



# Sharepoint Integration in a Small Legal Services Office

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## Benefits

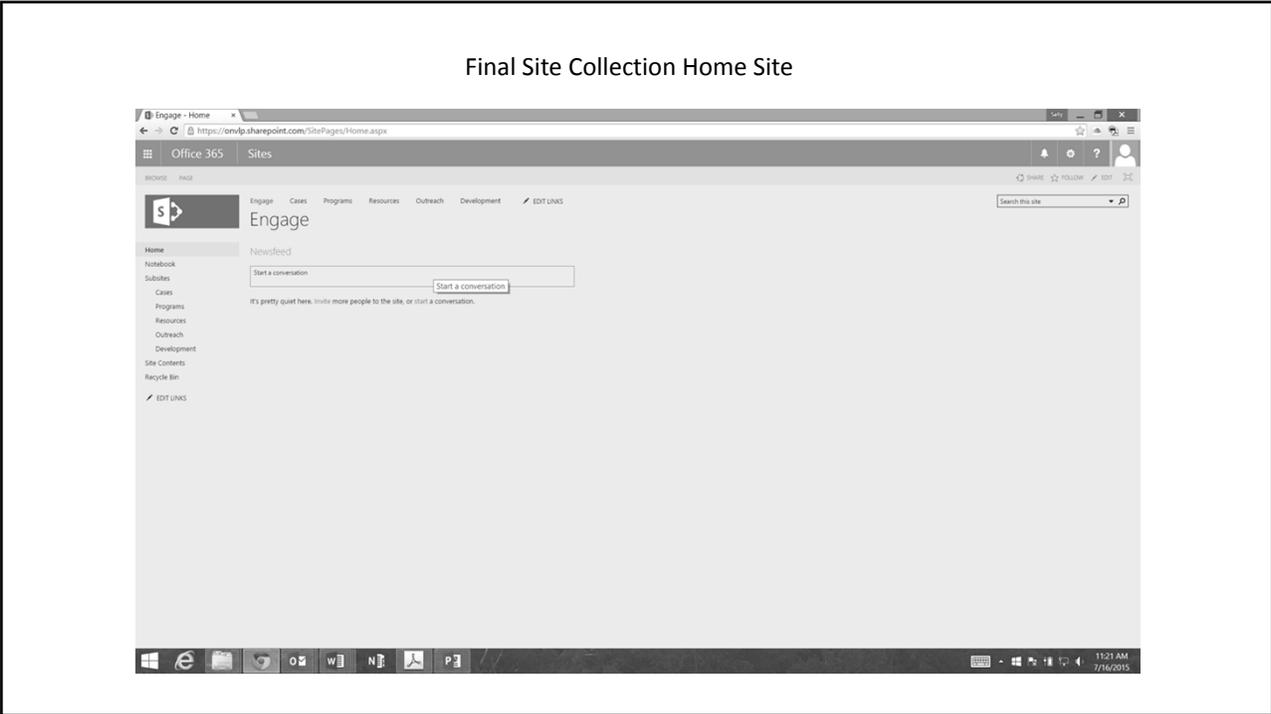
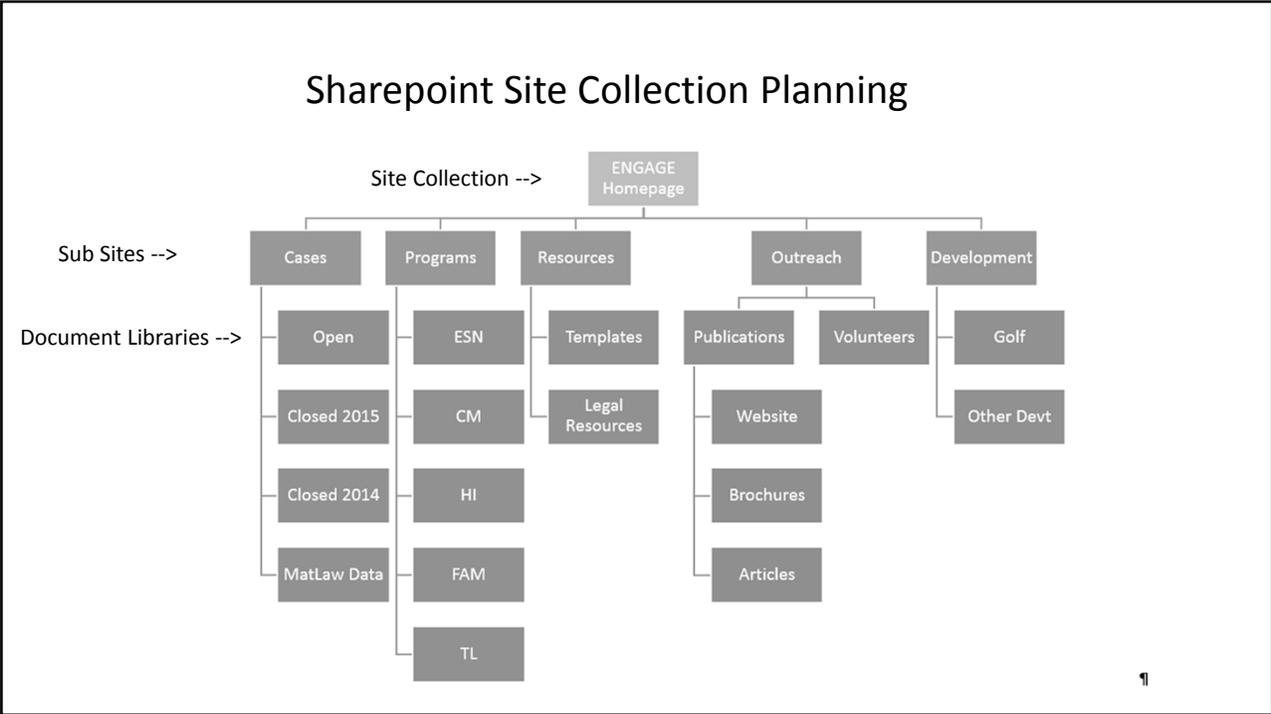
1. Cloud based -- Easy accessibility from other locations
2. Highly customizable
3. Highly secure – HIPAA compliant
4. Microsoft provides back up service

### Winning reasons:

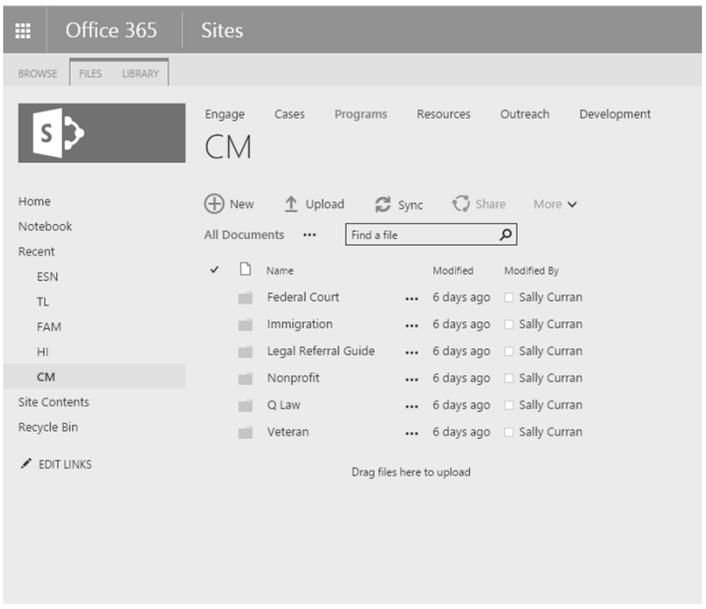
- ❖ No more local server to maintain
- ❖ Office 100% cloud-based computing

## Challenges

1. Have to be very mindful of how data is organized, taking into consideration:
  - Only primary site collection is easily viewable in office programs
  - Document libraries size limited for sync
  - Will Data be accessed primarily online or through syncing?
2. Syncing to desktops often has issues
3. Not easy to back up locally



Example of Subsite with Document Libraries



### Accessing Files through Microsoft Programs

