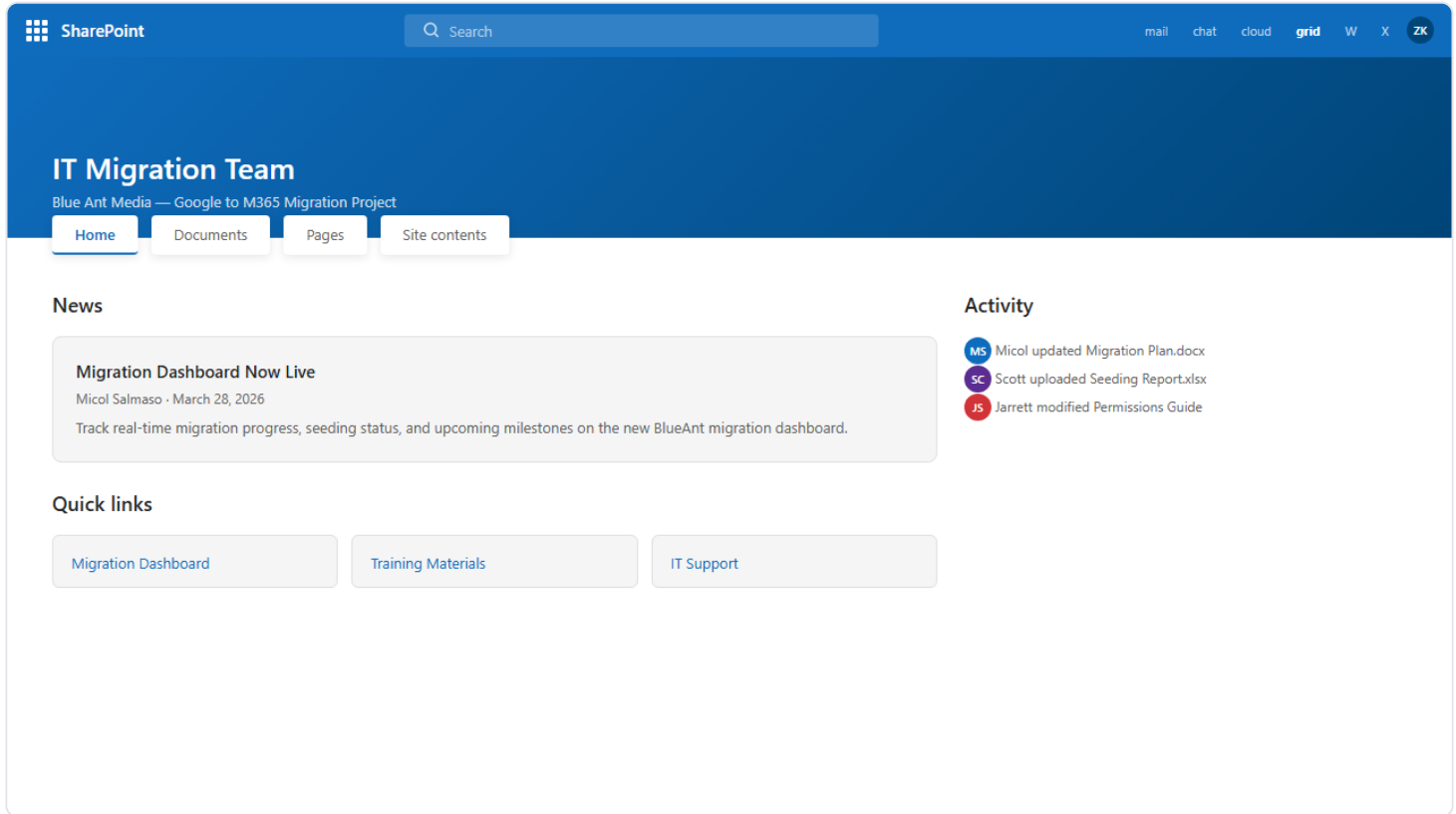


Google Shared Drives vs SharePoint



SharePoint team site home page

| GOOGLE SHARED DRIVES | SHAREPOINT |
|----------------------|--|
| Shared Drive | Team Site |
| Folder structure | Document Library with folders and metadata |
| Shared with team | Site permissions (Members/Visitors/Owners) |
| Search within Drive | Search across all sites from SharePoint home |
| Drive file stream | Sync via OneDrive client (click "Sync" button) |

Accessing SharePoint

Step 1

Go to **portal.office.com** → sign in → click **SharePoint** in the app launcher (waffle icon).

Step 2

Your frequently visited sites appear on the SharePoint home page. Click a site to open it.

Step 3

Use the **search bar** at the top to find files across all sites you have access to.

Team Sites

Team sites are the SharePoint equivalent of Google Shared Drives. Each department or project can have its own site.

- **Documents:** Click "Documents" in the left navigation to access the document library
- **Pages:** Sites can have news pages and announcements
- **Lists:** Structured data (like a lightweight spreadsheet with columns and views)

Document Libraries

| Name | Modified | Modified By | Category |
|----------------------------------|-----------------|--------------------|--------------|
| Core Deliverables | Today | Micol Salmaso | — |
| Training Materials | Yesterday | Zoeb Khan | — |
| W Migration Plan v3.docx | Today, 11:00 AM | Micol Salmaso | Planning |
| X Dashboard Feed.xlsx | Today, 9:00 AM | BITSUMMIT Pipeline | Data |
| P Kickoff Deck.pptx | Mar 15 | Zoeb Khan | Presentation |
| Gap Analysis Report.pdf | Mar 10 | Zoeb Khan | Report |
| W Change Management Plan.docx | Mar 5 | Micol Salmaso | CM |
| X Licensing Recommendations.xlsx | Feb 28 | Zoeb Khan | Licensing |

Document library with columns, filters, and versioning

- Upload: Click **"Upload"** or drag-and-drop files
- Create: Click **"+ New"** to create Word, Excel, or PowerPoint documents directly in the library
- Organize: Use folders, or add **metadata columns** (e.g., Document Type, Status) for better filtering
- Views: Switch between views (All Documents, Tiles, Compact list) using the view dropdown

Syncing SharePoint to Your Desktop

Step 1

Open the document library in your browser.

Step 2

Click the **"Sync"** button in the toolbar. The OneDrive sync client will set up a local copy.

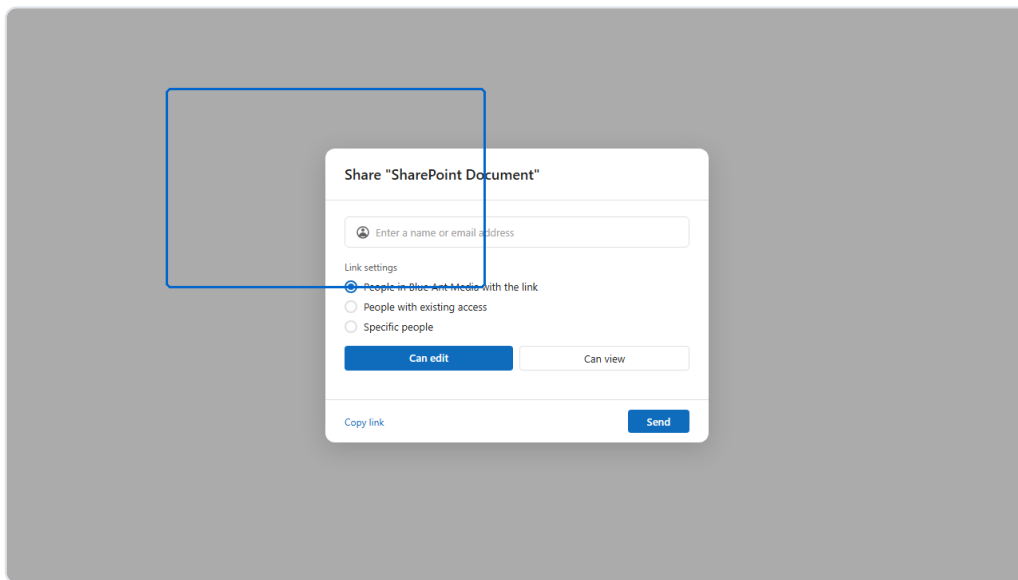
Step 3

Find the synced folder in File Explorer under your organization name.

TIP

Only sync libraries you use regularly. Syncing too many large libraries can slow your computer. Use the web interface for occasional access.

Sharing from SharePoint



Sharing files from SharePoint with permission controls

| METHOD | USE WHEN |
|---------------------------------------|--|
| Share link (Anyone with the link) | Broad access, no sign-in required |
| Share link (People in Blue Ant Media) | Internal sharing — most common |
| Share link (Specific people) | Restricted access to named individuals |
| Site permissions | Give a user ongoing access to the whole site |

Need help? Contact m365support@blueantmedia.com or visit the M365 Help channel in Microsoft Teams.