

**Microsoft OneDrive, Teams, and SharePoint Overview**

**Course Number:** OFC-113  
**Duration:** 0.5 days

**Overview**

This Microsoft OneDrive, Teams, and SharePoint Overview training course teaches attendees how to use MS Teams, SharePoint, and OneDrive together to productively manage and collaborate on documents with colleagues inside and outside their organization.

**Prerequisites**

No prior experience is presumed.

**Materials**

All M365 training attendees receive comprehensive courseware.

**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**

* 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

**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