MICROSOFT 365
TEAM COLLABORATION

This course is aimed at users who wish to learn and understand the online tools and services provided as part of their Microsoft 365 subscription.

1 DAY

Prerequisites

Participants should have basic knowledge of Windows, Word and Excel.

Expected outcomes

- Understand the components of Microsoft 365 and how they can be used together.
- Access and share files with OneDrive.
- Start co-authoring documents using Microsoft Online.
- Have a basic overview of using SharePoint to collaborate.
- Use Teams to facilitate communication.
- Use Planner to plan, assign and track tasks.
- Use Forms to create fast forms to collect data entry.

Introduction
- Working in the cloud
- Microsoft 365 apps and services
- Online vs office desktop applications

Navigating Microsoft 365
- Microsoft 365 home page
- The app launcher
- My Account menu
- Using Delve
- My Profile page
- Microsoft 365 settings screen
- signing out

Managing files in OneDrive
- Accessing OneDrive
- OneDrive screen
- Uploading files
- Syncing files
- Opening files from OneDrive
- Creating a new folder
- Editing OneDrive files
- OneDrive view options
- Selecting and moving files in OneDrive
- Sorting and filtering files
- sharing files in OneDrive
- Opening a shared file in OneDrive
- Search in OneDrive
- Deleting files and folders
- OneDrive mobile app

Using Microsoft Online
- Creating new documents
- Saving from the browser
- Reading view vs editing view
- Close a file
- Open existing files
- Using 'Tell Me What You Want to Do'

SharePoint
- Types of SharePoint sites
- Launch a SharePoint site
- Navigating a team site
- Following sites
- Understanding permissions
- Site contents
- Understanding list apps
- Navigating pages
- Document libraries
- Working with file versioning
- File check-in and check-out
- Working with version history
- Recycle bin
- Create a SharePoint group site
- Microsoft 365 Groups

Forms
- Create a form
- Filling in a form
- Review answers
- Create a quiz
- Form settings
- Create a group form

Planner
- Planner hub
- Creating a new plan
- Create a new plan for an existing Microsoft 365 Group
- The plan board
- Adding a task to a plan
- Adding a bucket
- Assigning team members to a plan task
- Marking task progress
- Working with labels
- Grouping tasks
- Completing tasks
- Rearrange task boards
- Charts view
- Schedule view
- My tasks
- Editing a plan
- Deleting plans and tasks
- Planner mobile app

Teams
- What is Microsoft Teams?
- Browser vs Desktop app
- Signing in to Teams
- The Teams screen
- Creating a Team
- Posting in channels
- Conversation settings
- Working with channels
- Adding channel tabs
- Private channels
- Working with files in Teams
- Private chat

Who should attend

This course is aimed at users who wish to learn and understand the online tools and services provided as part of their Microsoft 365 subscription. Participants on our public courses use our dedicated Microsoft 365 training environment.

Practical, relevant training developed for the Australian workplace.

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