

#1 - OneDrive and Teams Files

Transcript

00:04:23.480 --> 00:04:25.020

Alex Gallegos: Good morning.

00:04:26.920 --> 00:04:30.169

Alex Gallegos: Can everybody see my screen and hear me? Okay.

00:04:36.940 --> 00:04:39.800

Angel Walker: Yup, I can thank you.

00:04:40.200 --> 00:04:41.529

Gail Miller: I can as well

00:04:42.430 --> 00:04:43.390

Alex Gallegos: perfect.

00:05:49.600 --> 00:05:53.839

Alex Gallegos: Give people a few more minutes to see who joins us, and then we'll get started

00:07:34.190 --> 00:07:41.590

right? Well, we're a couple of minutes past the top of the hour here, so I'm gonna go ahead and get this party started

00:07:41.600 --> 00:07:59.050

Alex Gallegos: and then for anybody else that joins later they can follow along with us. And of course we are recording this session, and it'll be available for anybody that wants to view it after the fact. So thank you for taking some time out of your day to

00:07:59.050 --> 00:08:16.359

Alex Gallegos: go through some training with us. The idea is kinda to run these on a fairly regular basis, maybe once a month or so, and just talk through some topics that might be of interest to people on help. People get used to

00:08:16.670 --> 00:08:28.290

Alex Gallegos: or get more use out of some of the tool sets that we all have available to us. But there's not really. There's not really a manual that comes from Microsoft with

00:08:28.360 --> 00:08:55.099

Alex Gallegos: your installation of some of their tool set. And so we wanna go through some of that functionality, and make sure everybody is getting the most out of the tools that we have available. I checked the form before we got started. I didn't see that. Anybody had submitted any questions at any point. But if you do have any during the presentation, please feel free to use the

00:08:55.100 --> 00:09:13.170

Alex Gallegos: QA. Feature. Go ahead and throw a question in there, and I'll circle around and answer those at the end of the presentation. But for the time being I just wanna go through a couple of quick demonstrations

00:09:15.470 --> 00:09:31.050

Alex Gallegos: of some of the features that are available in onedrive and team. Specifically, when it comes to file sharing. So let's take a look. I have a test machine out here. So I'm gonna go ahead and log in to this

00:09:36.600 --> 00:09:37.890

Alex Gallegos: and

00:09:40.640 --> 00:09:42.469

Alex Gallegos: start to look through

00:09:42.990 --> 00:09:44.760

sum of

00:09:45.640 --> 00:09:53.929

Alex Gallegos: some of these features. So first and foremost, we should have.

00:09:54.020 --> 00:10:13.489

Alex Gallegos: most everybody synchronizing files to onedrive by this point. If you look down in the tray. Icon probably have a little blue cloud by this point that says you're signed in. Your files are synchronized.

00:10:13.640 --> 00:10:35.269

Alex Gallegos: If that's not the case. For whatever reason, if this little cloud is, you know, Gray not filled in. Then you can go ahead and click on that. And it will ask you to put in your email address, and it will walk you through signing in. To make sure that you're actually synchronizing files out of onedrive into your machine.

00:10:36.110 --> 00:10:37.900

Alex Gallegos: You can also

00:10:37.950 --> 00:11:04.840

Alex Gallegos: double check the settings and just make sure that it is starting onedrive when you sign into windows and that it is set to back up your documents pictures and desktop. These settings should be managed by the it department but if, for whatever reason, you're not seeing the backups in place.

00:11:04.950 --> 00:11:11.909

Alex Gallegos: please feel free to reach out and let us know, so that we can get that taken care of for you.

00:11:13.140 --> 00:11:15.900

Alex Gallegos: see.

00:11:18.980 --> 00:11:29.710

Alex Gallegos: So one of the first benefits of having onedrive installed is that it synchronizes everything up to the cloud automatically.

00:11:29.810 --> 00:11:41.320

Alex Gallegos: So just as an example, if I right click here and I create a new word document. I'm just gonna call this new sample.

00:11:42.960 --> 00:11:44.810

Alex Gallegos: You can see that

00:11:45.090 --> 00:12:02.899

Alex Gallegos: pretty much right away. It notice that I made a new document on my desktop. It went ahead and uploaded that to the desktop folder in my backup and then made that

00:12:03.330 --> 00:12:09.729

Alex Gallegos: made that available out in teams, or out in onedrive.

00:12:11.900 --> 00:12:33.060

Alex Gallegos: so that I would be able to access it. And once I create a new document on my desktop in my documents directory or anything that's saved in my pictures Directory, it's automatically backed up and saved out to onedrive.

00:12:33.570 --> 00:12:50.159

Alex Gallegos: which means I don't have to remember to back up the files on my laptop because they're continuously being saved out to the cloud and, in fact, if I open this new document that we just created.

00:12:50.500 --> 00:12:52.380

Alex Gallegos: you can also see.

00:12:57.210 --> 00:13:09.530

Alex Gallegos: But it's actually set to auto save again, because I have this document uploaded to onedrive. So anytime I make changes to this file.

00:13:10.630 --> 00:13:20.230

Alex Gallegos: This is a change. You can see right away, it says saving. And then in just a few moments it'll say that that change has been saved.

00:13:20.680 --> 00:13:40.510

Alex Gallegos: And so that happens automatically in the background pretty much with every keystroke that I make in this document. So I never have to worry about. You know. Have I saved this document? No, enough. Am I going to lose any information? That sort of thing.

00:13:43.000 --> 00:13:48.090

Alex Gallegos: So the space?

00:13:49.470 --> 00:13:54.570

Oh, now let me also show you. There are also locations on

00:13:55.010 --> 00:13:58.189

Alex Gallegos: your machine that are not covered by

00:13:58.260 --> 00:14:17.189

Alex Gallegos: by onedrive right, we said. The desktop was covered, the documents Directory was covered, the pictures Directory was covered. But, for example, a document here in downloads, I have this recommendation letter that. That I downloaded from an email that somebody sent.

00:14:17.710 --> 00:14:27.490

Alex Gallegos: and you can see that this one is not automatically saving this document. So any changes I make to this document here.

00:14:29.240 --> 00:14:37.679

Alex Gallegos: This is a change. If I go to close this document, it still comes up and says, Hey, you made changes to this document. If you click, don't save.

00:14:38.320 --> 00:14:50.849

Alex Gallegos: then you're going to lose those changes when you close the document. So I have a couple of options. If I wanted this document to be covered under onedrive.

00:14:51.380 --> 00:14:55.090

Alex Gallegos: one thing I could do is move it to the documents directory.

00:14:55.360 --> 00:15:07.080

Alex Gallegos: and then it would be automatically synchronized through the onedrive client, and then it would show up in my onedrive. Another thing I can do if I want

00:15:07.370 --> 00:15:11.199

Alex Gallegos: is just go to office.com.

00:15:16.860 --> 00:15:27.479

Alex Gallegos: and once I'm signed in here I can hit these little, these 3 dots in the upper left hand corner so that I can pick from my apps, and if I go to onedrive here

00:15:37.880 --> 00:15:40.459

Alex Gallegos: and click on my files over on the left.

00:15:42.250 --> 00:15:47.249

Alex Gallegos: So here are the folders that are being synchronized again. Pictures, documents, desktop.

00:15:47.370 --> 00:15:55.020

Alex Gallegos: But look in desktop. We can see that new document that I just created a couple of minutes ago is available

00:15:55.090 --> 00:15:58.020

Alex Gallegos: for me, and it's already been uploaded.

00:15:58.100 --> 00:16:12.199

Alex Gallegos: Any changes I make to it up here on the web will be synchronized back down to my machine, and will be reflected so I could if I wanted to. Just take this document

00:16:12.870 --> 00:16:15.890

Alex Gallegos: and go to the Documents Directory.

00:16:17.270 --> 00:16:30.140

Alex Gallegos: and I could just drag and drop this file across here, and you'll see that it will start uploading it. And then there we go now. I have

00:16:32.380 --> 00:16:46.820

Alex Gallegos: uploaded to documents, and there we go. There's my recommendation letter, and it's been uploaded now. The one thing to be aware of. If you choose to upload files directly through the web interface

00:16:47.350 --> 00:17:02.040

Alex Gallegos: is, I do still have this file in my downloads directory, and I would absolutely wanna make sure that I delete that there once I've moved the file up into onedrive, because otherwise it would be pretty easy

00:17:02.050 --> 00:17:16.209

Alex Gallegos: to mistakenly keep working on the one in the old Directory, and then these 2 files would get out of sync with each other. And so that's obviously not something that I would want to have happen.

00:17:16.869 --> 00:17:24.830

Alex Gallegos: Let's talk for a minute about some of the status symbols that you can see here.

00:17:25.130 --> 00:17:45.650

Alex Gallegos: So recommendation letter is a good example. So we just dragged that across and uploaded it. And you can see this little empty cloud symbol which is basically telling me that this document exists in onedrive. It's stored out in the cloud. That means I don't technically have a copy of it on the

00:17:45.700 --> 00:17:47.330

Alex Gallegos: this computer

00:17:47.410 --> 00:17:58.240

Alex Gallegos: sitting in front of me right now. Which means, if I didn't have an Internet connection, I wouldn't actually be able to interact with that document because it hasn't been downloaded locally.

00:18:00.670 --> 00:18:18.290

Alex Gallegos: Now, all these, with the little hollow green circle, have been downloaded locally and basically onedrive, will open files for you on demand. So, for example, this expense report that was created out directly in the cloud is a good example. If I double click on that.

00:18:18.690 --> 00:18:33.810

Alex Gallegos: it's going to take just a minute to download that from the Internet, make a local copy, and you can see the icon changes now to the little green circle with check mark, exactly the same as several of the others.

00:18:33.890 --> 00:18:42.730

Alex Gallegos: And now I can open this document. Even if I didn't have an Internet connection, I would have a copy here locally. Now.

00:18:43.030 --> 00:18:54.269

Alex Gallegos: onedrive is, tries to be smart about looking at files that you haven't accessed in a long time, or files that are a little larger, and tries to

00:18:54.300 --> 00:19:01.380

Alex Gallegos: optimize the amount of space that it takes up on your machine, the idea being that you can have

00:19:01.500 --> 00:19:22.590

Alex Gallegos: more data stored out in the cloud, then you might have capacity for directly on your local laptop. But if you do know that there's a file that you'll be interacting with all the time you might need to access with or without an Internet connection. You do have the option to right click on the file

00:19:23.120 --> 00:19:39.539

Alex Gallegos: until it always keep on this device. And then that'll just turn that little check, Mark icon solid, and that tells you that this file is downloaded to the device and is not able to be removed unless

00:19:39.750 --> 00:19:50.659

Alex Gallegos: you then go back to the document and say, you know what? Actually free up space, and that'll actually pull it back out to the cloud.

00:19:50.780 --> 00:20:07.979

Alex Gallegos: Yeah, I know what I'm doing. Thank you. And in fact, we can even do this with some of the files that we pulled down on demand, too. If they're a little larger like this one same thing, I can do free up space and tell it. I don't need a copy stored locally on my machine

00:20:08.150 --> 00:20:26.100

Alex Gallegos: just needed out in the cloud. So it's easy to change how files are stored. And if you know, you're going to be traveling and need access to files while you're in the back of a car or on an airplane. That sort of thing.

00:20:26.110 --> 00:20:27.630

it's always

00:20:27.660 --> 00:20:34.770

Alex Gallegos: possible to synchronize files so that you can access them even if you don't have Internet connectivity.

00:20:35.060 --> 00:20:49.159

Alex Gallegos: And then the next time you do have an Internet connection, all of those changes that you made will be synchronized through the onedrive client, and it will upload all those changes so they're available. Everywhere that your files are.

00:20:54.610 --> 00:20:55.880

Alex Gallegos: So

00:20:56.420 --> 00:21:00.620

Alex Gallegos: let's look at one of these files in particular.

00:21:02.160 --> 00:21:07.710

Alex Gallegos: I'm going to make a quick change to this document.

00:21:19.330 --> 00:21:24.350

Alex Gallegos: Just leave a quick note for myself that says.

00:21:24.600 --> 00:21:32.019

Alex Gallegos: We need some new copy inserted in this location. And then if I

00:21:32.140 --> 00:21:49.049

Alex Gallegos: change my mind, or I realized that I made an error when I was editing a document. All is not lost. I can actually right click on the document. And if I go down to onedrive and check version history.

00:21:49.630 --> 00:22:01.980

Alex Gallegos: Then I can actually see pretty much all of the changes that I've made to this document. So as we saw it automatically saving with all the changes that we made, we can kind of step back

00:22:02.220 --> 00:22:25.200

Alex Gallegos: through that history of this document. And in this case, if I decide, you know that change I made 19 s ago. I don't really like that. I have a couple of options. One, I can view this version online to make sure that this really is the version that I want. And this is the way that I liked it. And yeah, sure enough,

00:22:25.330 --> 00:22:30.549

Alex Gallegos: now, that's actually not the version that I want. So let me

00:22:30.730 --> 00:22:35.540

Alex Gallegos: go back one more version and view this one online.

00:22:46.130 --> 00:22:52.829

Alex Gallegos: you showing me the current version. Think you are. Let's just see, because I want to restore this one.

00:22:59.480 --> 00:23:03.990

Alex Gallegos: Give me the files in use. Oh, aren't live demos fun.

00:23:18.110 --> 00:23:19.540

Alex Gallegos: Okay.

00:23:41.220 --> 00:23:48.809

Alex Gallegos: try this one more time, and if not, then we'll go to the web, and we'll do it through the web interface.

00:23:54.390 --> 00:23:58.639

Alex Gallegos: Alright. Well, there's always more than one way to skin a cat.

00:24:04.090 --> 00:24:05.680

Alex Gallegos: Now that you would want to

00:24:39.340 --> 00:24:40.670

Alex Gallegos: files

00:24:57.790 --> 00:24:58.670

Alex Gallegos: alright.

00:24:59.110 --> 00:25:01.840

Alex Gallegos: Version 5 store.

00:25:05.460 --> 00:25:13.259

Alex Gallegos: Alright. I don't know how I locked that document, but let's try a different document. So let's look at the version history of this expense report.

00:25:13.360 --> 00:25:39.810

Alex Gallegos: And so here we go. I've got 3 versions, and let's go back to version 2 point O of this document. So we'll go ahead and restore that. And there we go. So you can see it's basically taken version 2 point O, and it's made it into a new version, which is now version 4 point O, and it's the smaller file size document. So we can see that.

00:25:39.810 --> 00:25:47.070

Alex Gallegos: that, it's easy to kind of step back and go through and see what some of the changes are

00:25:47.840 --> 00:25:53.179

Alex Gallegos: to a document and restore previous versions as long as it's not locked for editing.

00:25:54.150 --> 00:25:58.699

Alex Gallegos: Another feature that onedrive gives us

00:25:58.800 --> 00:26:05.620

Alex Gallegos: is, let's just use this new sample document that we created. So if I delete this document.

00:26:11.280 --> 00:26:28.179

Alex Gallegos: so we get this notification that says. any file that we delete is removed everywhere, which is kind of what we would expect. So it's not just taken off of this machine. If we just wanted to take it off of this machine, we would right click it, and we would do free up space.

00:26:28.290 --> 00:26:38.180

Alex Gallegos: If we're deleting it, we're actually telling it. We don't want this file to exist anymore. But if that was an error, we can go to the onedrive recycle bin.

00:26:39.640 --> 00:26:56.910

Alex Gallegos: which is also out in the web interface, and just like the recycle bin on your PC. You can either empty the recycle bin if you're sure that that's a document that you wanna remove. Otherwise, if that was an error, you could just put a check mark there and say, Restore.

00:26:57.140 --> 00:27:02.290

Alex Gallegos: And that item should. There we go, show right back up.

00:27:07.510 --> 00:27:11.890

Alex Gallegos: Let's see. So let's talk about some of the

00:27:12.450 --> 00:27:15.130

Alex Gallegos: abilities that we get

00:27:15.740 --> 00:27:30.539

Alex Gallegos: when we store files in the cloud. Because we didn't necessarily it was much more difficult to do some of these tasks

00:27:30.650 --> 00:27:35.049

Alex Gallegos: before cloud files. So if I look.

00:27:36.430 --> 00:27:40.460

Alex Gallegos: for example at this spreadsheet.

00:27:53.120 --> 00:27:58.889

Alex Gallegos: So here we have just some revenue projections for some

00:27:58.990 --> 00:28:24.269

Alex Gallegos: for some products that were sold. And you notice, we have a few cells here where sales information is missing. So back in the bad old days, we used to have to take a document and either stick it on a file share somewhere, and only one person could open the file at a time, or we had to email it around and make sure that

00:28:24.330 --> 00:28:32.529

Alex Gallegos: one person made changes to the file, and then the next person made changes, and otherwise somebody had to merge all of their changes together. Right?

00:28:34.600 --> 00:28:51.970

Alex Gallegos: We don't necessarily have to do that anymore. Because now it's possible to collaborate on files. We can actually share files and then collaborate on them in real time. So let me show you how that works. So if I right click on this document.

00:28:52.620 --> 00:28:54.519

Alex Gallegos: I'm going to go down to Onedrive.

00:28:54.600 --> 00:28:59.159

Alex Gallegos: and I'm going to share this file with somebody.

00:29:03.810 --> 00:29:16.110

Alex Gallegos: and I'm going to share it with with my good colleague, Alex. I'm going to say, Hey, sales data is missing.

00:29:16.940 --> 00:29:19.749

Alex Gallegos: please add, if you

00:29:19.840 --> 00:29:31.309

Alex Gallegos: can. And I'm going to go ahead and send that link. And I can either just hit, send here, which will send kind of a generic templated email.

00:29:31.930 --> 00:29:35.050

Alex Gallegos: Or I can copy this link.

00:29:35.160 --> 00:29:40.419

And I could go ahead and send a team's message.

00:29:40.460 --> 00:29:42.949

Alex Gallegos: And have

00:29:43.010 --> 00:29:47.900

Alex Gallegos: have that document available. Say

00:29:51.960 --> 00:29:52.950

not.

00:29:55.150 --> 00:30:04.360

Alex Gallegos: And I paste that document, and you'll notice that it paste in the longer link. And then it notices that it's like, Oh, wait! This is a shared link

00:30:04.370 --> 00:30:10.189

Alex Gallegos: and kind of converts it into a into a document, preview.

00:30:14.100 --> 00:30:25.289

Alex Gallegos: And so I can share that directly with the person that I want to make changes to it. If I did go ahead and send that as an email.

00:30:25.300 --> 00:30:41.929

Alex Gallegos: This is kind of what those emails look like. the person receives it says, Hey, this person re shared a file with you. Whatever message they typed in would appear there tells you what kind of file it is, and then tells you

00:30:42.260 --> 00:30:52.210

Alex Gallegos: is the link only for you? Or is it a link that you can forward on to other people? And we'll talk about some of those security settings in a couple of minutes.

00:30:52.320 --> 00:30:53.230

Alex Gallegos: But

00:30:55.140 --> 00:30:57.990

Alex Gallegos: the nice thing here

00:30:59.870 --> 00:31:02.290

Alex Gallegos: is that I can actually open that document.

00:31:10.320 --> 00:31:13.499

Alex Gallegos: and this allows us to collaborate

00:31:13.620 --> 00:31:15.760

Alex Gallegos: with each other in

00:31:15.810 --> 00:31:23.310

Alex Gallegos: real time on documents. So multiple people can be in a document editing all at the same time.

00:31:23.850 --> 00:31:28.110

Alex Gallegos: which which can be really helpful. So

00:31:30.720 --> 00:31:34.210

Alex Gallegos: let me show you what that looks like. Just need to open this on my end.

00:31:56.290 --> 00:32:08.869

Alex Gallegos: so you can now see that a new person has joined the workbook. You can actually see what cell they've highlighted and where they are.

00:32:08.910 --> 00:32:11.230

Alex Gallegos: where they're making edits and changes.

00:32:11.280 --> 00:32:18.879

Alex Gallegos: And if that person comes in and makes change and says, Oh, yeah, we sold 2,000 of these units

00:32:18.960 --> 00:32:20.170

and

00:32:20.210 --> 00:32:23.420

Alex Gallegos: 1,500 of these and

00:32:24.860 --> 00:32:28.590

Alex Gallegos: 974 of these.

00:32:28.870 --> 00:32:35.080

Alex Gallegos: So now this guest has made changes to

00:32:36.050 --> 00:32:45.649

Alex Gallegos: to this document for me. Even though it's still stored within my my file store.

00:32:45.680 --> 00:32:56.050

Alex Gallegos: and I didn't have to. I didn't have to move it through email. I didn't have to stick it on another file. Share that sort of thing.

00:32:59.480 --> 00:33:00.630

Alex Gallegos: Now

00:33:04.950 --> 00:33:11.009

Alex Gallegos: let's talk through some of the some of the things that we do need to be considerate of.

00:33:12.150 --> 00:33:15.750

Alex Gallegos: So you'll notice when I shared that file.

00:33:17.530 --> 00:33:25.560

Alex Gallegos: The default here is just to do that. Anyone that has

00:33:25.720 --> 00:33:35.890

Alex Gallegos: the anyone that has the link can make changes to the file. That's our default. I click on this, I actually get some more options

00:33:35.990 --> 00:33:39.280

for exactly how I want to share this file.

00:33:39.720 --> 00:33:58.909

Alex Gallegos: So like, I said, this is the default. Basically, this means that anybody that gets the link to this file, anyone on the whole wide planet will be able to log in and make changes to this file. So because that access is

00:33:59.100 --> 00:34:04.979

Alex Gallegos: so broad, we force you. If you do, sharing with anyone.

00:34:05.170 --> 00:34:07.420

we force you to expire that link.

00:34:07.820 --> 00:34:17.569

Alex Gallegos: and the default is that that expires in 90 days. So on day 91 come Valentine's day, if I try to click on this link

00:34:17.670 --> 00:34:23.329

Alex Gallegos: that's not gonna work anymore. And it'll just tell me I don't have access to this file.

00:34:23.670 --> 00:34:47.750

Alex Gallegos: but there are a couple of things that I can do differently. First of all I could just share

it with people in my company. And I could say, You know, this link can be edited by anybody internal to the organization. But anybody external to the organization doesn't get access to it. If I do that, I don't have to have an expiry date on my link.

00:34:48.420 --> 00:35:00.229

Alex Gallegos: Otherwise I could also do specific people that I choose by name, and I could say that they're allowed to edit.

00:35:00.390 --> 00:35:17.220

Alex Gallegos: or I could say they're allowed only to view. I can do that with with any group. I can also block download, so I can say you can view this file, but you're not allowed to download a local copy of it. If I want to send

00:35:17.630 --> 00:35:33.389

Alex Gallegos: I don't know a confidential report that sort of thing. Then I can send somebody something that they can look at. But they don't get an option to save their own copy of, basically to prevent data from

00:35:33.420 --> 00:35:35.710

Alex Gallegos: spreading around from

00:35:35.730 --> 00:35:52.650

Alex Gallegos: one location to another by default. When I send a link to anyone you know, I send it to. I send a link to you, then you can forward it to somebody else, and they can forward it to somebody else and somebody else. There's really not any limit.

00:35:53.120 --> 00:36:05.720

Alex Gallegos: So the really the most secure option is to come down and choose this people you choose. And then, when we go back to say, You know, this file is only for

00:36:06.050 --> 00:36:12.349

Alex Gallegos: specifically 2 or 3 people and then send it to them. But

00:36:12.400 --> 00:36:25.620

Alex Gallegos: that is all up to you. And it depends on what type of data that you're sending across. I would just urge you to

00:36:25.700 --> 00:36:36.989

Alex Gallegos: use caution when you're sharing files, especially with somebody external to the organization and consider where data might end up.

00:36:39.760 --> 00:36:41.020

Alex Gallegos: Let's see.

00:36:42.780 --> 00:36:43.480

Okay.

00:36:43.690 --> 00:36:59.249

Alex Gallegos: so the other side. So I have the information that I need now in this file, what if I decide, I don't want to share it anymore. Right? So I can actually go down to onedrive here

00:36:59.280 --> 00:37:06.079

Alex Gallegos: and do manage access. So if I right click, go down to the onedrive icon and manage access.

00:37:07.000 --> 00:37:10.579

And I can actually see everybody that I've shared

00:37:10.590 --> 00:37:12.809

Alex Gallegos: this document with.

00:37:14.060 --> 00:37:19.949

Alex Gallegos: And I can actually go to the link that I shared, and I can remove it.

00:37:20.330 --> 00:37:33.070

Alex Gallegos: And that means that the link that I sent across across won't work for anyone anymore. As that's exactly what I want to achieve. So I'm gonna go ahead and remove that. And you can see now, I'm the only person

00:37:33.080 --> 00:37:43.070

Alex Gallegos: that has access to this document again. So once you share a file, it does not necessarily have to be shared forever, which

00:37:43.160 --> 00:37:45.860

is also useful.

00:37:47.530 --> 00:37:52.850

Alex Gallegos: You can also, if you have already sent a link to somebody.

00:37:52.920 --> 00:38:03.019

Alex Gallegos: Instead of generating a new one. you can always find those links again under manage access. and if we

00:38:03.460 --> 00:38:27.240

Alex Gallegos: look at the sharing links that we've already created. You can copy those. So if you've already shared a document with, you know, 5 people. And somebody says, Oh, I didn't get it. Can you send that again? You don't actually have to go through and share it a second time. You can just go copy the link and send that to them in an email or teams message so that they have access to it.

00:38:33.990 --> 00:38:37.360

Alex Gallegos: Another useful tool.

00:38:38.910 --> 00:38:52.750

Alex Gallegos: If I go out to onedrive on the web. I can actually see all the files that have been shared with me by somebody else, and I can also see all the files that I have shared with

00:38:52.850 --> 00:39:02.970

Alex Gallegos: anyone else, and I can also directly manage their access from here. So if I know I sent a document to somebody last week, but I can't remember

00:39:03.980 --> 00:39:12.469

Alex Gallegos: where exactly I stuck that document. I can easily go find all the files that I shared from here.

00:39:14.070 --> 00:39:22.109

Alex Gallegos: So everything we've talked about so far has been storing files in your

00:39:22.190 --> 00:39:34.390

Alex Gallegos: personal onedrive instead of storing them in teams. Right? And so when would you want to store things in teams versus in onedrive.

00:39:34.790 --> 00:39:50.400

Alex Gallegos: We've always kind of told people that the idea is that you get on drive for one person. So these are for your files that really you're the sole owner of, and you're the only person that needs to work on them.

00:39:50.480 --> 00:39:56.240

Alex Gallegos: When I'm deciding where to create a file. I tend to think of questions like.

00:39:56.670 --> 00:40:17.629

Alex Gallegos: if I was on vacation without cell coverage for a whole week would the other members of my department need access to this file. Does everyone on my team need access to this file, or only one other person? Maybe if the answer is that everyone needs access to it. I should probably

00:40:17.630 --> 00:40:29.540

Alex Gallegos: created in the team's file share if the whole department would need access to it. If I wasn't available. Same thing I should probably

00:40:29.570 --> 00:40:31.770

created in the team's file share.

00:40:35.370 --> 00:40:40.229

Alex Gallegos: and we can easily move files from one location

00:40:40.310 --> 00:40:41.490

Alex Gallegos: to another

00:40:41.560 --> 00:40:54.190

Alex Gallegos: cause. I realize it can be a little confusing to tell where some of these files are right. Cause teams shows us files a whole bunch of different places. It shows us files in chat with other people.

00:40:54.830 --> 00:41:21.150

Alex Gallegos: It shows us this files icon, which is actually just what's in my onedrive again. So I realize that can be a little confusing. And then, if you are a member of any teams, every channel in teams also has a section for files, and so that can be a little confusing. Basically, any files that are

00:41:21.250 --> 00:41:27.559

Alex Gallegos: in chat are basically files that are between you and the person that you're talking to

00:41:27.990 --> 00:41:36.969

Alex Gallegos: any files that are uploaded to a team channel everybody in the Channel automatically gains access

00:41:37.490 --> 00:41:39.800

Alex Gallegos: to those documents. So

00:41:40.890 --> 00:41:41.990

Alex Gallegos: it's

00:41:42.040 --> 00:41:50.099

Alex Gallegos: pretty easy to move a file. If you decide that really it belongs in

00:41:50.420 --> 00:41:51.580

Alex Gallegos: a team.

00:41:52.360 --> 00:41:56.589

Alex Gallegos: And let's go back to our documentation manual.

00:41:57.660 --> 00:42:04.490

Alex Gallegos: We'll use that as an example, and we'll say, you know what this really belongs in? In this

00:42:05.000 --> 00:42:15.109

Alex Gallegos: teams channel in the files section. So exactly the same as we talked about. When we were moving files up to onedrive.

00:42:15.230 --> 00:42:31.820

Alex Gallegos: We can just click and drag and drop and upload this file, or we can use the upload menu and go find a file to upload from our machine that will absolutely work. But if I do that

00:42:32.560 --> 00:42:38.799

Alex Gallegos: once again, you'll notice that when the file is created up here.

00:42:39.170 --> 00:42:49.919

Alex Gallegos: There's still one over here in my onedrive, but this can be even a little more confusing, because when I open this file up in word.

00:42:52.880 --> 00:42:57.069

Alex Gallegos: it's going to continue to tell me that it's automatically

00:42:57.080 --> 00:43:07.019

Alex Gallegos: saving the document in the upper left hand corner. And so it would be really easy to make a mistake between

00:43:07.050 --> 00:43:22.920

Alex Gallegos: the document in one location on the document in another location. So if you do that, you want to make absolutely certain that you delete the source file. Once you've moved the document up into teams.

00:43:23.550 --> 00:43:26.729

Alex Gallegos: One other option that we have

00:43:29.250 --> 00:43:35.130

Alex Gallegos: is to go to your files on the web portal. This does have to be done

00:43:35.210 --> 00:43:41.470

Alex Gallegos: through onedrive on the web. But if I go down to my documents here

00:43:41.970 --> 00:43:47.739

Alex Gallegos: and find exactly the same document, then the other thing I can do is click this little 3 dots menu.

00:43:47.780 --> 00:43:51.709

Alex Gallegos: And I can actually say, you know what I want to move this document.

00:43:53.610 --> 00:43:56.069

Alex Gallegos: I want to move it to

00:43:57.130 --> 00:43:58.920

Alex Gallegos: once. This loads

00:44:03.190 --> 00:44:12.759

Alex Gallegos: things a little sluggish today. Once I do move, I can say, you know what I don't wanna just move it to somewhere in my files. So I'm gonna do more places.

00:44:12.780 --> 00:44:23.230

Alex Gallegos: And this will show me all of the shared libraries I have access to, which is basically the teams that I'm a part of, I'm gonna say, yep, I want it to be part of this demonstration team.

00:44:24.020 --> 00:44:31.310

Alex Gallegos: and I want it to go into the Widget production channel, and I'm just gonna say, Move here.

00:44:33.520 --> 00:44:52.240

Alex Gallegos: And if I do that, then I don't have to think about deleting it from my onedrive, because that's actually going to happen automatically. You can see it disappears here, and in just a few moments we should see it show up in teams here as well.

00:44:53.390 --> 00:44:54.640

Alex Gallegos: So

00:44:55.640 --> 00:45:05.760

Alex Gallegos: sharing in in teams works exactly the same way as it did in onedrive

00:45:05.870 --> 00:45:11.139

Alex Gallegos: so I can look at files that have been

00:45:11.200 --> 00:45:23.820

Alex Gallegos: stored in teams. Now, like I said, these are already available to everybody. That is a member of the Channel in teams, but I can also share them with

00:45:23.920 --> 00:45:27.119

Alex Gallegos: other members of the organization.

00:45:27.190 --> 00:45:39.889

Alex Gallegos: The one difference in sharing files from inside teams is, I don't have the ability to share these documents with anyone and everyone. But I can do

00:45:40.130 --> 00:45:49.670

Alex Gallegos: anybody in the organization. So all I would have to do is copy a link and pass that on to them. Or, again, I can do specific people that I chose.

00:45:50.230 --> 00:46:05.300

Alex Gallegos: but exactly the same thing I can decide. Are they allowed to edit? Are they only allowed to review or are they only allowed to view the document? And are they allowed to download the document or not?

00:46:05.580 --> 00:46:06.690

Alex Gallegos: Hum!

00:46:08.470 --> 00:46:15.879

Alex Gallegos: You're coming to the close here, but there's one other piece that I wanted to show. You

00:46:17.010 --> 00:46:29.909

Alex Gallegos: see, if this document has appeared here yet it has. So this is a document that I used

to have in my documentation folder before I moved it up to teams.

00:46:30.250 --> 00:46:51.009

Alex Gallegos: But I used this document quite a lot now, it didn't really belong in teams that wasn't a good place for it. Sorry it didn't really belong in my onedrive. That wasn't a good place for it. But I would still like to have access to it the same way I have before.

00:46:51.470 --> 00:46:55.630

Alex Gallegos: So one other thing I can do is I can hit this little sync button here.

00:46:56.490 --> 00:46:58.480

Alex Gallegos: and if I do that.

00:46:58.750 --> 00:47:01.559

Alex Gallegos: then it brings up this dialogue.

00:47:08.700 --> 00:47:10.300

Alex Gallegos: Now

00:47:12.080 --> 00:47:17.269

Alex Gallegos: you can see that I have a new section down here for my organization.

00:47:18.280 --> 00:47:34.460

Alex Gallegos: and says, Alright, well, here you go. Here's a folder. Here's the team that you're a part of, and then the name of the channel, and inside I can see all of the files that are a part of that channel, so I can access them exactly the same way

00:47:34.640 --> 00:47:49.619

Alex Gallegos: that I access my onedrive files, and I have exactly the same levels of control over them that I do over files in onedrive. So I can right, click them. And I can say, always keep on this device

00:47:50.130 --> 00:48:03.709

Alex Gallegos: so that I make sure that that file is always on my machine. Any changes that anybody makes to it. They're always synchronized, and I always have a local copy. No matter what.

00:48:04.170 --> 00:48:14.029

Alex Gallegos: Just a couple of other quick features. That might be useful. When we look at files that

00:48:14.320 --> 00:48:23.739

Alex Gallegos: are stored in a team's channel, just because these are available for several people. One thing we can do is we can PIN a file.

00:48:23.790 --> 00:48:27.830

Alex Gallegos: To the top of the list of files if

00:48:28.700 --> 00:48:34.770

Alex Gallegos: we know that a bunch of people are going to need access to it.

00:48:35.070 --> 00:48:39.279

Alex Gallegos: and so that makes it a lot easier for those to be found.

00:48:39.320 --> 00:48:52.709

Alex Gallegos: I can also favorite a file now that's just for me. But if I go look in my files and look at my favorites, I should be able to

00:48:54.200 --> 00:48:54.950

come on

00:49:02.220 --> 00:49:03.699

Alex Gallegos: making me look bad.

00:49:24.270 --> 00:49:46.360

Alex Gallegos: Taking a little time to synchronize here. But I think if we give this a couple of minutes, then that file should show up here. And I should be able to see any of the files that I've favorited. So same thing. If I work with a file on a fairly frequent basis, then that would be that would be a way for

00:49:46.550 --> 00:49:51.180

Alex Gallegos: for me to keep track of that file no matter

00:49:51.240 --> 00:49:53.579

Alex Gallegos: where I make use of it.

00:49:55.860 --> 00:50:08.809

Alex Gallegos: I think that's everything that I wanted to demonstrate this morning. Here. I don't see any questions that anybody's posted so far. Did anybody else have any?

00:50:08.970 --> 00:50:13.670

Alex Gallegos: Questions? That they wanted addressed

00:50:13.760 --> 00:50:17.529

Alex Gallegos: Feel free to come off mute and ask any, if you have any.

00:50:25.900 --> 00:50:29.669

Paul Nus: I had some that I forgot. So let me try to remember.

00:50:29.840 --> 00:50:30.830

Alex Gallegos: Okay.

00:50:36.750 --> 00:50:47.710

Thad Lux: I had a question for our team, really, but I think it would benefit everybody. Is there a way that we can make it, so that when we share a link the any one option isn't available.

00:50:48.440 --> 00:50:54.229

Alex Gallegos: Yes, that is an option that can be well removed from the tenant.

00:50:54.600 --> 00:50:55.350

Thad Lux: Okay.

00:50:56.270 --> 00:51:06.190

Thad Lux: might be something worth discussing that way. Only shares can be internal or with specific external emails that we provide. That'd be a nice touch.

00:51:06.610 --> 00:51:14.230

Thad Lux: That is something that can be done. But it's a it would be a tenant wide change. So it's not just per team.

00:51:14.310 --> 00:51:18.369

Alex Gallegos: so that would

00:51:18.700 --> 00:51:21.740

Alex Gallegos: basically prevent anybody from creating a public link.

00:51:24.570 --> 00:51:28.400

Paul Nus: Is there something? When you go back to your file explorer window

00:51:30.040 --> 00:51:35.240

Paul Nus: and the bottom left. You have full names there. Do you have to do anything? Or is that

00:51:35.420 --> 00:51:46.570

Alex Gallegos: that was a result of doing the sync button in one of the teams channels.

00:51:47.480 --> 00:51:51.590

Paul Nus: Yeah, as I thought I had something synced, and maybe I just didn't

00:51:51.850 --> 00:51:56.259

Paul Nus: do that. So maybe I'll try that again and make sure.

00:51:56.410 --> 00:52:03.600

Paul Nus: Do you have shared shared documents, I guess.

00:52:05.470 --> 00:52:12.180

Paul Nus: What says shared documents? Hyphen team, you know. Teams, technology on mine? Does yours also say shared documents. Hyphen.

00:52:12.330 --> 00:52:14.069

Paul Nus: Maybe just the way I did it.

00:52:14.110 --> 00:52:19.559

Paul Nus: Let me, I just wanna check our team cause I think

00:52:22.910 --> 00:52:27.040

Alex Gallegos: I think that is the name of the library in

00:52:28.930 --> 00:52:31.990

Alex Gallegos: in our team. But I have to double check. Yeah.

00:52:32.340 --> 00:52:35.050

Paul Nus: I noticed that I tried.

00:52:35.720 --> 00:52:54.350

Alex Gallegos: I tried to do that, and I already have a shortcut to one of the folders, and I don't think it'll let you sync and have shortcuts at the same time. And now I didn't mention that possibility. Just because the shortcut does

00:52:54.540 --> 00:53:13.370

Alex Gallegos: does stop the does stop some of that functionality that. We talked about like you just discovered prevents you from doing the synchronization. And at least the last time I looked at it the shortcuts.

00:53:13.680 --> 00:53:23.690

Alex Gallegos: All it would do would would bring you to the list of files. But it didn't allow you the option to synchronize the the files locally

00:53:24.400 --> 00:53:32.399

Alex Gallegos: as far as I know, the synchronize option kind of supplanted the add shortcut to onedrive about

00:53:32.560 --> 00:53:35.699

Alex Gallegos: a year and a half ago, as the

00:53:35.930 --> 00:53:42.940

Alex Gallegos: best way to do that, and I believe adding shortcuts was only kind of maintained is backwards compatibility.

00:53:43.230 --> 00:53:56.950

Paul Nus: Okay, mine were definitely shortcuts, because it says, remove shortcut option, and so I will. I will remove those and try that it does. Let me modify just like you would in a sync scenario. But

00:53:57.200 --> 00:54:04.279

Paul Nus: yeah, I I'd rather have that other, you know, library or not library with that fully. It's, you know.

00:54:04.600 --> 00:54:07.230

Paul Nus: delineation. Thank you

00:54:08.800 --> 00:54:11.510

Alex Gallegos: absolutely alright.

00:54:11.550 --> 00:54:17.799

Alex Gallegos: Any other questions from anyone otherwise. I'll give you some time back before lunch here.

00:54:22.500 --> 00:54:37.440

Alex Gallegos: Well, thank you, Alex, alright thanks. Everybody. Appreciate your time, and we'll schedule another one of these for sometime in December. And I'm not exactly sure what we'll be talking about. Possibly, AI. So we'll see

00:54:39.110 --> 00:54:40.539

Alex Gallegos: alright. Thanks, everyone.

Revision #8

Created 27 November 2023 22:17:09 by Alex Gallegos

Updated 22 April 2024 19:23:26 by Alex Gallegos