

Office 365 COLLABORATION MASTERY BUNDLE

Program Overview:

This course is designed for beginners who have started using MS Teams and want to master the use of Teams and OneDrive.

Objectives:

- Discover and learn how to collaborate with your team efficiently and effectively using O365 tools.
- Master the use of Teams & OneDrive for seamless collaboration and file management.
- Boost your productivity and streamline your workflow with expert insights and practical tips.

Target Audience:

Novice

Duration:

3 hours

Programme

Module	Duration
Setup <ul style="list-style-type: none"> • MS Teams application • Sign into MS Teams 	Total 3 hours
MS Teams <ul style="list-style-type: none"> • Introduction • Interface • Type of teams • Manage MS Teams • Show/Hide MS Teams • Reorder MS Teams • Leave MS Teams 	
Channels <ul style="list-style-type: none"> • Create a channel • Types of channel • Manage channel • Pin a channel • Show/Hide channel • Leave channel • Restore a channel 	
Conversation <ul style="list-style-type: none"> • 1:1 chat • Group chat • Team chat • @ mention • Pop out a chat • Manage message • Pin a conversation 	
Calls <ul style="list-style-type: none"> • 1:1 calls • Conference calls • Schedule meetings • Join meetings • Add guests • Record meetings 	

<ul style="list-style-type: none"> • Share screen • Take control 	
Files/Folders/Tabs <ul style="list-style-type: none"> • Upload a file • Download a file • Create folder • View versions • Collaborate • Copy/Move file • Delete file • Add tabs 	
OneDrive <ul style="list-style-type: none"> • Introduction • Sign to OneDrive • Sync a channel • Sync a teams • Sync a folder • Unsync a folder • Upload/Download file • Free up space • Share file • File sharing permissions 	
Personal OneDrive <ul style="list-style-type: none"> • Introduction 	
File sharing <ul style="list-style-type: none"> • Upload a file • Download a file • Share a file • Share multiple files • File sharing permissions • Versions • Collaborate 	
Planner <ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> ○ Labels 	

<ul style="list-style-type: none"> ○ Buckets ○ Tasks ○ Board ○ Filter ● Manage planner ● Configure planner 	
To Do <ul style="list-style-type: none"> ● Introduction <ul style="list-style-type: none"> ○ Tasks ○ My Day ○ Importance ○ Reminders ● Manage To Do ● Setup To Do 	
OneNote	
Introduction <ul style="list-style-type: none"> ● Section ● Page ● Content 	
OneNote setup <ul style="list-style-type: none"> ● Section group 	
Export page	
Minutes of meeting	