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SharePoint is a web-based collaboration and document management platform created by Microsoft that integrates with Microsoft Office. SharePoint's core functions are to store documents in a more effective format than a regular folder system, and to bring an organization together so that everyone receives critical information that's relevant to them.

Why should you use SharePoint?

SharePoint solves four main problems: As companies grow so does the amount of their files. It soon becomes difficult to keep track of the multiplying documents and their locations. SharePoint overcomes this by allowing you to store and locate your files in a central site. Files can also be located through company-wide searches of your SharePoint enterprise portal. Sharing work files through email is a cumbersome process. SharePoint eliminates this by allowing files to be stored in one location, allowing easy access to all team members. SharePoint enables teams and individuals to connect and collaborate regardless of where they are located. It is difficult and time consuming to create and maintain sites. SharePoint allows anyone to create sites for use within their company.