

Microsoft OneDrive, Teams, and SharePoint In-Depth for Users

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Course Number: OFC-112

Duration: 2 days

Overview

Course Description

This in-depth OneDrive, Microsoft Teams, and SharePoint Online training teaches end-users everything they need to know to collaborate successfully using these powerful tools in Microsoft 365.

Skills Gained

- Create and upload files and folders in OneDrive
- Sort, filter, delete, restore, and search files in One Drive
- Work with OneDrive files offline
- Work with OneDrive remotely with the mobile app
- Create a team in Microsoft Teams
- Create collaborative communications in Microsoft Teams
- Customize Microsoft Teams settings

- Work with OneNote, Planner, Task app, and Power BI in Microsoft Teams
- Manage and facilitate engaging Teams meetings
- Automate workflows with Power Automate
- Work with Teams and SharePoint Online

Prerequisites

No prior experience is presumed.

Training Materials

All attendees receive a quick reference, as well as links to the most important articles in Microsoft documentation.

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
- Getting Started with OneDrive
 - What are cloud files and where are they saved?
 - Getting familiar with the app interface and navigation
- Creating and uploading files and folders
 - Creating files from the OneDrive web app
 - Creating files from Office desktop and web apps (Word, Excel, PowerPoint and OneNote)
 - Organizing files with folders and subfolders
 - Uploading files and folders
- Working in a file together
 - Sharing a file from an app

- Sharing a file as an email attachment
- Coauthoring in a file together
- Managing file versions
- Managing file permissions
- Moving and copying files
- Sorting, filtering, and searching files
 - Sorting document library contents
 - Filtering document library contents
 - Searching for files by keyword, filetype and date modified.
- Deleting and restoring files
 - Deleting files
 - Recovering files
- Working with files offline
 - Syncing a document library to computer
 - Making changes offline
 - Managing storage
- Working remotely with the mobile app
 - Accessing the app
 - Capturing a document with the Scan feature
 - Setting files for offline work
 - Working with Shared Libraries
 - Customizing notifications
 - Finding content
- Getting Started with Teams and SharePoint Online
 - What is Microsoft Teams
 - Getting familiar with the app interface and navigation
- Creating a team
 - Create a team from scratch
 - Create a team based on an existing team
- Creating collaborative communications
 - Starting and replying to channel Conversations

- Forwarding an email to a team channel
 - Sharing a channel conversation to an email
 - Formatting a channel post as an announcement or a message
 - Sending a message to multiple channels
 - Add a form or Polly survey to a conversation
- Private 1:1 and group chatting
 - Send an urgent chat message
 - Share a OneDrive file for collaboration
 - Hide and show chats
 - Pin a chat
- Customizing settings
 - Customize language and applications preferences
 - Customize channel, chat and meeting notifications
 - Working with the Activity Feed
- Working with apps in team channels (instead of app-to-app switching)
 - Adding a OneNote notebook to a team and pinning a specific section to each channel
 - Adding a plan (Planner) to a team channel to keep a team organized and up to date.
 - Tracking shared plans, edit multiple tasks using List view, and filter tasks in the Tasks app
 - Adding a Power BI report to a channel
- Working with apps personally (instead of app-to-app switching)
 - Taking notes with OneNote
 - Managing individual and shared tasks with the Planner (Tasks) app
 - Connect Yammer Communities and collaborate from the Teams app
 - Accessing videos in Stream
 - Working with OneDrive files
- Managing and facilitating engaging Teams meetings
 - Creating private and channel meetings – what are the differences, where is content stored and accessed.
 - Customizing meeting settings – who waits in lobby, who can present
 - Chatting before the meeting starts

- Customizing meeting notifications
- Taking meeting notes with Wiki
- Recording a meeting
- Sharing content (a window, app, video with sound or Whiteboard)
- Polling attendees with Microsoft Forms in the meeting chat
- Getting better search results
 - Searching with keywords and filtering results.
- Automating communications in Microsoft Teams with chat bots and connectors
 - Setting up the RSS feed connector in a channel conversation to update a team automatically about specific content on a recurring basis.
 - Setting up a news digest with the Bing News connector to update a team on a recurring basis about specific topics.
 - Scheduling 1:1 or small group meetings with Secretary bot.
 - Getting answers to questions about people, projects, and topics from the Who bot.
- Automating workflows with Power Automate
 - Saving email attachments to OneDrive
 - Create a new task for high priority emails
 - Start an approval process when a new file is added to a SharePoint document library
 - Notify the team when a new form response is received
- Working with Teams and SharePoint Online
 - Moving and copying team files to another team from SharePoint Online
 - Viewing pages, collaborating on lists and working with files from existing SharePoint sites in a team channel.
 - Syncing SharePoint and Teams locally
 - Managing version history of channel files – view with changes, restore, delete, make a copy.
- Working remotely with the Microsoft Teams mobile app
 - Collaborating in team channels
 - Chatting privately
 - Attending meetings
 - Customizing notifications
 - Capturing content with the camera

- Using Microsoft Teams productivity shortcuts and help
 - Use Command Box and keyboard shortcuts
 - Use the built-in Help resources
 - Give feedback
 - Suggest new or improved features
- Conclusion