

COLLABORATE IN OFFICE, TEAMS, SHAREPOINT AND ONEDRIVE

Duration: 1 day (9:30-3:00)

Overview: A session to explore working within O365, storing and working with SharePoint and OneDrive files, and Microsoft Teams as a workspace to collaborate and connect with people and files.

Content: Save, find and work on files in SharePoint and OneDrive including version history, collaborating using file sharing and co-authoring. Explore Teams as a collaboration tool for a team and its connection to wider group resources such as SharePoint. Teams one-to-one and group collaboration tools such as chat, online meetings and access to OneDrive.

Candidate level: Delegates should be familiar with Microsoft Windows and be able to work with Office files.

COURSE CONTENT*

Introducing O365, the Cloud and Remote File Storage

Office.COM

Accessing and navigating Office.com
Searching Office Online for Files, People and Apps
Advantages of O365
SharePoint and Teams user roles

SharePoint / OneDrive

What are SharePoint and OneDrive Online
Screen orientation
Searching files

SharePoint and OneDrive Files

Getting Started in SharePoint

Search for, navigate to, and follow a Site
SharePoint roles

Document Library Fundamentals

Create folders and files in the browser
Edit files in office online / desktop app
Upload a file
Move/copy files
Library/Folder Views
Sync a library to File Explorer and working offline

Collaborating with Others

Create file links
Co-author documents
Share file as link / remove access
Check-out / sole authoring
Version history - view and restore

OneDrive Online

Sharing links / manage link
Find items you shared / those shared to you.
View version history

Teams

Orientation

What is Teams?
Screen orientation
Teams as an interface to O365
Settings e.g. presence, notifications, call set-up
Search for files and messages
Command bar actions e.g. what's new, saved messages

Communication

Create group and 1-2-1 chats
Add apps
Share files – collaborate and understand storage

Online Meetings

Arrange and participate: a look at the meeting utilities

"Team" collaboration

Introducing Teams, channels and channel tabs
Teams integration with SharePoint
Re-order Teams and hide/show Teams
Show/hide/pin channels
Add new post, reply and react to posts, @mention
Save and retrieve a post
Collaborate on files
Add team resources using channel tabs

* The outline provides guidance on the topics to be covered on the course.
Course content may vary according to the requirements and abilities of the members of the group.