

TEAMS, PLANNER, ONEDRIVE AND SHAREPOINT FILE MANAGEMENT

DURATION:

Approx. 1 Day (6 Hours) or speak to us about a duration and topics that works best for you.

Session topics will be drawn from the following outlines:

MICROSOFT TEAMS

INTRODUCTION

- What is Microsoft Teams?
- Tour the Teams Screen

CREATING OR JOINING MICROSOFT TEAMS

- Create a team
- Private vs Public Teams
- Add members and owners
- Add external people to Teams

WORKING WITH TEAM CHANNELS

- Create channels
- Manage channels
- Channel favourites
- Start Conversations
- Reply to conversations
- Use @ mentions

PRIVATE CHATS

- Start Chat
- Add people to Chat
- Chat emoji and text formatting
- Convert chats to meetings

WORKING WITH FILES

- Share files
- Real-time collaboration

TEAM MEETINGS

- Schedule meetings in Teams
- Meet tools
- Audio and video
- Share files in a meeting
- Taking Notes/Minutes in a Meeting

INTEGRATIONS

- Integrate services or adding a tab
- Integrate SharePoint
- Integrate OneNote

FINDING CONTENT IN TEAMS

- Feed filter
- Search for chats
- Search for files
- Search for people

PROFILE MANAGEMENT

- Work with status indicators
- View saved channels
- Team themes
- Application settings
- Notification settings

EXTRAS

- Use Search and /Commands
- Leave a Team
- Delete Channels and Teams
- Use T-Bot to get Help
- Use the Desktop and Mobile apps

MICROSOFT PLANNER

Overview

Introduction

- What is Microsoft Planner?
- Access Planner
- Tour the Planner Screen

Creating a Plan

- Create a Plan
- Add Tasks

USING BUCKETS AND TASKS

- Use Buckets
- Create Tasks
- Create More Detailed Tasks
- Attach Files to Tasks
- Assign Tasks
- Flag Tasks with Labels
- Update task's status
- Re-organise Tasks
- Change the View

Extras

- Monitor Plans, Tasks and Assignments
- Review Schedules
- View your Work Graphically
- Add Tasks whilst in Chart View
- Change the Group
- Re-assigning Tasks
- Use the Planners Desktop and Mobile apps
- Adding your plan as a Tab in a Microsoft Teams Channel

ONEDRIVE AND SHAREPOINT FILE MANAGEMENT

ONEDRIVE

- Create Documents and Folders in OneDrive
- Share Documents and Folders
- Sharing Permissions
- Unshare
- Document Versions
- Copy or Move Documents to SharePoint
- Scanning Documents, Whiteboards and Business Cards with the OneDrive App

SHAREPOINT

- Work with Libraries
- Create Documents and Folders
- Check Out and Check In Documents
- Share Documents and Folders
- Sharing Permissions
- Unshare
- Send a link to a document
- Document Versions
- About Authoritative Versions
- Create Library Views
- Collaborative Editing