

File Storage Overview

(The Hub, Team Sites, Teams, and OneDrive)



OneDrive



SharePoint Sites



Teams

All file storage
is underpinned
by **SharePoint**

Find all files
by searching
OneDrive

Communication Site

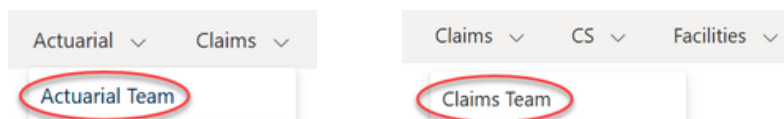
= The Hub **homepage** & department **landing pages**

The Hub Actuarial ▾ Claims ▾ CS ▾ Facilities ▾ Finance ▾ HR ▾ IT ▾ Leadership ▾ Marketing ▾ PM ▾ Product ▾ UW ▾

- Accessible to all employees
- Streamlined file storage (ONLY all-employee files)
- Layout controlled by IT & HR/Marketing
 - Dept. Content Leaders can make minor edits to their dept. landing page
- Permissions controlled by IT
 - Dept. Content Leaders have **edit-only** access for their Dept. Documents Folder

Team Site

= The **sites** on the dropdown menu, under department landing pages



- Accessible to department members ONLY
 - *Team Sites can be created for specific groups of people or content*
- One of the main file storage locations for departments and groups
- Layout controlled by Dept. Content Leaders
- Permissions controlled by Dept. Leadership (IT oversight)
- Each Microsoft Team utilizes a Team Site for file storage



Reports ▾ History Forms  Communities