

## Division of IT M365 User Documentation

The following quick reference guides are now available online in PDF format to members of the university.

### SharePoint, Teams and OneDrive

- [Introduction](#)
- [Moving files and folders to M365 OneDrive/Teams/SharePoint](#)
  - Make a migration plan
  - Check sharing permissions
  - Document shared files in a migration plan spreadsheet
  - Procedures to migrate content
  - Download and Install the SharePoint Migration Tool
  - Migrate personal Box account files to OneDrive
  - Migrate files from a department share on the network to SharePoint/Teams Channels
  - Manually migrate collaborated Box files to SharePoint
- [Sharing files from OneDrive/Teams/SharePoint](#)
  - Accessing Shared Items
  - Manage OneDrive Share access: specific files/folders
    - Access through File Manager on your computer
    - Access through OneDrive, SharePoint, or Teams online
  - Review All Shared items
    - Run a report that lists all who can access your OneDrive files and folders
  - View SharePoint/Teams sharing options
    - SharePoint: View/Change Site sharing permissions
    - Teams: View/Change Team Members
    - View Site Usage information
  - Share Permissions Descriptions
- [Add a Channel to File Explorer on your PC](#)
  - Allows you to treat files in SharePoint as if they were stored on your computer.
- [Saving Important Emails and Attachments in SharePoint/Teams](#)
- [Create a Shared Calendar in Teams](#)
- [Restore OneDrive files and folders](#)
  - Restore a previous version of a file stored in OneDrive
  - Restore deleted files or folders in OneDrive
  - Restore OneDrive to a previous time
- [My Box to M365 Migration Plan Template](#)
  - A “starter” spreadsheet for planning your Box migration.