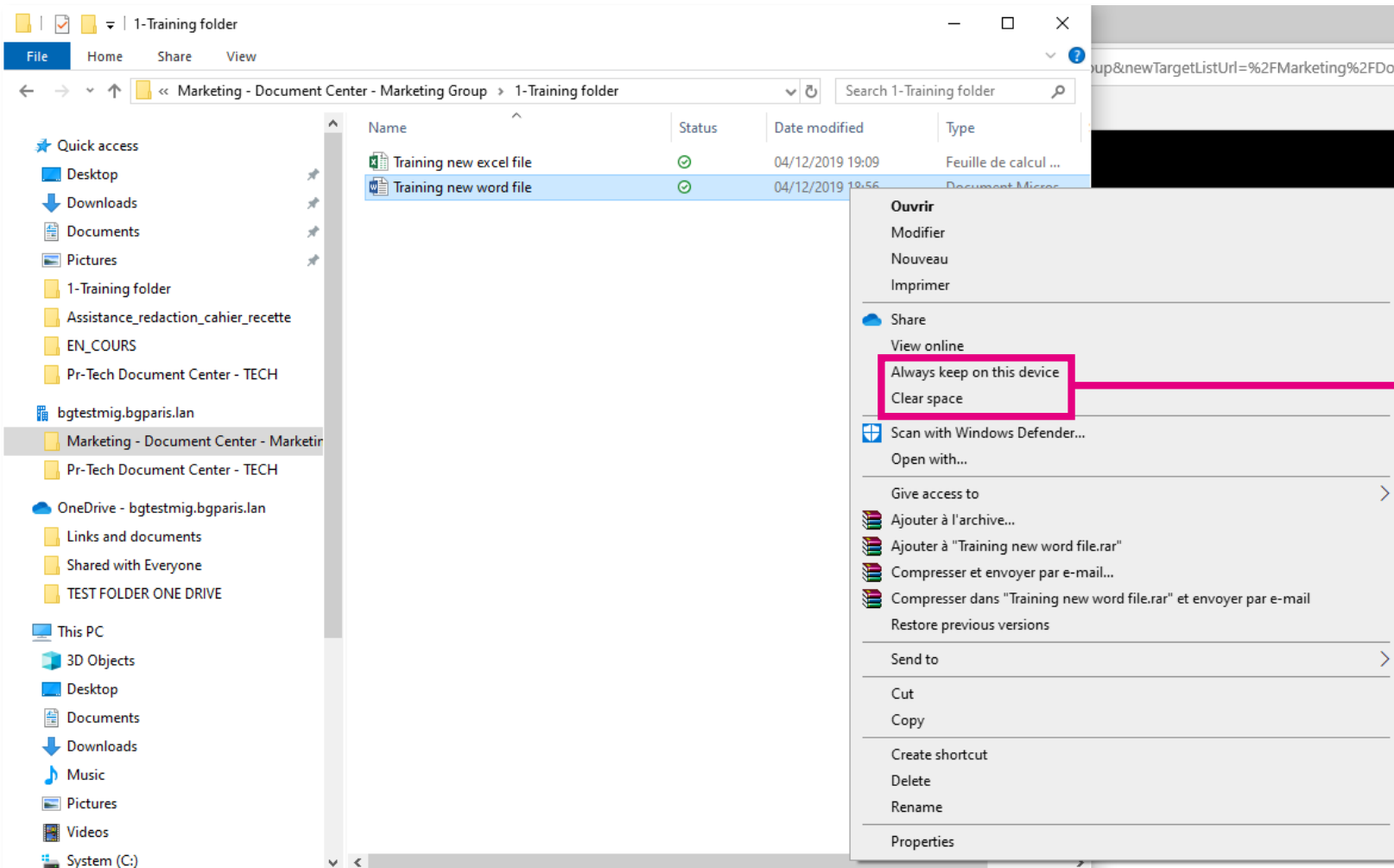
OneDrive File explorer – files and folders 2/2

The screenshot shows a Windows File Explorer window with the address bar set to 'Marketing - Document Center - Marketing Group > 1-Training folder'. The left sidebar shows the navigation pane with 'OneDrive - bgtestmig.bgparis.lan' selected. The main pane shows 'This folder is empty.' A context menu is open over the main pane, with the 'New' option highlighted. A secondary menu is open over the 'New' option, listing various file and folder types. A third context menu is open over a file named 'Training new word file', showing options like 'Ouvrir', 'Partager', and 'Compresser'.











From the file explorer you can:

- Create new folder or new file
- Open, modify, save file (with appropriate user privileges)
- Copy, move file, delete files and folders. **Be aware that deleting a file from synced space deletes it from the online environment.**
- Open the Sharepoint library in the web browser

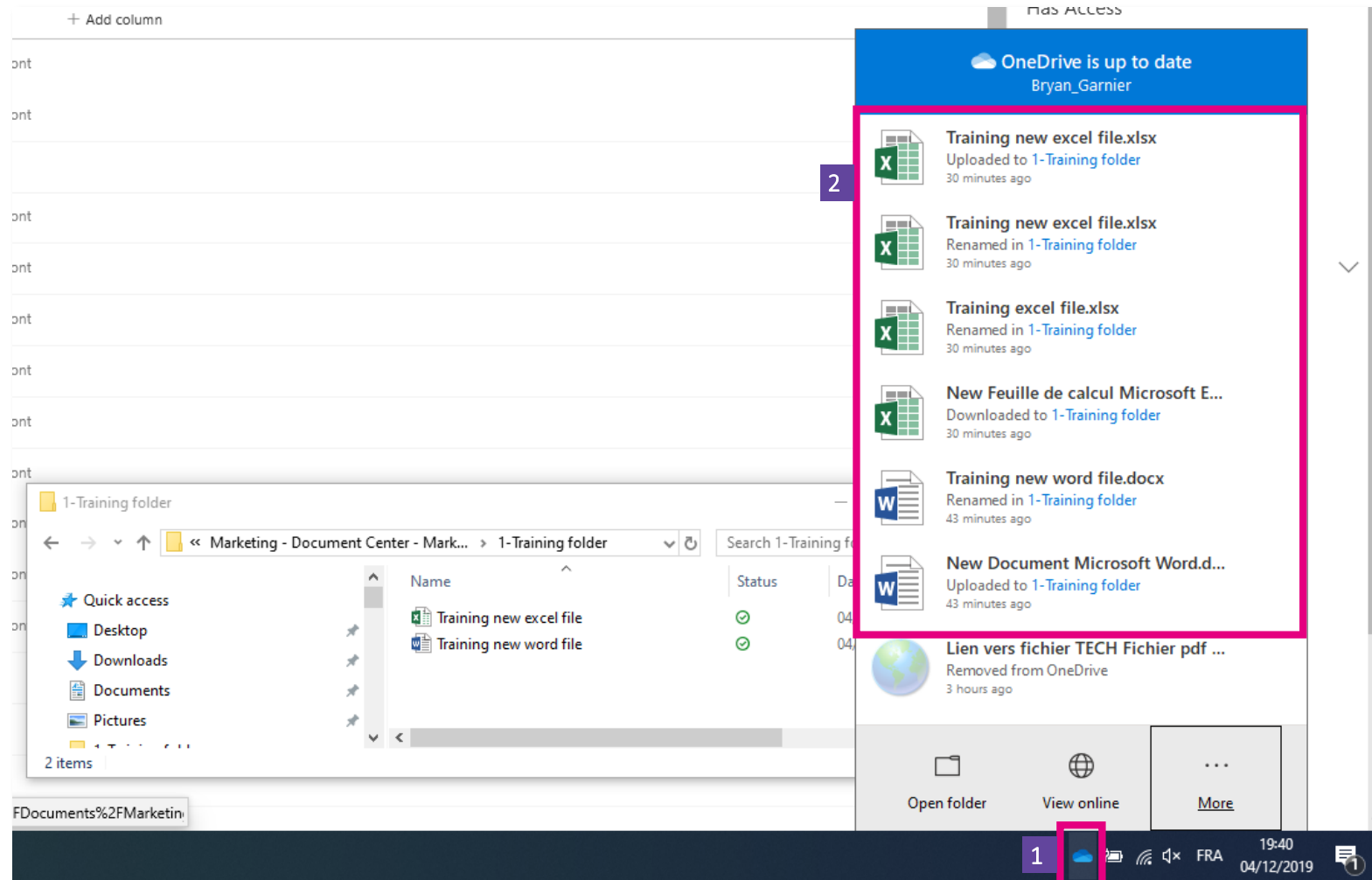
OneDrive File explorer – file sync options



File sync options and actions available per initial status:

- Online-only file:**
 - Always keep on this device** action to download the file permanently  → 
 - Open/ modify** to download file temporarily on the device (it will automatically become Online-only after 3 days without any change)  → 
- Temporarily downloaded file:**
 - Always keep on this device** action to download the file permanently  → 
 - Clear space** action to make the file online only and free the space on your device  → 
- Permanently keep on device file:**
 - Clear space** action to make the file online only and free the space on your device  → 

OneDrive File explorer – check automatic syncing



- Check automatic syncing:
1. Click on the OneDrive icon in the left bottom corner of the screen
 2. Last synced files appear

SharePoint

Practice

- **Exercise n° 3**



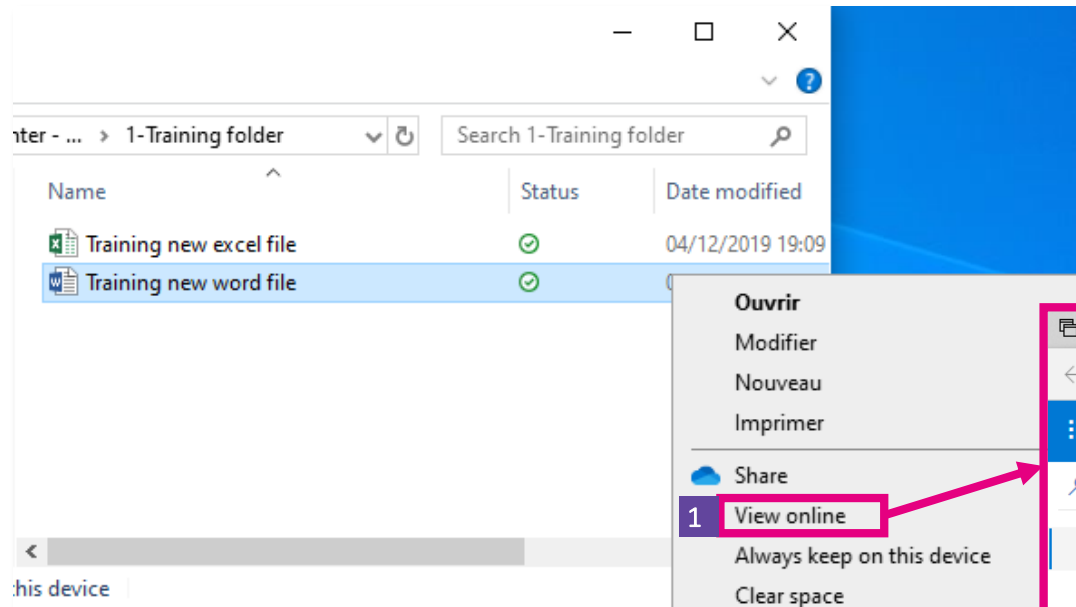
Manage folders and files in File explorer

1. Open Synced library in File explorer
2. Create folder **Training - User initials**
3. In folder create word file **Training word – User initials**
4. Open, modify, save and close file
5. Clear space to make file online only and notice status icon change
6. Check file syncing is finished

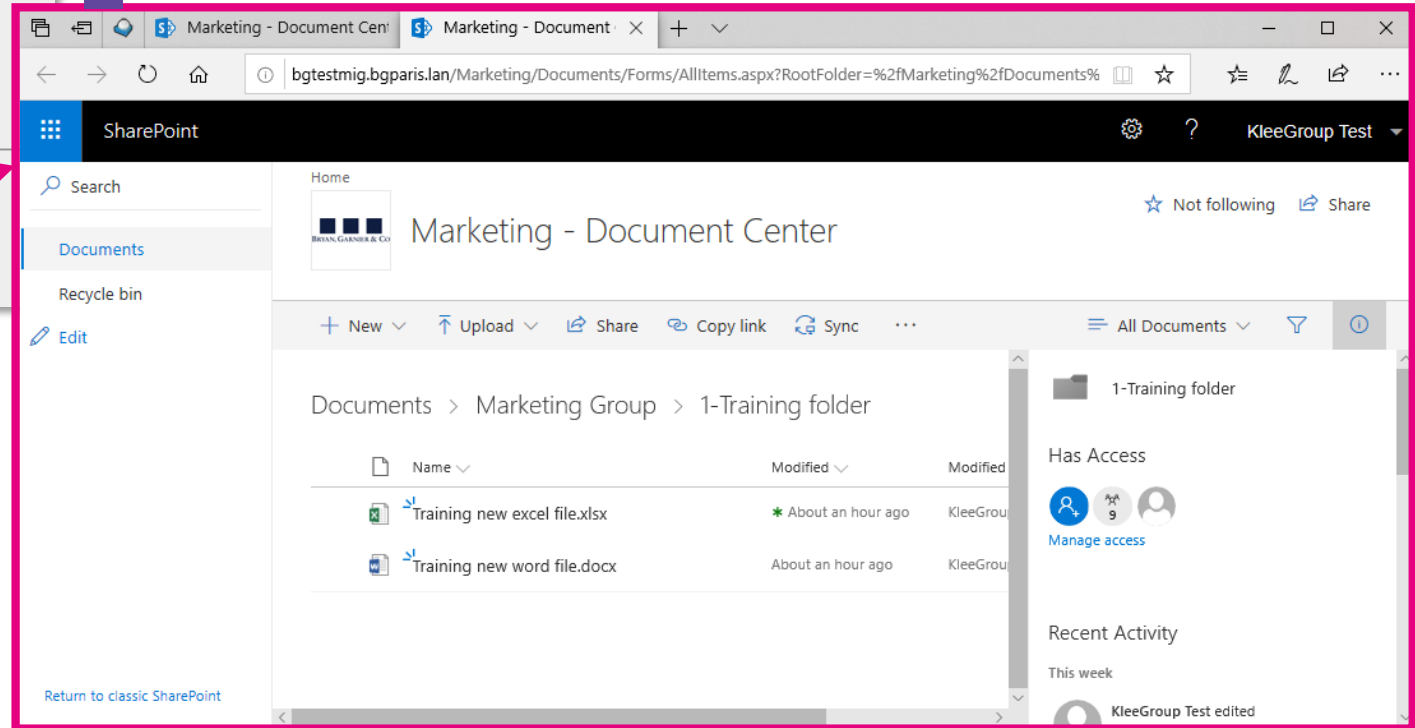


➤ Use files in SharePoint web interface

OneDrive to SharePoint – View online action



- View synced file online:**
1. Right click on the selected file and click on View online
 2. The library folder containing the file opens in the web browser



SharePoint

SharePoint – Library view

App menu, allows access to Personal OneDrive

Search tool

Access to library

Access to the Recycle bin containing deleted files and folders

Breadcrumb

Files and folders in this specific folder

Connected user

Access to filtering tool

Display information on currently selected item (access info, activity ...)

The screenshot shows a SharePoint library view for 'Marketing - Document Center'. The breadcrumb path is 'Documents > Marketing Group > 1-Training folder'. The main content area displays a table of files:

| Name | Modified | Modified By | |
|------------------------------|-------------------|----------------|--|
| Training new excel file.xlsx | About an hour ago | KleeGroup Test | |
| Training new word file.docx | About an hour ago | KleeGroup Test | |

The right-hand pane shows details for the selected '1-Training folder', including 'Has Access' (with 9 users) and 'Recent Activity' (listing file edits and renames by KleeGroup Test).

SharePoint

SharePoint – Actions in library

The screenshot shows the SharePoint interface for a document library. The browser address bar indicates the URL: `bgtestmig.bgparis.lan/Marketing/Documents/Forms/AllItems.aspx?RootFolder=%2fMarketing%2fDocuments%2fMarketing%20Group%2f1%2dTraini`. The page title is "Marketing - Document Center". The left sidebar shows "Documents" and "Recycle bin". The main content area displays a table of documents in the "1-Training folder":

| Name | Modified | Modified By |
|------------------------------|-------------------|----------------|
| Training new excel file.xlsx | About an hour ago | KleeGroup Test |
| Training new word file.docx | About an hour ago | KleeGroup Test |

The "Actions" menu is highlighted with a red box, showing options: New, Upload, Share, Copy link, Sync, Export to Excel, and a dropdown menu with "Alert me" and "Manage my alerts".

In the library, from the file explorer you can:

- New: Create new folder or add a link by creating a shortcut to another library or folder (user access is subject to access privileges)
- Upload: file or folder from your Computer or from a OneDrive space synced on your computer. **Be aware that by doing so the file keeps its access rights to the new location.**
- Share: send or copy link of a file or a folder (sharing a link to a file remains is subject to access privileges)
- Copy link: copying link for sharing remains is subject to access privileges
- Sync : library
- Export to excel: export list to excel
- Alert me: configure an alert to get notifications for modifications made in the folder
- Manage alerts: to display and manage alerts

SharePoint

SharePoint – Actions on file

The screenshot shows the SharePoint interface for a document center. The top navigation bar includes 'Open', 'Share', 'Copy link', 'Download', 'Delete', 'Pin to top', 'Move to', 'Copy to', and a menu icon. A pink box highlights this bar. A pink arrow points from the menu icon to a dropdown menu with the following options: 'Rename', 'Version history', 'Alert me', 'Manage my alerts', and 'Check out'. The main content area shows a list of files in the '1-Training folder', including 'Training new excel file.xlsx' and 'Training new word file.docx'. The right-hand pane shows details for the selected file, including 'Has Access' and 'Properties'.

In the library, from the file explorer you can:

- Open file
- Share: send or copy link of a file or a folder (sharing a link to a file remains is subject to access privileges)
- Copy link: copying link for sharing remains is subject to access privileges
- Download: local copy of the file on your computer
- Delete file
- Pin to top: to display the file on top of the view
- Move to / copy to : to move or copy file within spaces and folders allowed by permissions
- Rename file
- Version history: to access previous versions of the file, compare two version or restoring a specific version of the file

SharePoint

SharePoint – Open, modify, save file

1 Open

2

3

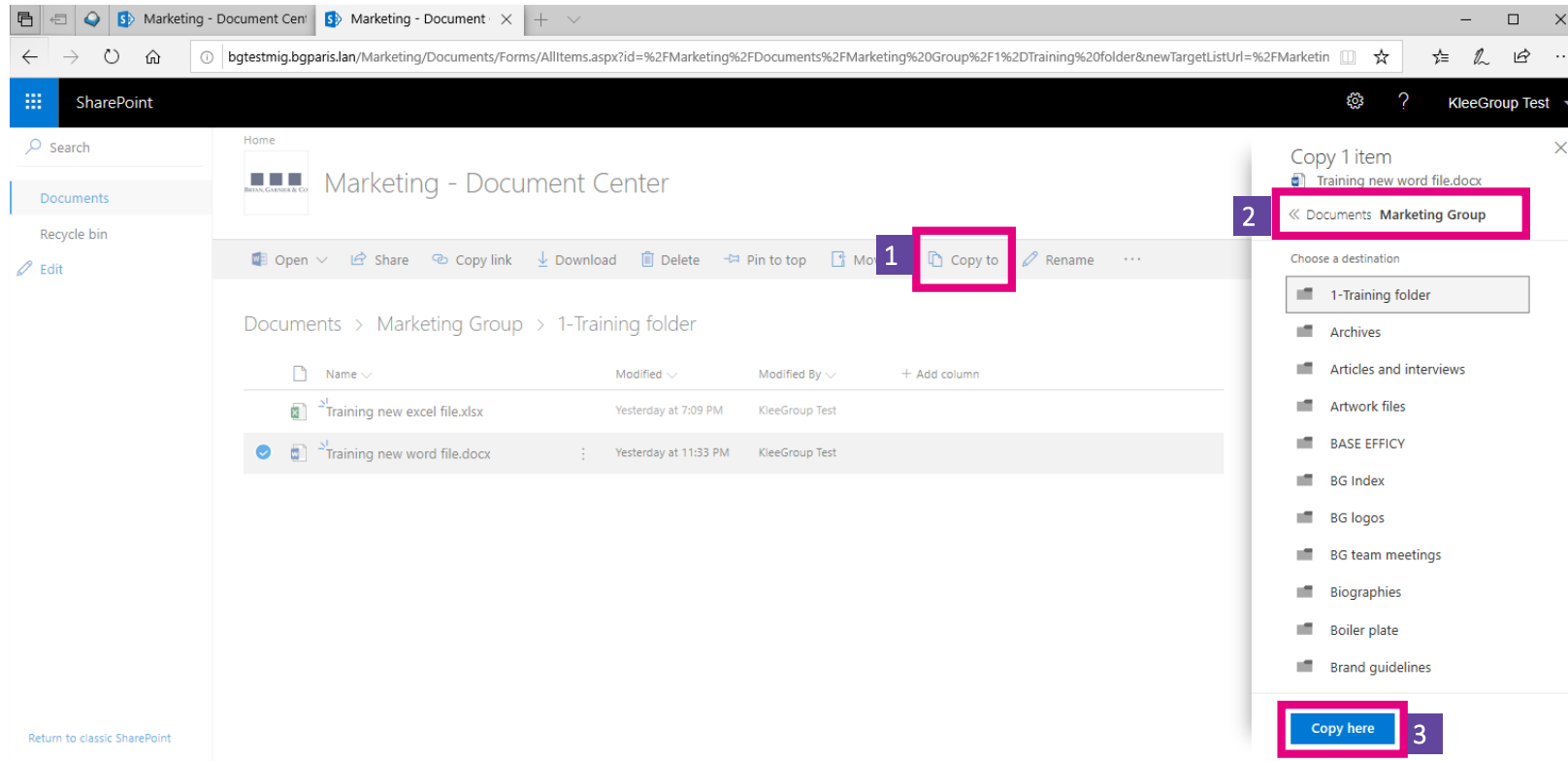
Training file created
And modified once

Open, modify and save file:

1. After selecting the specific file, click on Open and confirm opening option
2. File opens in App on computer. **Modify and save**
3. Close file

SharePoint

SharePoint – Copy to, move to



Open, modify and save file:

1. After selecting the specific file, click on Copy to
2. Choose the folder you want to copy the file to
3. Confirm by clicking on Copy to

The procedure to move the file is the same but instead of creating a copy the file will no longer remain in the original location.

SharePoint



Practice



- **Exercise n° 4**

Experience actions from web browser user interface:

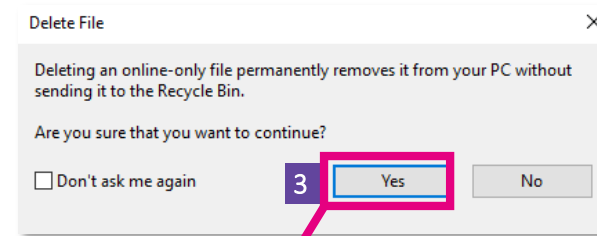
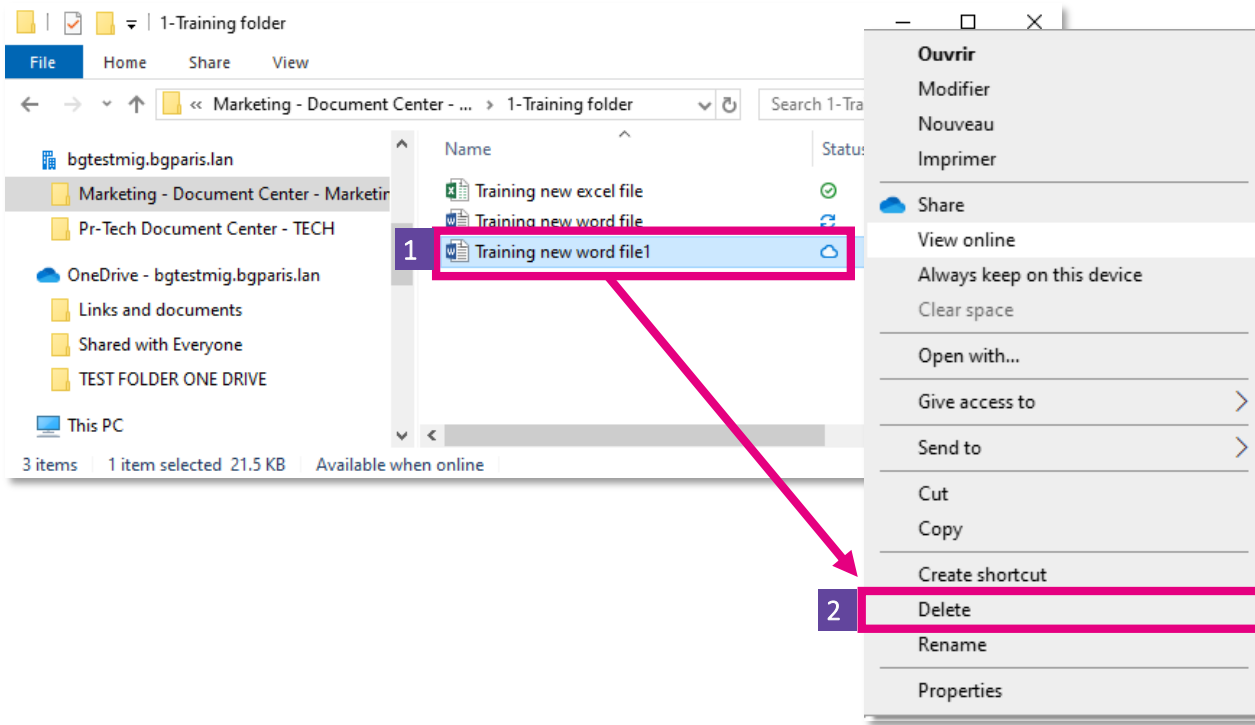
1. From file explorer select file and choose view online
2. Open from web interface, modify, save and close file
3. From web interface copy file in the same folder



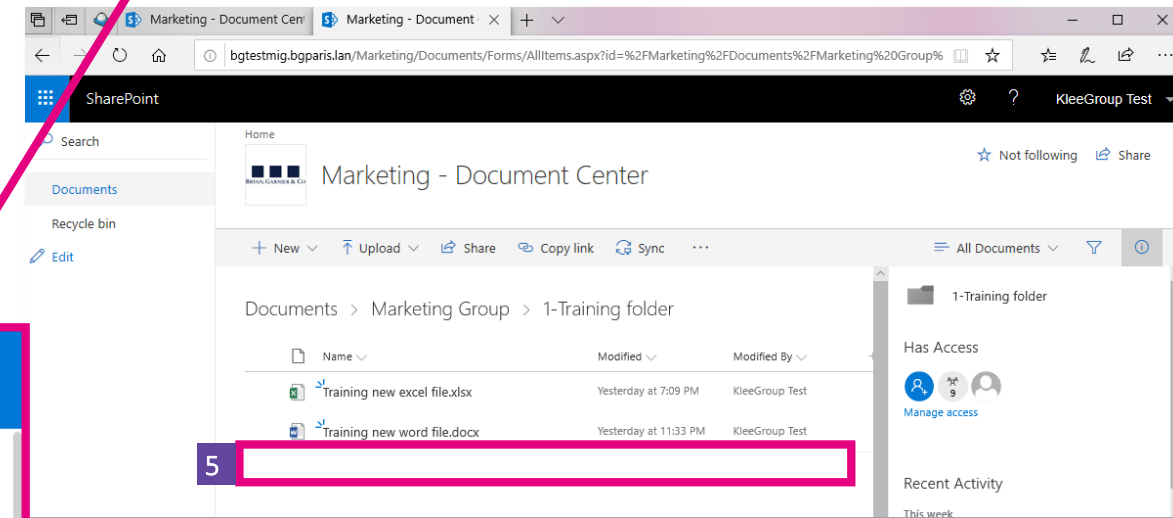
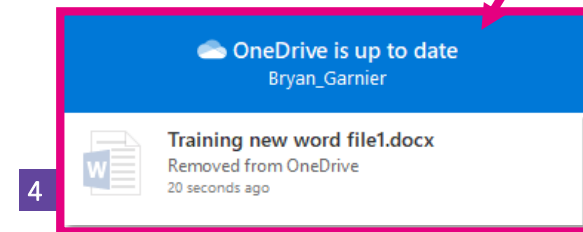
> Delete & restore a file or folder

SharePoint / OneDrive

Delete a file 1/2



- Open, modify and save file:**
1. Right-click on file
 2. Click on Delete
 3. Confirm by clicking on Yes*
 4. Check the sync activity by clicking on icon in the left bottom corner of the screen to confirm file has been deleted
 5. The file no longer appears in the SharePoint web interface
- * This step depends on OneDrive setting and can be deactivated



SharePoint / OneDrive

Recycled bin 2/3

The image shows two windows side-by-side. The left window is the Windows File Explorer 'Recycle Bin' view, which is empty and shows 'This folder is empty.' The right window is the SharePoint online 'Marketing - Document Center' Recycle bin view, which contains one file: 'Training new word file1.docx'. Annotations include a pink box pointing to the empty Recycle Bin with the text 'Deleted synced file appears only in SharePoint web interface (not in Computer Recycled bin)', a pink box pointing to the 'Recycle bin' link in the SharePoint navigation pane with the text 'Access to Recycled bin', and a pink box pointing to the 'Delete' and 'Restore' buttons with the text 'Delete and Restore actions available on file in the Recycled bin'.

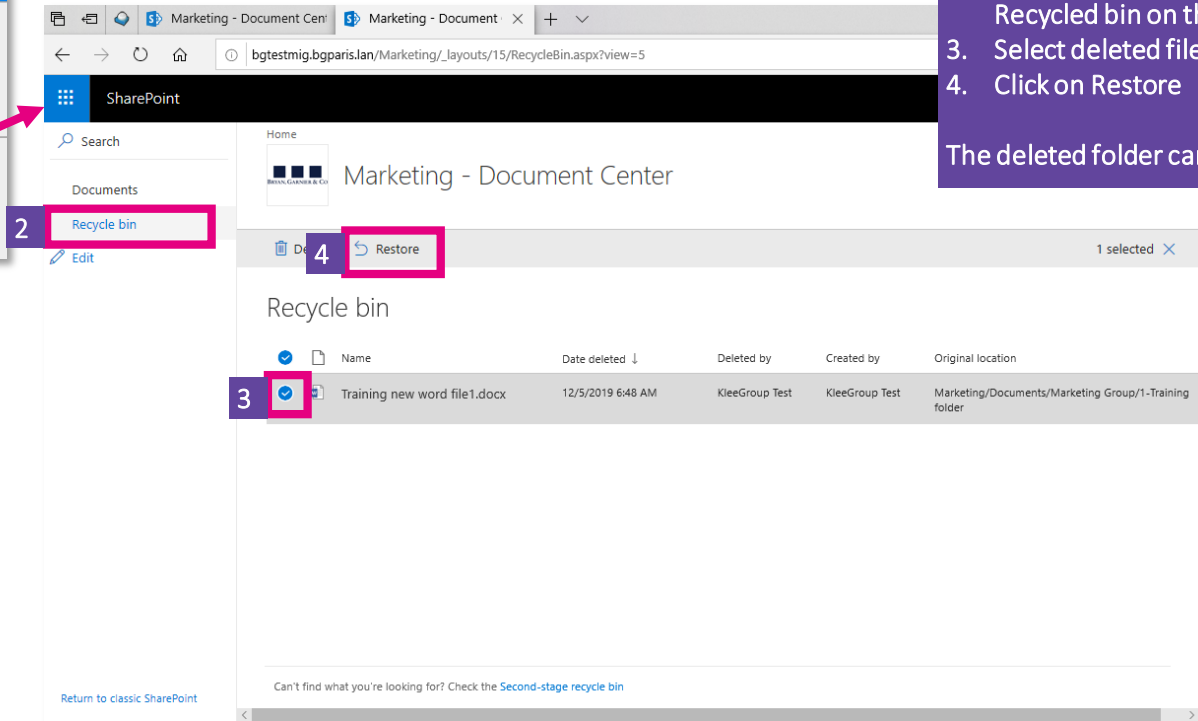
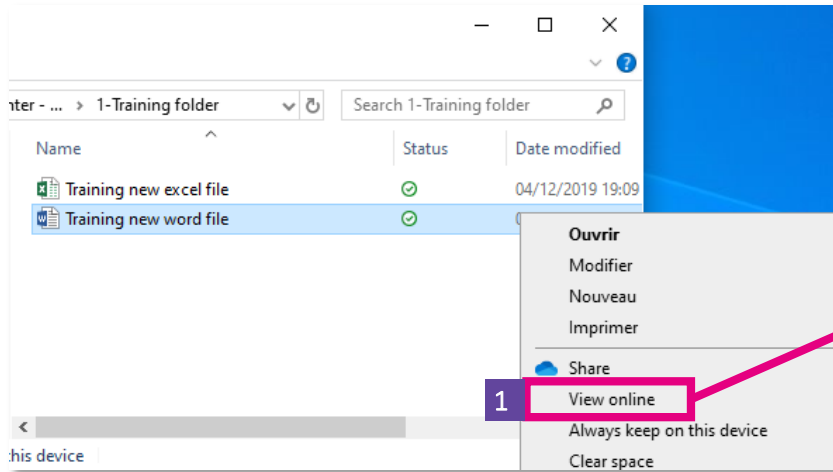
| Name | Date deleted ↓ | Deleted by | Created by | Original location |
|------------------------------|-------------------|----------------|----------------|---|
| Training new word file1.docx | 12/5/2019 6:48 AM | KleeGroup Test | KleeGroup Test | Marketing/Documents/Marketing Group/1-Training folder |

Access Recycled bin online:

1. In the synced folder, right click on any file or folder and click on View online option
2. Library or folder opens in browser
3. Click on Recycled bin on the left of the browser
4. Select deleted file
5. Click on Restore

SharePoint / OneDrive

Restore deleted file



- Access Recycled bin online:**
1. In the synced folder, right click on any file or folder and click on View online option
 2. When Library or folder opens in browser click on Recycled bin on the left of the browser
 3. Select deleted file
 4. Click on Restore
- The deleted folder can be restored in the same way.

Practice

- **Exercise n° 5**



Deleting a file or folder

1. Delete file in File explorer
2. View bin content on computer
3. From the second file in folder choose View online
4. Verify that file has been deleted online
5. View Recycle bin in web interface (user or admin)
6. Restore deleted file

➤ SharePoint – More advanced features

SharePoint

Sharepoint - Search and filter content

The screenshot displays the SharePoint 'Marketing - Document Center' interface. A search bar is highlighted with a pink box and labeled 'Search tool'. A filter icon in the top right of the document list is highlighted with a pink box and labeled 'Filters panel'. The filters panel is open, showing options for 'Modified since 2018', 'Modified By (1)', and 'Type (2)'. The document list is highlighted with a pink box and labeled '3'. The document list contains the following items:

| Name | Modified | Modified By |
|---------------------------------------|-------------------|----------------|
| Fichier coupé collé depuis OD p... | November 27 | KleeGroup Test |
| Fichier excel test lite taches.xlsx | November 27 | KleeGroup Test |
| Fichier excel test lite taches_cop... | November 27 | KleeGroup Test |
| Fichier Word test pour la format... | November 27 | KleeGroup Test |
| Fichier word test.docx | November 28 | KleeGroup Test |
| Fichier word test1.docx | November 28 | KleeGroup Test |
| Fichier word test1-copy.docx | Monday at 4:17 PM | KleeGroup Test |
| Fichier word test1-pc-test-klee... | November 28 | KleeGroup Test |

Filter content in library:

1. In the SharePoint library, click on filter icon on the left of the action bar to make filters panel appear
2. Select the filters you want to apply
3. The filtered results are immediately updated

Search and filters tool:

Searches for keyword typed, in in file name, metadata and text inside of the files (Only MS Office and readable PDF files)
Suggestions appear under the search field while typing

The screenshot shows a search bar with the text 'word test' entered. Below the search bar, a list of search suggestions is displayed:

- Fichier pdf test.pdf
- Training new word file.docx
- ...

SharePoint Share

1. Share

2. Only the people you specify will have access to view.

3. Enter a name or email address

4. Send

5. Copy Link

Send Link
Training new ...rd file.docx

Only people who already have access can use this link.

cf klee Intern

cf klee

CF Munich

Copy Link

Send Link
Training new ...rd file.docx

Only the people you specify will have access to view.

cf klee

Add another

Add a message (optional)

Copy Link

Link to 'Training n... file.docx' sent

Send Link
Training new ...rd file.docx

Link to 'Training n... file.docx' copied

<http://bgtestmig.bgparis.lan/...> Copy

Only people who already have access can use this link.

Share file:

1. After selecting file, click on Share in the action bar to open the sharing tool
2. Select sharing option designating groups to share amongst
3. Type a name of specific user to share with and select the result
4. Click on send
5. At any step you can click on Copy link to diffuse the link directly

SharePoint

File version history – view, compare & restore

SharePoint Marketing - Document Center

Documents > Marketing Group > 1-Training folder

| Name | Modified | Modified By |
|------------------------------|-----------------------|-------------|
| Training new excel file.xlsx | 10 hours ago | KleeGroup T |
| Training new word file.docx | Yesterday at 11:33 PM | KleeGroup T |

Version history

| No. | Modified | Modified By | Size | Comments |
|-----|--------------------|----------------|---------|----------|
| 2.0 | 12/4/2019 11:33 PM | KleeGroup Test | 24 KB | |
| 1.0 | 12/4/2019 11:33 PM | KleeGroup Test | 21.6 KB | |

VERSION PRÉCÉDENTE Pour faire de cette version précédente la version la plus récente, veuillez cliquer sur Restaurer.

Comparer Restaurer

Training file created
And modified once

File version history:

For a selected file Version history can be accessed from more icon in action bar. For each version from the list available actions are :

- View : view details about version
- Restore : restore this version for the file
- Delete : delete version
- Click on the file link to open read only file for this version. From this read only version Compare and Restore features of Word are available.



SharePoint



Practice



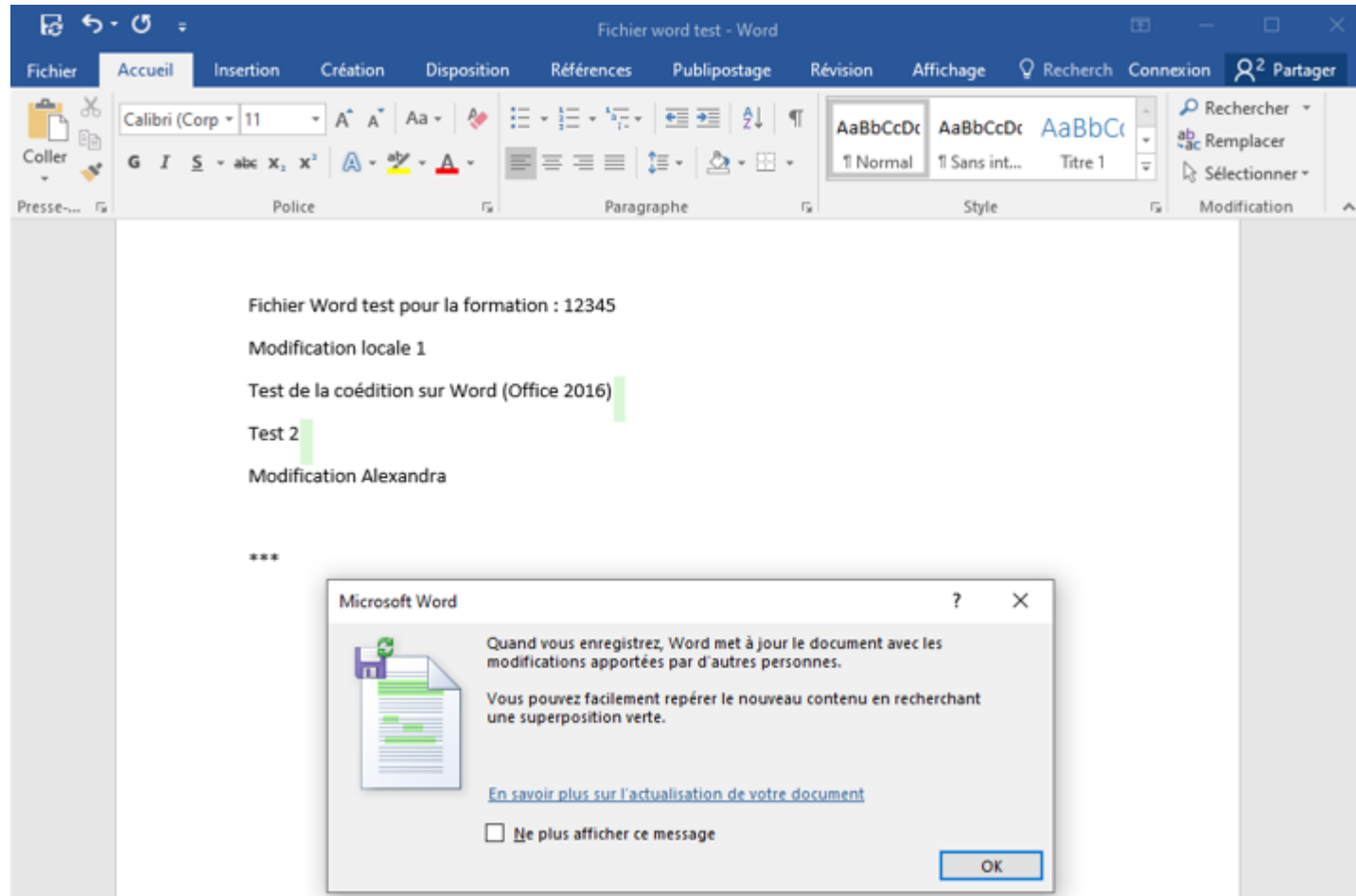
- **Exercise n° 6**

Use filtering options, explore share and copy link tool

1. Use filtering options,
2. Try share tool
3. Try Copy link tool
4. View version history for previously modified file
5. Open older version

SharePoint / OneDrive

Editing file simultaneously

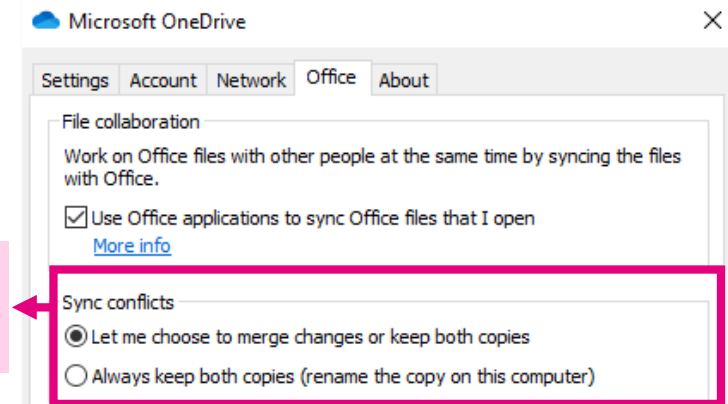


Editing file simultaneously:

When two users modify the same file and one of them saves some changes before the other, those are synced automatically. When second user attempts to save the file some of the last versions of the Office softwares, for example Word 2016 manages inform user that changes were made and are going to appear. Those previously saved changes can be spotted by colored marks.

Limits when editing simultaneously:

Editing being made simultaneously but not in the same file (as available for Office online), sometimes conflicts may appear. This can be managed by OneDrive setting "Sync conflicts available in the Office Tab by choosing one of 2 options "Let me choose to merge changes or keep both copies" or "Always keep both copies (rename the copy on this computer)".

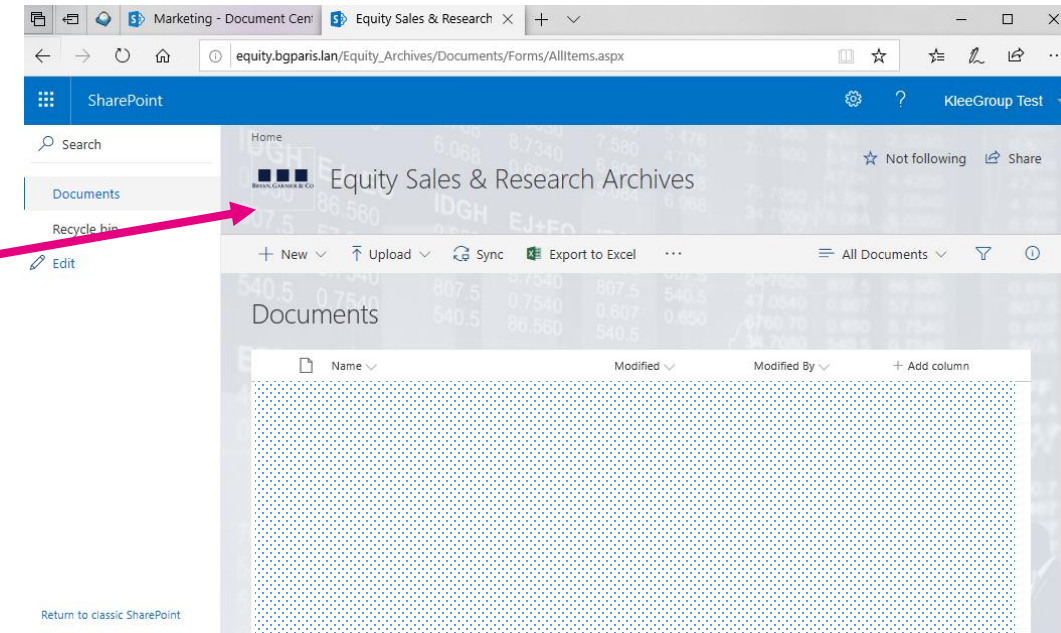
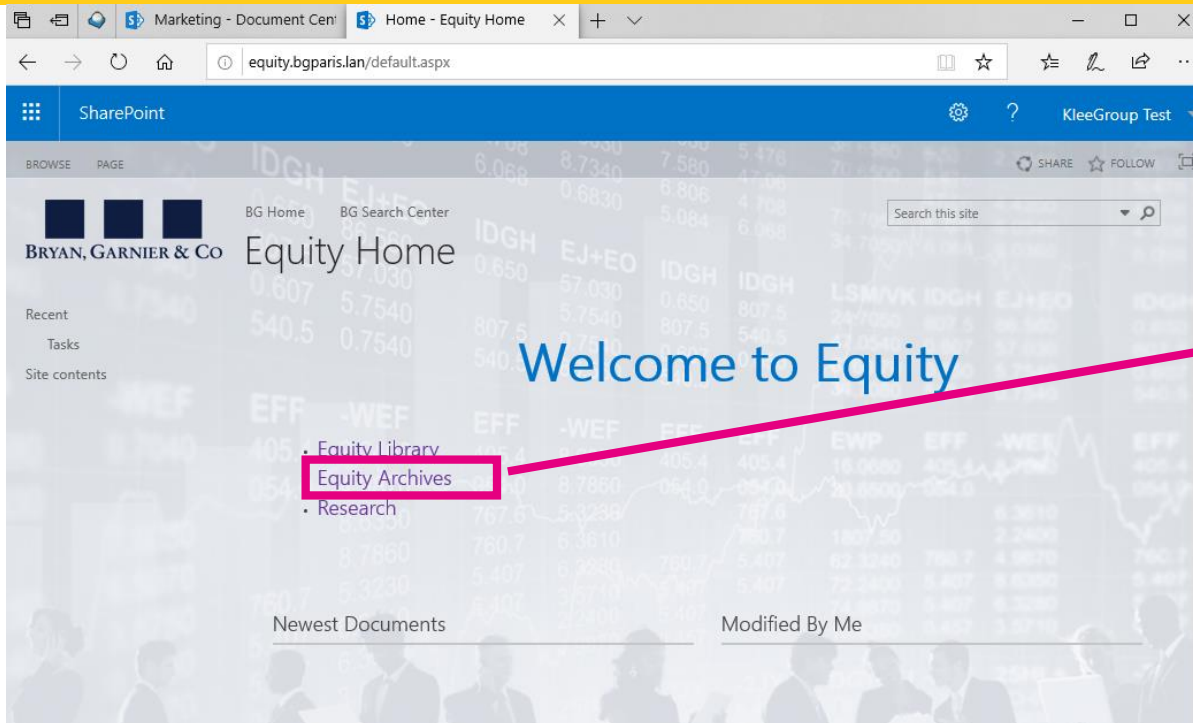


OneDrive setting **Sync conflicts**

> Archives

SharePoint / OneDrive Archives

- New archiving process will be deployed
 - Files older (modified on) than a period of a year will be **automatically archived**
 - Archived files **can be accessed from SharePoint web interface** by navigating to the specific library
 - An archived file can be opened and modified



> MySites - Personnel OneDrive

SharePoint / OneDrive

MySites - Personal OneDrive

- sync the library to find the files and folders it contains, referenced in the computer file system

The image shows a composite of two screenshots. The left screenshot is a SharePoint site for 'BRYAN, GARNIER & CO'. A red box labeled '1' highlights the 'Apps' menu icon in the top left. A red arrow points from this icon to a white 'Apps' menu overlay. In this overlay, a red box labeled '2' highlights the 'OneDrive' icon. A red arrow points from the 'OneDrive' icon to the right screenshot. The right screenshot is the OneDrive 'Documents' page. A red box labeled '3' highlights the 'OneDrive' header in the top left of the page. A purple callout box on the right contains the following text:

Navigate to MySites / Personal OneDrive

To Navigate from SharePoint libraries to personal OneDrive App online, after connecting to the Sharepoint web interface ...

1. The Apps menu opens on the left on the browser window
2. Click on OneDrive to access personal BG space
3. OneDrive MySites Online App appears in the browser

OneDrive

Sync Personal OneDrive

- sync MySites / Personal OneDrive to find the files and folders it contains, referenced in the computer file system

The image shows a sequence of steps for syncing a personal OneDrive account. It includes a browser window with the OneDrive interface, a Windows notification, a Windows dialog box, and a Windows file explorer window.

1 Click on Sync

2 Did you mean to switch applications?
"Microsoft Edge" is trying to open "Microsoft OneDrive".

3 Yes

4 Allow OneDrive to sync?
You are attempting to sync from a new domain (http://mysites2.bgparis.lan/) using your identity (bgparis@klee-group-test). You should only accept if you trust this domain.

5 You are now syncing "OneDrive - Bryan_Garnier"
You can edit files in "OneDrive - Bryan_Garnier". Click here to view your files.
OneDrive

6 OneDrive - Bryan_Garnier

File Explorer contents:

| Name | Status |
|-----------------------|--------|
| Links and documents | 🔗 |
| Shared with Everyone | 🔗 |
| TEST FOLDER ONE DRIVE | 🔗 |
| LIEN VERS TECH | 🔗 |

sync the library

From Personal OneDrive online ...

1. Click on Sync
2. A pop-up window asking you to confirm access to OneDrive application is displayed
3. Click to confirm
4. If a pop-up window appears to accept OneDrive synchronization click to accept
5. Windows app notification appears on the bottom right corner to confirm the Synchronization
6. By clicking on the notification you can open the file explorer and view the files and folders from your personal BG space



SharePoint

Synced Spaces 1/2

- Sync the library to find the files and folders it contains, referenced in the computer file system

Sharepoint libraries synced in common folder

MySites / Personnel OneDrive synced

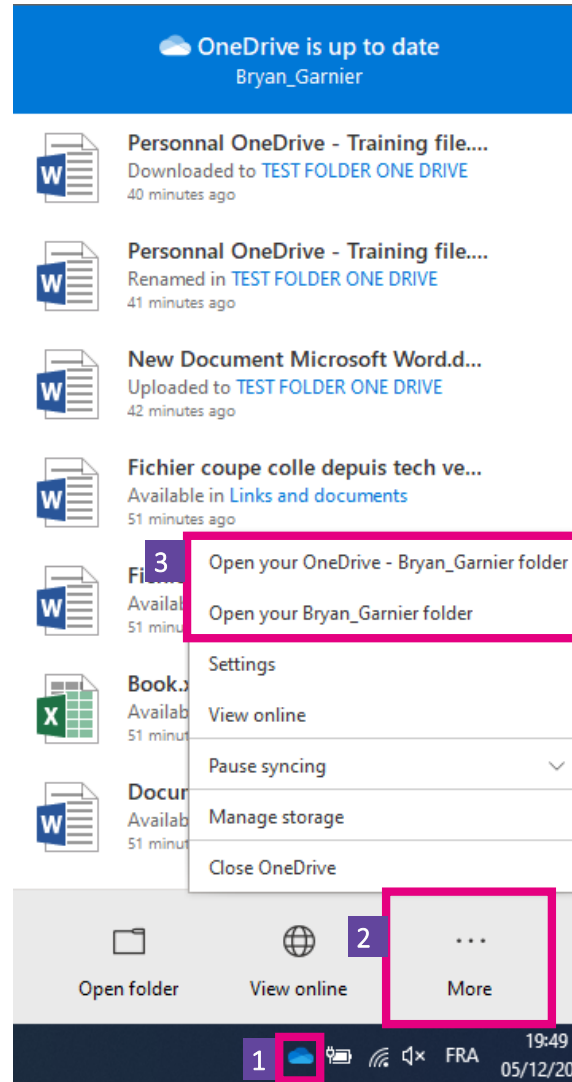
| Nom | Statut | Modifié le | Type |
|---|--------|------------------|---------------------|
| Links and documents | | 02/12/2019 16:23 | Dossier de fichiers |
| Shared with Everyone | | 27/11/2019 10:41 | Dossier de fichiers |
| TEST FOLDER ONE DRIVE | | 27/11/2019 11:46 | Dossier de fichiers |
| Lien vers fichier TECH Fichier pdf test | ☁ | 27/11/2019 11:34 | Raccourci Internet |
| LIEN VERS TECH | ☁ | 27/11/2019 11:35 | Raccourci Internet |

Business OneDrive – Personal space
Both synced Business libraries folder(s) and the Personal OneDrive folder are found in the « User » folder on the C: disk of the computer. They can be differentiated by the icon « Building » for the common libraries and files and « Cloud » for the personal OneDrive space.



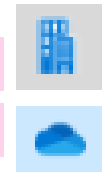
SharePoint

Synced Spaces 2/2



- Find synced space and open folder:**
1. Click on OneDrive icon on computer
 2. Click on More
 3. Open synced space options appear above Settings option

- Access to Sharepoint synced libraries
- MySites / Personnal OneDrive synced



SharePoint

Practice

- **Exercise n° 7**



Open Personal OneDrive in web browser

1. Navigate from Sharepoint to Personal OneDrive
2. Sync personal OneDrive
3. Open folder in file explorer
4. Create / modify file
5. Find and notice differences between folder with synced libraries and Personal OneDrive folder
6. Access synced folder in File explorer from OneDrive icon

> Annexes

SharePoint



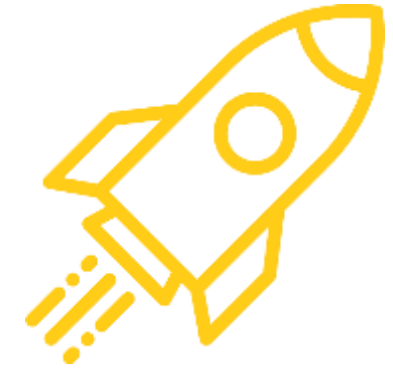
Practice



- **Bonus exercise n° 8**

1. Stop syncing all libraries and sync specific folder instead
2. Unlink account
3. Sync library again

Practice



- **Bonus exercise n° 9**

Explore OneDrive settings ...

1. Find option that shows an alert each time you try to delete synced content.
Optional : experience unchecking it.
2. Find options that pause syncing automatically when internet connection is weak.
3. Find how to pause syncing : pause and resume syncing
4. Close OneDrive and notice OneDrive icon is no longer present
5. Reopen OneDrive

SharePoint

Before / after libraries

- Some previous libraries from network mappings have been separated in to several libraries

To be completed