Optimise the SharePoint team site connected with Microsoft Teams

Duration: 0,5 day
Audience: Pour tous

Who is this training for?

Any manager or anyone who regularly works in a team who wants to set up effective work, collaboration and sharing processes.

Training objectives

- Discover the options offered by the team site connected to Teams
- Learn how to create useful content for the team in SharePoint
- Know how to integrate elements of a SharePoint site into the channels of a Teams team

Summary

You've been familiar with SharePoint for a few years or discovered it in the list of tools available in Microsoft 365. Learn how SharePoint can help you effectively manage your documents and better communicate with your organization. This training will allow you to learn how to manage team sites linked to Teams and how to create modern communication sites with a responsive display that automatically adapt to all your devices: PC, Mac, phones, tablets. Our approach is designed to teach you how to implement best practices with SharePoint while also pointing out common mistakes to avoid.

Course outline

- Understand the Microsoft 365 ecosystem and its components
- Individual space (OneDrive)
- Collaboration space (Teams)
- Communication, publishing and dissemination space
- Role of SharePoint and Teams in the ecosystem
- Plan and create an effective basic collaborative structure integrating SharePoint and Teams
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Modern governance and security management in SharePoint

- The different security managements:
- In team sites
- In communication sites
- Sharing between team sites
- Site hubs (SharePoint site hubs)
- Understanding document management and its challenges
- Document management and metadata
- Managing library views
- Creating a custom list
- Modern SharePoint component
- Microsoft 365 team/group site and Teams
- Communication site
- Modern site pages
- New must-have Web Parts
- Must-have new Web Parts
- Must-have Web Parts modern research

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Have user knowledge for the Microsoft 365 tool

Recommendations

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

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