Microsoft 365: SharePoint

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What is SharePoint?

SharePoint is a powerful collaboration and document management platform within Microsoft 365. It enables organisations to create shared workspaces, secure file storage, and internal websites (intranets). SharePoint enhances team collaboration by offering a central location for documents, workflows, and communication, moving beyond the limitations of traditional network drives.

SharePoint is designed for team or project-based document storage and is highly customisable. Organisations use SharePoint for intranets, project management sites, HR portals, blogs, and external collaboration through secure client portals (extranets). It seamlessly integrates with Microsoft Teams, OneDrive, and Power Automate, making it a vital tool for modern businesses.

What are the benefits of using SharePoint?

Enhanced collaboration & document management - With SharePoint, multiple people can collaborate on the same document in real-time, with changes instantly visible and tracked through version control. If needed, you can easily revert to a previous version. With SharePoint's seamless integration with Microsoft Teams, you can access and edit files directly within your Teams channels without switching between applications, making collaboration smoother and more efficient. While OneDrive sync ensures files are accessible offline and update automatically once reconnected.

Access anytime, anywhere - SharePoint makes it easy to access files whenever and wherever you need them. Because it's cloud-based, you can securely reach your files from any device with an internet connection, whether you're in the office, working from home, or on the go. Microsoft 365's built-in security measures, including conditional access, sensitivity labels, and data loss prevention policies, ensure that your data remains protected at all times.

Improved search & intelligent workflows - Finding the right document in a large collection is easier with SharePoint's AI-powered search, which provides personalised recommendations based on user activity. Metadata tagging helps organise files for quick retrieval, and integration with Power Automate allows you to streamline document approvals, notifications, and task management, reducing manual effort and improving efficiency.

Modern intranet & communication - Beyond file storage, SharePoint acts as a central hub for company-wide communication and engagement. With dynamic sites, you can build a customised intranet featuring news feeds, events, and quick links to keep employees informed. Personalised dashboards allow departments to share updates and key information in an organised way. Microsoft Loop and Viva Connections enhance collaboration further by embedding real-time, interactive content directly into SharePoint pages, helping teams stay engaged and aligned with their goals.

SharePoint planning and implementation tips

Are you planning on implementing SharePoint in your organisation? Here is our expert advice to help ensure a smooth and effective deployment.

How to plan for a SharePoint implementation:

1 **Define your goals** – Identify what you want to achieve with SharePoint, such as improving collaboration, document management, or creating a company intranet.

2 **Structure your content wisely** – Avoid replicating traditional folder structures. Instead, consider using metadata tagging and intelligent search to organise and retrieve content efficiently.

3 **Set up security & permissions** – Establish clear access controls based on user roles and needs. Leverage Microsoft Entra ID (formerly Azure AD) for advanced security policies like conditional access and multi-factor authentication (MFA).

4 **Prepare for user adoption** – Plan training sessions, create user guides, and ensure employees are equipped to make the most of SharePoint's features.

5 **Automate workflows** – Identify repetitive processes that can be streamlined using Power Automate, such as document approvals and notifications.

6 **Monitor & optimise** – Use SharePoint analytics to track engagement, identify areas for improvement, and continuously refine the platform based on user needs.

SharePoint implementation tips:

Start small & scale gradually – Begin with a pilot project before rolling out SharePoint company-wide to refine processes and gain user feedback.

Encourage user engagement – Promote SharePoint's benefits, encourage collaboration, and integrate it with Microsoft Teams to boost adoption.

Leverage customisation – Enhance SharePoint's functionality with Power Apps for customised forms and Power BI for advanced data visualisation and reporting.

Find out more

For more information on Microsoft 365 and SharePoint please contact ramsac on

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