Collaborate efficiently with Microsoft 365 and Teams

Duration: 0,5 day
Audience: Pour tous

Who is this training for?

Anyone who wants to master best practices in order to maximize the use of Microsoft 365.

Training objectives

Efficiently navigate, manage, and share documents in OneDrive, Teams, and SharePoint libraries.

Summary

Optimize collaboration across your teams with Microsoft 365 and Teams, must-have tools for modern work. This training will allow you to better exploit Microsoft's collaborative ecosystem in order to communicate effectively, share information and work as a team. Through concrete best practices, you will learn how to structure your exchanges, organize your files, manage meetings and collborate in real time, while gaining in productivity and clarity. You'll learn how to use OneDrive, Teams, and file spaces to better manage your documents and master the key features of collaboration in Microsoft 365. You'll leave with lots of tips to save time and be more efficient in your day-to-day work.

Course outline

- Understand the Microsoft 365 collaborative structure.
- Document management : distinguish the difference between OneDrive (personal space), Teams and collaboration sites (team space), Communication sites (corporate space).
- How and why to use OneDrive.
- Find faster in Microsoft 365.
- Understand Office Online versus the Office client.
- Quickly save files from the client.
- How to use Teams.
- Create a team : By committee, by project, by department.
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Work with two or more people in Teams versus OneDrive.

- Create and manage channels.
- Effective team conversation and how to reduce emails.
- Team files.
- The must-have tabs : OneNote, Planner.
- Teams chat.
- Understand the File tab and its associated SharePoint library.
- Find and manage the recycle bin in SharePoint.
- View version history.
- Sharing in Teams via SharePoint.
- Use the SharePoint team site associated with Teams.
- Organize the team library.
- Copying and moving files : best practices.
- Why and how to track the collaboration site.

Approach and methodology

- Presentations
- Demonstrations
- Directed and Individual Exercises.

Recommendations

Knowledge of the Microsoft 365 cloud environment (including OneDrive and Teams) is highly recommended.

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