

Using SharePoint For Cloud Based Document Storage



Presented by
John H. Higgins, CPA.CITP
CPA Crossings, LLC

John H. Higgins, CPA.CITP Strategic Technology Advisor



jhiggins@cpacrossings.com

Strategic technology advisor to the profession w/ 35+ years of experience

Nationally recognized author and presenter on CPA technology

Former National Mid-market Technology Partner - BDO

Cygnus Media Top 25 Thought Leader for the profession

AICPA Business & Industry Hall of Fame Inductee

MICPA Innovative User of Technology Award

Past Chair of the Michigan Association of CPAs

Passionate advocate for the CPA profession!



Learning Goals

After attending this presentation, you will ...

- recognize the potential for SharePoint to be the foundation for a cloud-based file storage solution.

Presentation Outline

- SharePoint Overview
- Group Lab Exercise
- Wrap-Up

Things To Know About OneDrive & SharePoint

Cloud based file storage

OneDrive = your personal (business) files

SharePoint = shared file sites

Share files internally & externally

Eliminate email file attachments

Synchronize with local PC

Maintain file version history

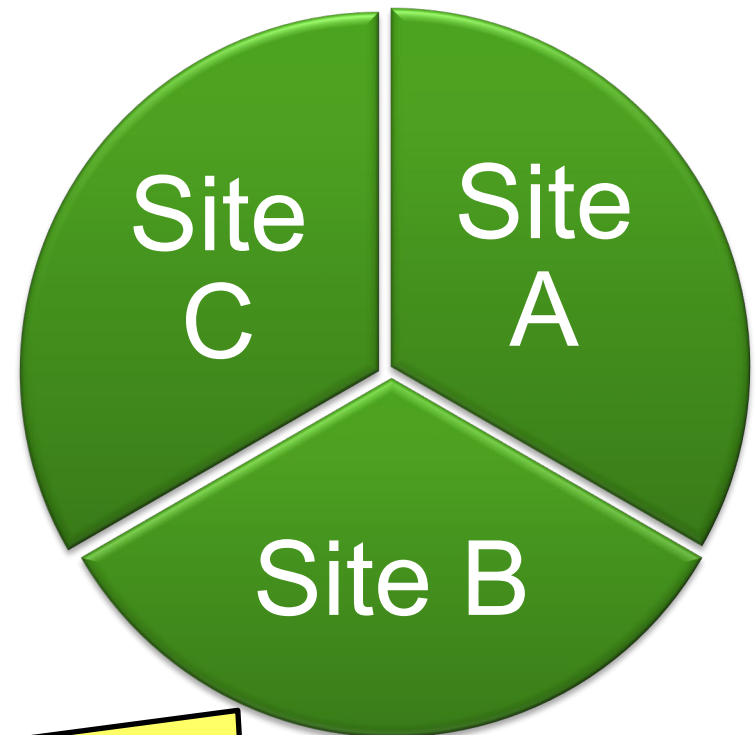
Secure document storage

OneDrive vs. SharePoint

OneDrive



SharePoint



IMPORTANT: Every time you create a Team a corresponding SharePoint site with the same name is created. Every channel creates a folder with the same name

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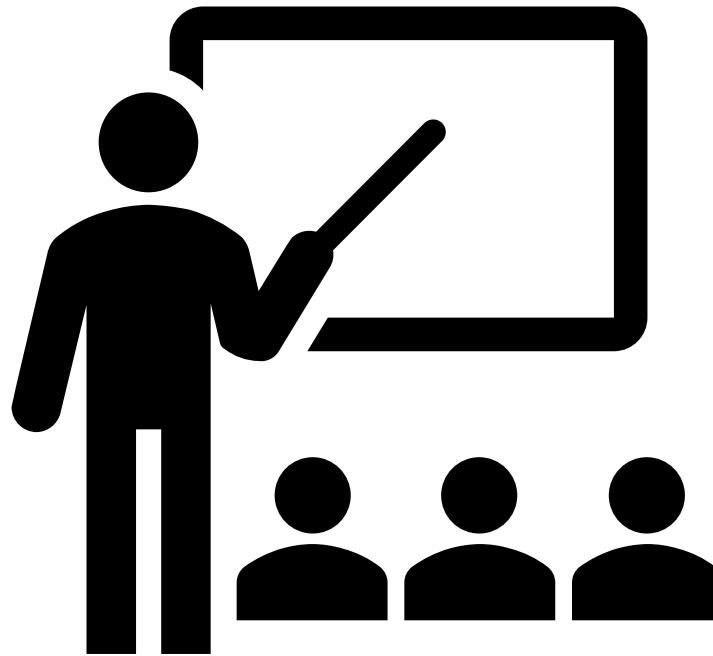
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Group Lab Exercise

- Create SharePoint site via Teams
- Create a Word document in SharePoint
- Edit the document
- Share the document
- View version history
- Setup document alert
- Access document via Teams

WRAP-UP



Presentation Wrap-Up

- SharePoint has a deep feature set
- Let Teams create your SharePoint sites
- SharePoint is core to the Office 365 ecosystem
- The deeper you go the deeper the skills required
- Keep it simple

Questions ?



THANK YOU!

We hope you enjoyed this presentation. To learn more about CPA Crossings visit www.cpacrossings.com

