WorkshopPLUS - Microsoft 365: Collaboration in Microsoft Teams 1 Day with Lab

WorkshopPLUS

Focus Area: Upgrade, Migration and Deployment

Duration: 1 day

Difficulty: 200

Overview

Are you confused where you should save files in Microsoft 365? Should you use Teams, SharePoint or OneDrive for Business?

This workshop will help you demystify the storage options in Microsoft 365. And how each storage options aligns to a methodology of work.

Objectives

Each module is organized by scenario and is designed to provide students with expertise, tools, and hands-on experience to understand and work with specific SharePoint Online services, OneDrive for Business, Microsoft Teams and Microsoft 365 Groups.

Key Takeaways

Course Material

- SharePoint Online Modern Sites
- The right way syncing and un-syncing with OneDrive For Business
- Introducing Microsoft 365 Groups
- Integration with Microsoft Teams
- External Sharing Tricks.
- More Collaboration with Microsoft Planner

Hands-on Labs

- Most of the concepts covered above will be supported by hands-on labs and demos
- Access to resources and labs for up to 6 months post class completion.

Agenda

Day 1:

Module 1: SharePoint Online: Managing Business Documents

Module 2: OneDrive For Business: How to store and collaborate

Module 3: Microsoft 365 Groups: Managing content permissions

Module 4: Content Integration with Microsoft Teams

Module 5: External Sharing

Module 6: Collaboration in Work Management with Microsoft Planner

Plan for 1 full day. Early departure is not recommended.

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Course Details

Modules

Module 1: SharePoint Online: Managing Business Documents
- Creating modern sites
- Customize pages
- Learn about common libraries

Module 2: OneDrive For Business: How to store and collaborate
- Sync and un-Sync in the right way
- Sharing Contents
- When to use SharePoint Online & OneDrive for Business

Module 3: Microsoft 365 Groups: Managing content permissions
- Permissions in SharePoint
- Permissions in OneDrive For Business
- Permissions in Microsoft 365 Group

Module 4: Content Integration with Teams
- Quick intro to Microsoft Teams
- Use Microsoft Teams with SharePoint Online
- Use Microsoft Teams with OneDrive for Business
- Use Microsoft Teams with Microsoft 365 Groups
- Sharing Documents in Teams, storage settings.
- Understand Files Tab
- What to do if you can't find your documents and where to go

Module 5: External Sharing
- External Sharing Concept and Dependencies
- Important Notes
- Sharing in SharePoint Online and OneDrive For Business
- External Communications in Microsoft Teams
- SharePoint Online External Sharing scenario
- Microsoft Teams External Sharing scenario

Module 6: Collaboration in Work Management with Microsoft Planner
- Introduction to Microsoft Planner App
- Planner Features
- When to use Microsoft Planner
- Use Planner in Microsoft Teams
- Planner for Guest users

Recommended Qualifications

Target experience, expectations and qualifications, for example:

End user staff who have experience with Microsoft Documents in general, for example: Word, Excel, PowerPoint and OneNote.

End Users who are using in their day to day job Microsoft Teams.

Preferable to have knowledge about SharePoint and OneDrive for Business as we will use them in this workshop and practice in the labs.

Hardware Requirements

- An Intel Core-i5-based PC
- USB port
- Microsoft/Windows Live ID to connect to the virtual environment
- 4 GB RAM
- 128 GB HDD
- Windows 7 SP1 or later
- Office 2019 Professional Plus
- Internet access with at least 1 Mbps bandwidth per student.

For more information

Contact your Microsoft Account Representative for further details.

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