



TRAINING CATALOG

Microsoft 365

ffice Doc



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Microsoft 365



Environment – OneDrive and SharePoint Member

Target skills

Be at ease with this new environment and new working methods

Target users

Whoever stores data in the Cloud, either individually (OneDrive) or via a group of users or colleagues (SharePoint sites).

Prerequisites

Be familiar with Office related work but most important : you should not be strongly opposed to changing your habits.

Workshop duration ►► 0.5 day

CONTENT

Generalities Microsoft 365 (old Office 365)

- Philosophy of 365 (Cloud)
- The various web apps and their role in the Cloud
- Access to 365 and its applications

OneDrive

- It belongs to SharePoint
- It is a personal storing space
- Storing and managing files
 - Import*
 - Open*
 - Download*
 - History (versions)*
 - Local syncing*

Sharing a file

SharePoint

- Generalities
 - A special hierarchy*
 - Team site or Communication site ?*
 - Private or Public ?*
- The main window of SharePoint
 - Searching a specific site*
 - Following a site*
- The site components
- Working with libraries
 - Managing folders and files (what is similar to OneDrive and what is different)*
- Interesting commands in Outlook Online

SharePoint Owner

Target skills

Be able to create a new site, a new library, to manage the navigation menu and to manage the site permissions (simple)

Target users

Any user who needs to create a SharePoint or needs to manage one.

Prerequisites

Be familiar with SharePoint basics.

Workshop duration ► 0.5 day

CONTENT

Existing site

- Creating a library
- Modifying the site navigation menu

Create a new site

- Differences between a team site and a communication site
- The site structure must be well thought

Managing the site (simple)

- Logo, name ...

Managing the members (simple)

- Adding a new member (colleague)
- Deleting a site

Using Outlook Online

- Adding a guest (user outside the company)
- List of all teams sites where I am a member or an owner
- Restoring a deleted site

Integration with Teams

- Special implications

Create and manage information pages

- What are these pages ?
- Creating and managing the WebParts

Manage the site permissions (simple)

- Official best practice from Microsoft
- The 3 groups
- The famous « Anyone but ... »
- The platform dedicated to permissions
- Unique permissions for a library, a folder or a file

Teams

Target skills

Master the various functionalities of Teams because Teams is far more than a video-conference tool like Zoom or Meet.

Target users

Any user who needs or wants to make the most out of Teams.

Prerequisites

Be familiar with SharePoint basics would be a plus.

Workshop duration ▶ 0.5 day

CONTENT

Generalities

- Access
- Your profile and its important settings
- The Teams window

TEAMS VIDEO-CONFERENCE TOOLS

Calendar

- Appointments and events
- Creating a meeting
- The meeting window and its tools

Chat

- Write and manage messages
- CONTACTS section
- The chat collaborative tabs

Calls

- CONTACTS section
- SPEED DIAL section
- HISTORY section
- VOICEMAIL section

COLLABORATION WITH SHAREPOINT

Create a team

- Creating additional channels
- The CHAT Tab
- The FILES Tab
- The WIKI Tab
- Adding a Tab

Managing the team or the channel

Managing guests

Links between Teams and SharePoint