

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

**Course Number:** OFC-112  
**Duration:** 2 days

**Overview**

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.

**Prerequisites**

No prior experience is presumed.

**Materials**

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

**Software Needed on Each Student PC**

* A full installation of Microsoft 365, including OneDrive and MS Teams
* Please also provide a login account for Accelebrate’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.

**Objectives**

* 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

**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