

SharePoint Document Management Best Practices



The infographic features a large blue circle on the left containing the title. Five horizontal bars of different colors extend to the right from the circle, each connected by a thin white line. Each bar contains a number in a diamond shape and a corresponding best practice.

01

Robust Information
Architecture

02

Classify Content Library

03

Using Metadata

04

Document Security &
Permissions

05

User Adoption

Sharepoint 20document Sets Best Practices



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