



The MERIT Quick Guides are a series of step-by-step instructions to help you harness the power of technology.

Welcome to the quick guide for enhancing collaboration and productivity through file sharing on Microsoft Teams. This guide will highlight the advantages of using Teams over OneDrive and provide simple steps to set up Channels and Teams for effective file management and OneDrive synchronization.

Microsoft Teams:

- **Integrated Collaboration:** File sharing in Teams is directly integrated with your chats, meetings, and collaboration spaces, making it easier to share and discuss files in real-time, within the context of your ongoing projects and conversations.
- **Team-Based File Organization:** Files shared in Teams are organized by Channels and Teams, aligning with project or departmental structures, thus facilitating easier access and management.
- **Permissions and Security:** Teams allows for granular control over who can access and edit files, with permissions automatically aligned with the Teams and Channels setup, ensuring that only relevant members can access sensitive information.

OneDrive:

- **Personal File Storage:** Primarily designed for individual use, OneDrive is a personal storage space that allows for file sharing but lacks the integrated collaborative features of Teams.
- **External Sharing:** While OneDrive can be used to share files externally with more flexibility, it doesn't offer the same level of collaboration and discussion integration as Teams.

About MERIT 2.0

MERIT was founded in 1983 and was re-branded in 2020 as MERIT 2.0. Our Mission Statement is *To educate every worker at every client and provide them the technology to improve.*

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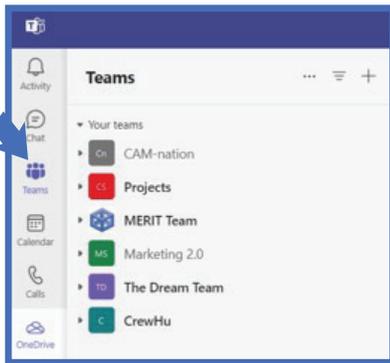
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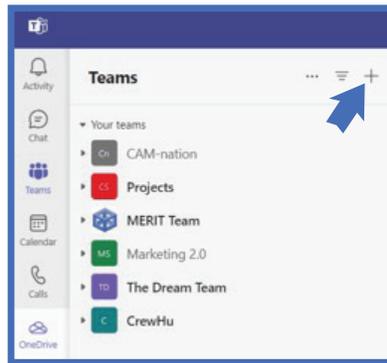
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SETTING UP TEAMS AND CHANNELS FOR FILE SHARING

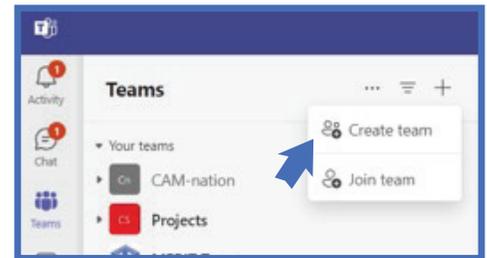
Creating a Team:



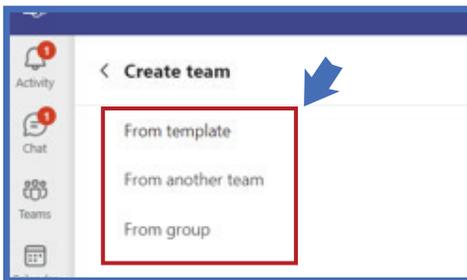
1 In Microsoft Teams, click on the **TEAMS** tab on the left sidebar.



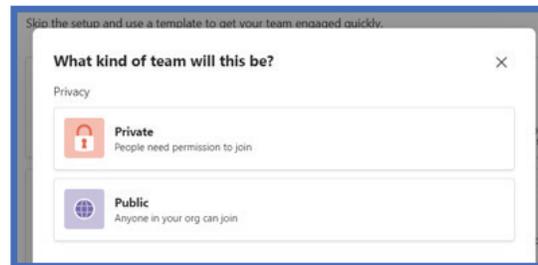
2 Click the **+** on the top right of the Teams panel



3 Click **CREATE TEAM** to start a new team.



4 Choose whether you'd like to create your team from a template, another team, or a group (for a new team from scratch, choose **FROM TEMPLATE**).



5 You will be prompted to choose what type of team you want to create (public or private). You should always choose private for security reasons. You can still add the entire organization to the Team if you choose to do so.

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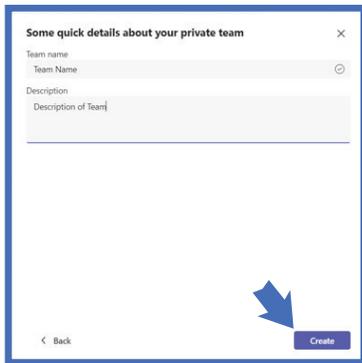
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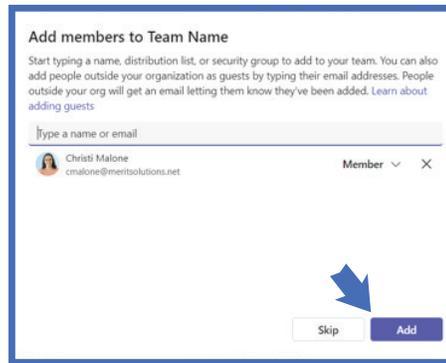


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Creating a Team Continued:



6 Name your team and enter a brief description of the team, then click **CREATE**.

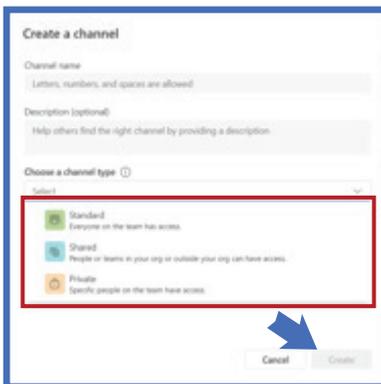


7 Now you will add members to your Team by typing and selecting their name, a distribution list, or a security group. Once you have added everyone you would like to, you can click **ADD**. You can also skip this step and add members later.

Adding Channels:



1 Within your new team, click on the **MORE OPTIONS (...)** button next to the team's name.



2 Select **ADD CHANNEL**, then in the pop-up, enter a name and description for your channel, indicating its purpose or project. You will also need to set privacy options, determining whether it's accessible to all team members or a private subset. Then click, **CREATE**.

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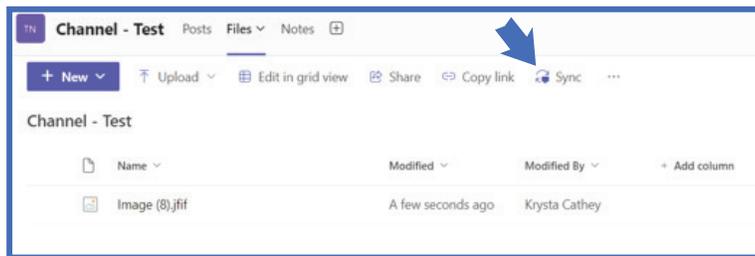
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Syncing Teams Files with OneDrive

For seamless access to your Teams files directly from your file explorer, syncing with OneDrive is a powerful feature:

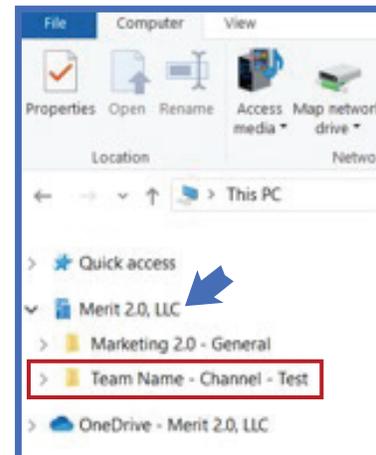


1 From the **FILES** tab in your channel, click on the **SYNC** button.

2 This will set up a sync with your OneDrive, allowing you to access these files directly from your computer's file system (File Explorer), under a folder named after your organization and the specific Team and Channel.

Look for this icon: 

3 Any changes made to these files from your computer will automatically sync with Teams and vice versa. Please note that you only need to sync your Teams files to your computer once.



By leveraging Microsoft Teams for file sharing, your organization can enhance collaborative efforts, streamline file access, and maintain security and organization. Integrating Teams with OneDrive further empowers your team by providing a seamless, unified platform for all collaborative needs. This guide aims to help you set up and make the most of these powerful tools for your collaborative projects.

Should you need further assistance or have any questions, please do not hesitate to contact us at: 757.420.5150 or service@meritsolutions.net.

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