

Your Digital Workplace



Microsoft Teams

Your workplace for **communication**

Use Teams to connect with colleagues and students anytime, anywhere

A hub for teamwork, everything you need to get things done in one place with Teams. **Chat** with colleagues, **collaborate** on documents across Office 365 and SharePoint, **connect** with your team in **discussions** via chat or a Teams meeting to share voice, video and content. Add **collaborators** from across the university and beyond with ease.



SharePoint Online

Your workplace for **collaboration**

Use SharePoint to organise and store information and collaborate easily

Access SharePoint through Teams via the 'Files' tab and **connect** you and your team to the content, information and apps you use every day, allowing you to **collaborate** easily on **documents in real time** with colleagues and **share with secure links**. Work from any device using web apps, mobile apps or desktop versions.

SharePoint - the future of your **J: drive**.



OneDrive

Your workplace for **smart storage**

Use OneDrive to access your files, wherever you are

Store your files and documents securely and simply with OneDrive - **your personal space in the cloud**. Use the OneDrive app to **access your work on-the-go** and even scan directly from your phone or tablet. OneDrive is the ideal place to start your work before sharing on SharePoint or Teams.

OneDrive - the future of your **G: drive**.

For further support and guidance, go to Digital Workplace: <https://www.its.qmul.ac.uk/support/digital-workplace/>

Please refer to the relevant policies and guidance, including the Data Protection Policy, Information Classification Policy, IT Services T&Cs on <https://www.its.qmul.ac.uk/governance/policies/>