



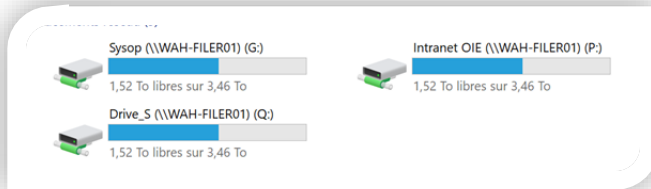
World Organisation
for Animal Health
Founded as OIE

Collaborative Tools at the Organisation

This presentation was initially given by Abdoul Aziz Salissou Mayana/DTIS to the HR Dept. and slightly edited for *In-house Times*.

Collaborative tools available at WOAAH

- **Network shared drives**



- **OneDrive for business**



- **SharePoint**



- **Microsoft Teams**

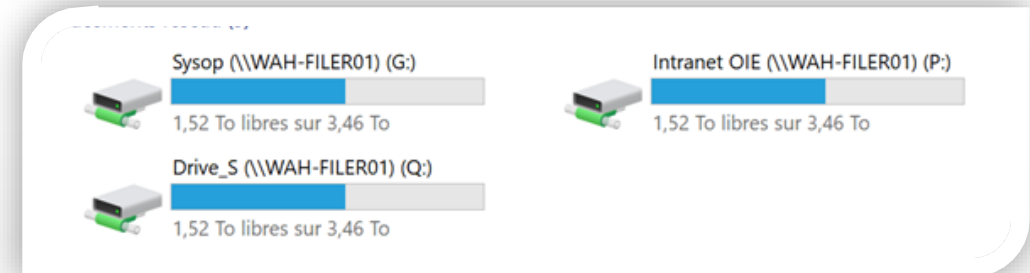


Other collaborative tools: *Yammer; Whiteboard, OneNote, To Do*

Network shared drives

Shared spaces where business teams can easily store, search, and access files

- Data hosted on a server (file server) maintained by IT
- Access to data (access right/revocation) managed by IT
- Access to data outside W OAH is not possible without VPN
- Separate server to backup data on the file server



OneDrive for Business

A cloud storage space is meant for storing work files that are personal to you

- 2TB of space is available on your OneDrive account
- Storage space is linked to your WOAHH account
- To be used to store personal files and initial drafts before they are ready for sharing



Data in OneDrive is lost when the account to which it is linked is deleted

SharePoint online

A web-based collaboration tool used for storing, sharing, collaborating, and publishing documents across a team or the entire Organisation

There are two types of SharePoint Sites

1. Team Sites

- Great for collaboration
- Usually accessible to a few users with access to edit
- Team sites are good for a department/unit/team's work

2. Communication Sites

- Best for publishing
- Usually accessible to anyone in the Organisation with access to read or consult
- Communication sites are good for everyone's work



OneDrive & SharePoint common features

The following features are common to OneDrive and SharePoint



Version history



Sync for offline
access



Co-authoring
(simultaneous editing)



External sharing



Mobile access



File-level
permissions



Drag-and-drop
transfer



250 GB file size
limit in M365

Most of these features aren't available on shared drives, personal drives, flash drives, hard drives, etc.
There aren't many good reasons not to use OneDrive & SharePoint instead of those.

Features specific to SharePoint

The following features are only available in SharePoint

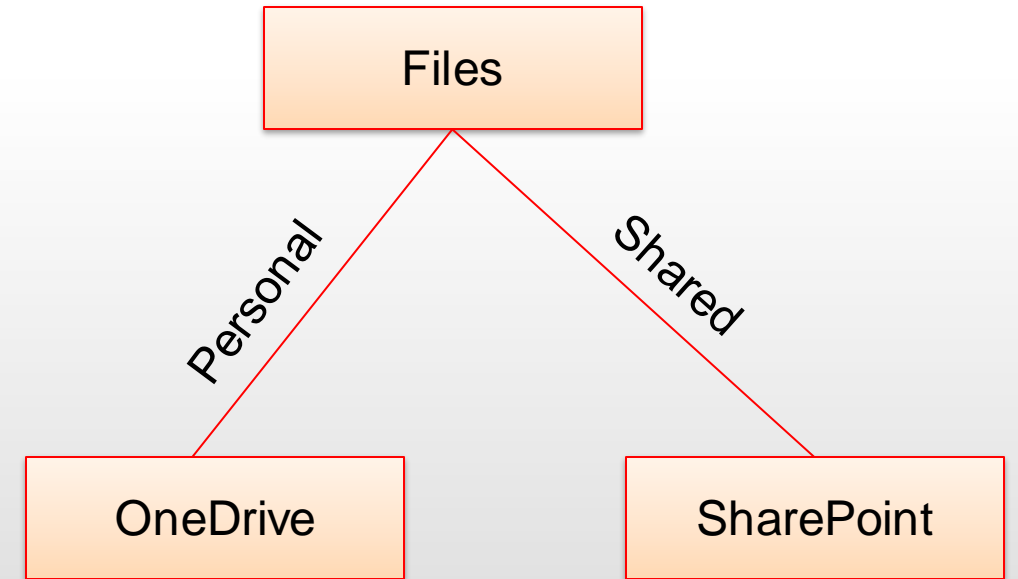
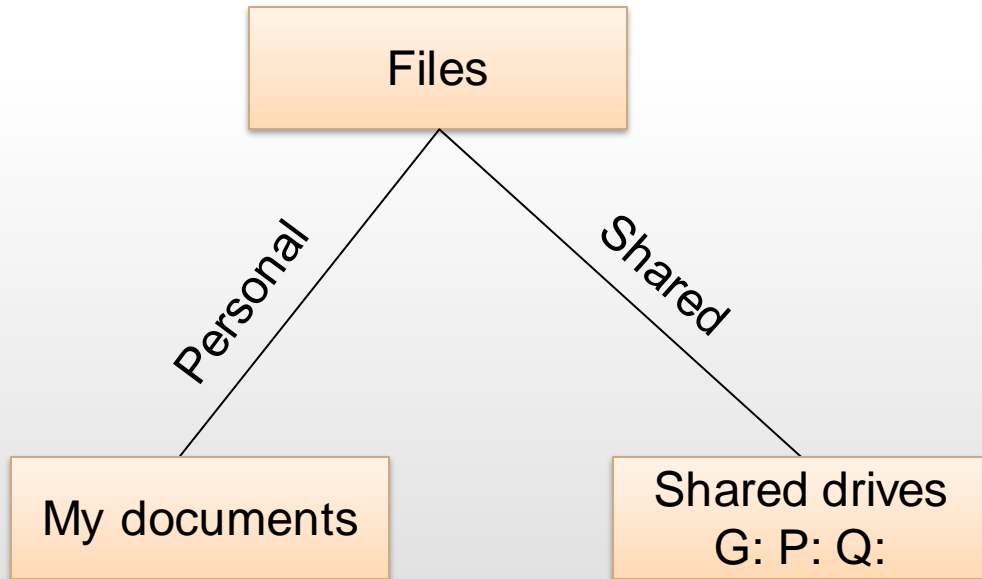
- **Notifications:** allows SharePoint site owners/members to be alerted whenever a file is changed.
- **Integration with existing apps:** SharePoint sites can be integrated with other Microsoft apps or apps from the SharePoint store.

Storing and sharing files

The traditional way

vs.

The modern way



NB: the following folders of your PC are automatically synced to your OneDrive: **Desktop, Documents, Images**

MS Teams

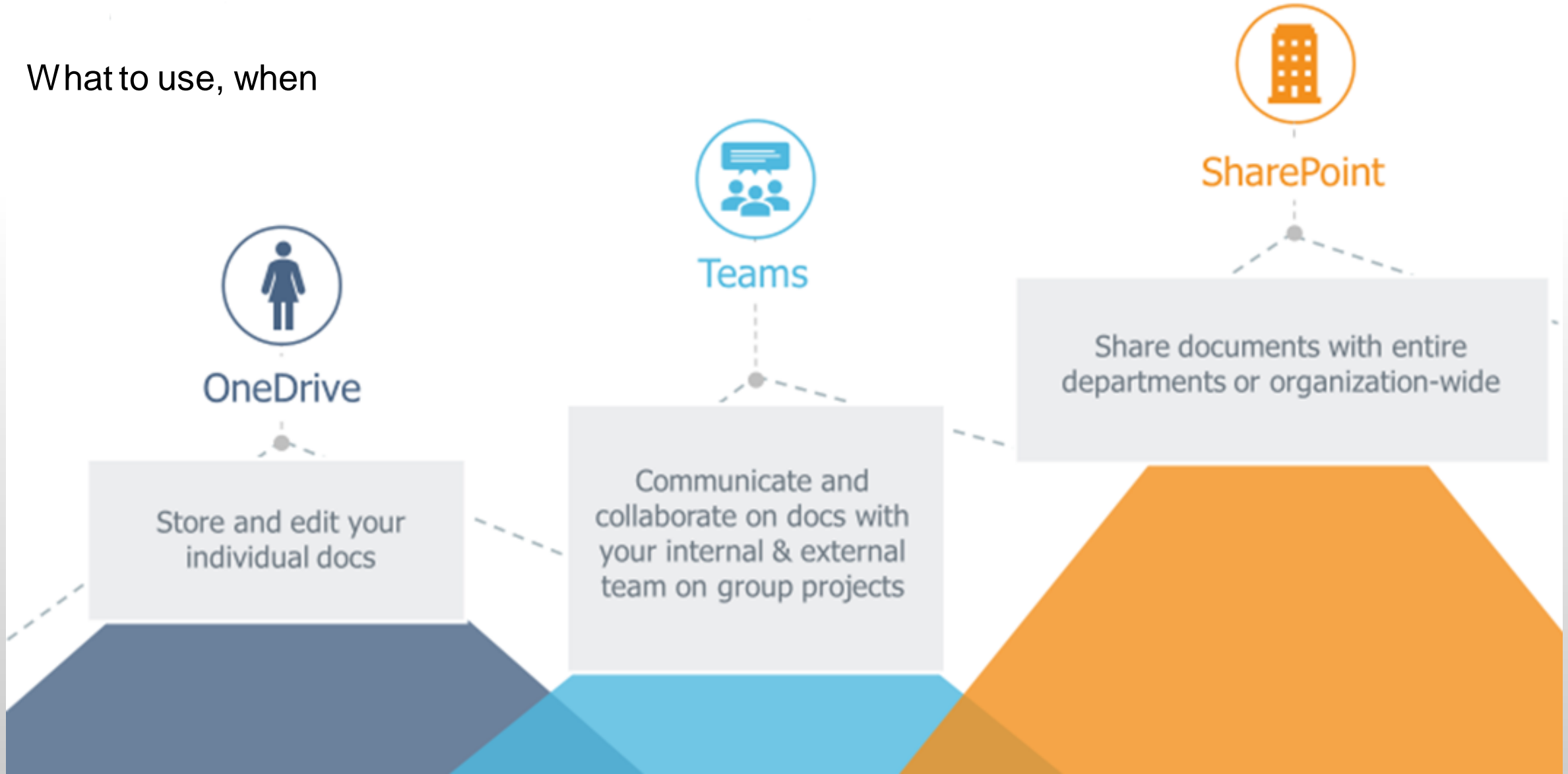
In terms of data storage, Teams serve as an interface from which you can access and collaborate on data stored in SharePoint.

- When you create a team in MS Teams, a SharePoint team site is created behind it. This site is used to store all the data in Teams.
- You can add Teams to an existing SharePoint team site.
- Microsoft Teams is usually used to communicate and collaborate on documents with a group of people (internal or external) as part of a project.



OneDrive / SharePoint / Teams

What to use, when



Thank you for your attention!

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