

General – All Staff

Use these tools to communicate, connect, and collaborate with team members across the global organization:



Get the news, communication, and information you need – when you need it



Network and share resources in a central, easy-to-use location to prevent silos



Access all your tools—whether on your desktop or mobile device—in a fast, efficient, and easy way



SharePoint Online

SharePoint is a web-based collaborative platform that integrates with Microsoft Office. SharePoint is primarily a document management and storage system and should generally be thought of as the source of truth for final documentation.

- Sharing a document to communicate with a larger audience
- Providing access to important information across the organization, such as set processes, tools, reports, and policies
- Saving final documents and resources



OneDrive

OneDrive is your files experience, giving you access to all your work files. You can store and work on files individually or send files to a co-worker to work 1 to 1. Download the OneDrive app to access your files anytime, anywhere.

- Saving and versioning file drafts
- Sharing to an individual or select group, including external stakeholders



Teams

A Teams site connects you and select team members to the content, information, and apps you rely on every day within a smaller audience. Download the Teams access to communicate, collaborate, and share anytime, anywhere.

- Sharing and collaborating with a smaller audience
- Drafting documents where permissions are limited to a group
- Collaborating from a web app or mobile browser



Network Drive

Your network drive is where we store files that have sensitive information and projects that require collaboration.

- Archiving information
- Storing sensitive large media files which are not accessed on a regular basis

Site Administrator

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- Regularly updating sites for all-inclusive accessibility, including funder budgets, final deliverables, and completed reports.
- Linking research and learning documents to relevant Landesa Libraries.
- Providing access to important resources, tools and information that should be available across the organization.
- Prioritizing and communicating small group workflows



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- Creating first drafts of documents or storing material you're not ready to share more broadly with a team.
- Communicating or sharing a document with a single, external partner.



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- Communicating projects and collaborative teamwork
- Facilitating work planning and goal setting for projects
- Utilizing Apps for stronger project management and collaboration.



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- Storing archived documents
- Storing highly sensitive or large documents

Leadership

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Communicating wins, new opportunities, and partnerships

Finalizing strategy, board engagement, and vision documents



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Discussing private documents only meant for Leadership or small groups.



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Working on documents only meant for you or a single colleague

Project Team

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- Finding institutional knowledge, research, and past learnings to apply to work
- Sharing final Program documents to the Landesa and Research Libraries
- Tagging documents so that you, and others may find them as a future resource
- Accessing process, tools, and policies
- Working with admin to share a story



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- Drafting documents or items not quite ready for the larger Team or SharePoint group



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- Saving documents to team channels for team use and timely updates and collaboration.
- Storing confidential, not for general use, team information



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- | Saving final documents and resources



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