

Microsoft OneDrive, Teams, and SharePoint Overview

Download Whitepaper: Accelerate Your Modernization Efforts with a Cloud-Native Strategy
Get Your Free Copy Now

Course Number: OFC-113-HF

Duration: 0.5 days

Overview

Skills Gained

- Understand and create Microsoft 365 Groups
- Define the use cases for Teams, SharePoint, and OneDrive
- Understand the relationship among Teams, SharePoint, and OneDrive
- Create and integrate additional collaborative tools

Prerequisites

No prior experience is presumed.

Training Materials

All M365 training attendees receive comprehensive courseware.

Software Requirements

- A full installation of Microsoft 365, including OneDrive and MS Teams.
- Please also provide a login account for Ascendient Learning's instructor to access your Microsoft 365 environment (including your SharePoint Online).
- If the desktop versions of OneDrive and Teams cannot be installed, we could have students use these tools via the Office.com portal during the training.

Audience

Course Details

Outline

- Introduction to MS 365
 - Understanding Desktop vs. Online vs. Mobile Versions
 - Logging in to Office.com
 - What's included in your MS 365 Subscription
- Using OneDrive
 - Using OneDrive (Desktop vs. Online vs. Mobile Versions)
 - Working with Files
 - Sharing Files
 - Managing Sharing Options
 - Using Sync Features
 - Using Recycle Bin
- Using Microsoft Teams
 - The Microsoft Teams Interface
 - Teams Shortcuts and Tricks
- Using Chat and Calls
 - Starting a Chat
 - Replying to a Chat Message
 - Using Chat Message Features
 - Starting Audio or Video Calls
 - Using New & Advanced Features
- Using Teams and Channels
 - Joining Public Teams
 - Creating a New Team (May need to request)

- Managing Access to Your Team
- Adding Members to Your Team
- Using Channels
 - About Channels
 - Creating a Channel
 - Channel Notifications
 - Posting Messages
 - Using Mentions
 - Managing Files in a Channel
- Managing Files in Teams
 - Managing Files
 - Using OneDrive within Teams
- Adding Tabs to a Channel
 - Adding One Note
 - Adding Planner (Tasks by Planner)
 - Adding Channel Calendar
- SharePoint Integration
 - View and navigate the SharePoint Site
 - Discuss Teams Site vs. SharePoint Site
- Conclusion