

# Choosing the Right Site Template in SharePoint

## Communication Site



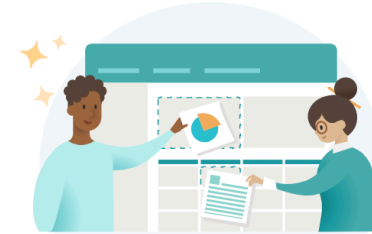
### Communication site

Share information that engages a broad audience.

- 📄 Create a portal or subject-focused site
- 👥 Engage dozens or thousands of viewers
- 👤 Few content authors and many site visitors

VS.

## Team Site



### Team site

Create a private space to collaborate with your team.

- 📅 Track and stay updated on project status
- 🔄 Share team resources and co-author content
- 👥 All site owners and members publish site content
- 🔗 Can connect to other Microsoft 365 products

**Navigation Style:** Simple, left-hand vertical navigation

**Focus:** Quick access to team-specific resources like shared documents, lists and collaboration tools

**Usage:** Best for frequent users who need streamlined navigation for productivity

**Customisation:** Limited but sufficient for team needs

**Navigation Style:** Horizontal (top navigation bar)

**Focus:** Showcases a hierarchy of pages and resources to a wider audience

**Usage:** Best for occasional visitors who need to explore content at their own pace

**Customisation:** Flexible and supports advanced menus, links and branding for a polished look

## Site Columns

### Document Type

**Policy**

**Procedure**

**Template**

**Form**

### Topic

**Advertising**

**Content Management**

**Brand Management**

**Event Management**

# Purpose of OneDrive, Teams and SharePoint



## OneDrive

## Teams

A collaboration and communication platform that centralises chat, video calls, file sharing & Microsoft 365 tools. Serves as a hub for teamwork, streamlining communication & productivity in one place.



## SharePoint

Designed for collaboration. A central hub where your team's shared content lives. Everytime you create a Team in Microsoft Teams, a SharePoint site is created behind the scenes to store all the teams files.

Draft and store **personal files**



Files are stored in the **document library** in folders matching channel names



Move files to the **FilesTab** of the appropriate channel

## Pro Tips for Managing Your Files



Add **Shortcuts** to **OneDrive** to Stay Connected



Copy Link

Share **Links**, Not Attachments

Move To

Keep It Clean with **Move To**

## How Files Flow: OneDrive to Teams to SharePoint

