End User's Guide to SharePoint Online

Welcome to SharePoint Online (SPO). We've created this guide to help end users understand what SharePoint Online deployment and use will look like...and why you should be excited!

Accessing and Managing Your SPO Files

Your Invario team works with your organization to understand which files will be migrated to SPO and where they go. Our goal is that you never lose access to the important files you need to operate successfully. If at any point you have concerns or can't find something, reach out to help@invario.net and we will get it sorted.

Once your files have been migrated, access from anywhere is easy. Just use your browser to navigate to **[yourorganization].sharepoint.com**. Then login in with your work credentials.

Note: Your old network shares will still exist temporarily in the usual location. However, you won't be able to save anything new to the old location. *It is critical to setup SharePoint access, so you have a place to save your data.*
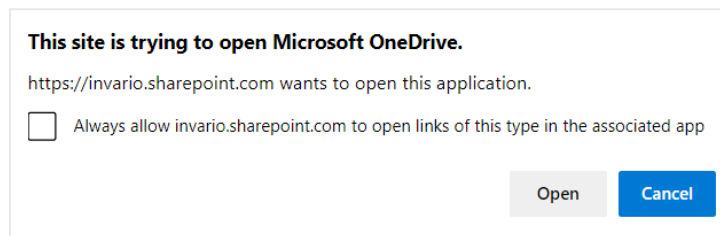
Syncing Your Files to File Explorer

1. In your browser, on your SharePoint site, navigate to the library of files you want to sync with.
2. Select Sync in the toolbar.
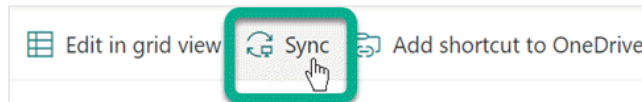
3. If have not already done so, sign in to OneDrive to start syncing your files.

    Note: If your browser asks for permission to use OneDrive, confirm that it's OK.

Where to Find Synced Files in File Explorer

Once you're synced, the File Explorer navigation pane on the left has top-level folders for any SharePoint library or OneDrive that you've synced:

*   SharePoint files appear under a folder named for your organization, e.g., Contoso
*   OneDrive files appear under a folder named OneDrive
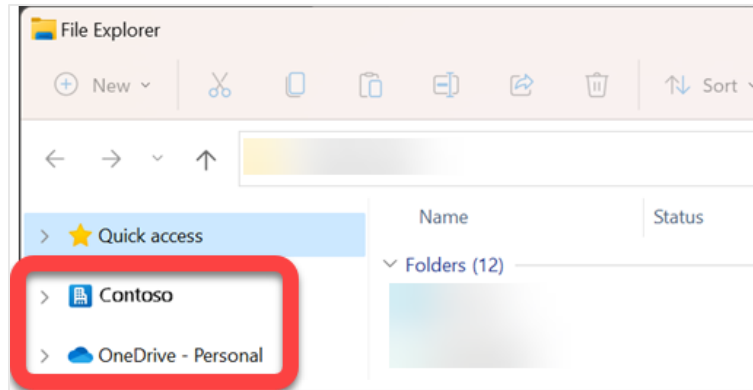
You can copy or move files from your computer to SharePoint right from your file system. Once you've uploaded or created a file within an SPO site, any users with editing permissions will have access to that file and be able to work on it.

Saving Changes with AutoSave

AutoSave is enabled by default in Microsoft 365 when a file is stored on OneDrive or SharePoint Online. This means that it saves your Excel, Word, and PowerPoint files automatically, every few seconds, as you work.

If you don't want to save your changes in the original document, you can:

- Select **File > Save a Copy** *before making your changes*. That way AutoSave won't overwrite the original file with the changes, **OR**

- Turn off Autosave using the toggle button at the top of the file. When you are ready to save and show your changes, click **Save** or press CTRL+S. Or, you can also turn the **AutoSave** switch back on to save and share your changes.

NOTE: When you open a file and make your first changes, AutoSave saves those changes and a new version of the file is added to the version history. New versions are added approximately every 10 minutes. Therefore, if you unintentionally save changes to a file, you can roll back to an earlier version using **Version History**.
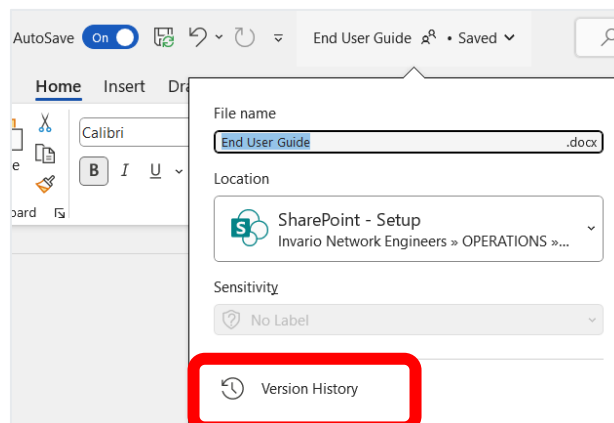
Collaborating with Teams, SharePoint, and OneDrive

The following table provides a high-level summary of when to use Teams, SharePoint, and OneDrive in different situations:

	Primary user(s)	Great for...	Sharing and access control	Conversations and communication
Teams	Team	Project-oriented teams to have a conversation, work together in files, call, and meet where the work is happening.	Teams can be public (open to anyone in your organization) or private (managed membership).	Communicate in real time with teammates in a chat-based environment and in online meetings.
SharePoint	Team, group, organization	Storing files in the cloud and sharing them with your team or organization.	Share files with your team, organization, and external users. Use Office 365 Groups to control access on team sites or set up more robust permissions for sites and documents.	Communication using SharePoint News. News can also be added to your Teams channel. You can also add comments and likes to SharePoint pages.
OneDrive	Individual and team	Storing and syncing files in the cloud and accessing them from anywhere on any device. Ideal for work in progress and sharing with specific individuals.	Documents are private until you share them. Share files individually and work on Office documents with others at the same time.	Comment on documents and use the @-sign with someone's name. The person you mention receives mail with a link to your comment.

Resources

If you have questions or need additional assistance:

- Learn More: https://support.microsoft.com/
- Help: help@invario.net