

**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