

# What All Users Should Know About SharePoint Online: The Ultimate Guide

SharePoint Online is a cloud-based collaboration and document management platform from Microsoft. It offers a wide range of features that can help businesses of all sizes improve their productivity and efficiency. In this article, we'll take a comprehensive look at SharePoint Online, including its features, benefits, and how to use it.

## What is SharePoint Online?

SharePoint Online is a cloud-based version of the popular SharePoint server software. It offers many of the same features as the on-premises version, but it is hosted by Microsoft in the cloud. This means that you don't need to worry about maintaining your own servers or software.



## SharePoint Online Essentials: What all users should know about SharePoint Online by Peter Kalmström

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SharePoint Online is available as part of Microsoft 365, which is a suite of productivity and collaboration tools. This means that you can use SharePoint Online to collaborate with colleagues on documents, projects, and tasks, as well as access other Microsoft 365 tools like Teams, Outlook, and Word.

## **Benefits of SharePoint Online**

There are many benefits to using SharePoint Online, including:

\* **Increased productivity:** SharePoint Online can help businesses improve their productivity by providing a central location for teams to collaborate on documents, projects, and tasks. This can help to reduce the amount of time spent on email and other forms of communication. \* **Improved efficiency:** SharePoint Online can help businesses improve their efficiency by automating tasks and processes. For example, you can use SharePoint Online to create workflows that automatically assign tasks, send reminders, and approve documents. \* **Enhanced collaboration:** SharePoint Online makes it easy for teams to collaborate on projects, regardless of their location. You can use SharePoint Online to share documents, create discussion boards, and track project progress. \* **Reduced costs:** SharePoint Online can help businesses reduce their costs by eliminating the need for on-premises servers and software. SharePoint Online is also a pay-as-you-go service, so you only pay for the features that you use.

## **Features of SharePoint Online**

SharePoint Online offers a wide range of features, including:

\* **Document management:** SharePoint Online provides a central location for teams to store, manage, and share documents. You can use SharePoint

Online to create and edit documents, as well as track changes and versions. \* **Collaboration:** SharePoint Online makes it easy for teams to collaborate on projects. You can use SharePoint Online to create and manage team sites, which can include shared documents, discussion boards, and calendars. \* **Task management:** SharePoint Online can help you to manage tasks and projects. You can use SharePoint Online to create task lists, assign tasks to team members, and track progress. \* **Workflows:** SharePoint Online can help you to automate tasks and processes. You can use SharePoint Online to create workflows that automatically assign tasks, send reminders, and approve documents. \* **Search:** SharePoint Online provides a powerful search engine that can help you to find information quickly and easily. You can use SharePoint Online to search for documents, team sites, and tasks.

## **How to Use SharePoint Online**

SharePoint Online is a user-friendly platform that is easy to learn and use. Here are some tips for using SharePoint Online:

\* **Start by creating a team site.** A team site is a central location for teams to collaborate on projects. You can use a team site to share documents, create discussion boards, and track project progress. \* **Add members to your team site.** Once you have created a team site, you can add members to it. Team members can access the team site and collaborate on projects. \* **Upload documents to your team site.** You can upload documents to your team site by using the drag-and-drop feature. You can also create new documents directly in SharePoint Online. \* **Share documents with team members.** You can share documents with team members by using the sharing feature. Team members can view, edit, and comment on shared documents. \* **Create discussion boards.** Discussion boards are a great

way to have conversations with team members. You can use discussion boards to ask questions, share ideas, and provide updates.

SharePoint Online is a powerful collaboration and document management platform that can help businesses of all sizes improve their productivity and efficiency. If you're looking for a way to improve your business's collaboration and productivity, then SharePoint Online is a great option.

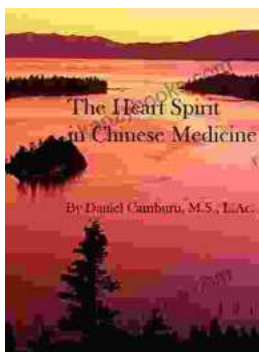


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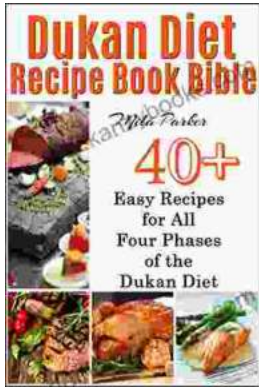
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