Developing SharePoint and Teams

ClearCut IT TRAINING

Overview: SharePoint and Teams are the perfect combination of file storage, communication and collaboration. In this session we will look at the different features of these two products and how they complement each other and when to use each one. We further investigate how to develop Teams SharePoint sites. The session can be anything from a 2-hour seminar overview to a full day of hands-on training.

Topics

Part 1 - Basics

Introduction

- What is SharePoint?
- What is Teams?
- What are Office 365 Groups?

Accessing SharePoint and Teams

- From the Web
- From an Application
- Through the mobile Apps

Part 2 – Microsoft Teams

- Navigating around the Teams environment
- Meetings, chats, files and collaboration
- Creating or joining a Team
- Being a Team Member or Owner
- Sharing information Internally or Externally

Part 3 – Microsoft SharePoint

- Navigating around the SharePoint environment
- Team sites – Pages, Libraries and Apps
- Being a Site Member or Owner
- Adding content and files

Part 4 – Differences between Teams and SharePoint

- SharePoint settings and features not available through Teams
- Teams settings and features not available through SharePoint

Part 5 – Deploying SharePoint and Teams

- Make SharePoint and Teams part of everyday work life
- Moving content from existing file storage into SharePoint and Teams

Part 6 – Developing your Team

- Adding and configuring Channels
- Connecting to other Office services
- Connecting to 3rd party services
- Inviting and collaborating with external users

Part 7 – Developing your SharePoint site

- Creating and using Hub sites to create a structure and hierarchy
- Updating SharePoint pages
- Document library settings and options
- Inviting and collaborating with external users
- Advanced permission settings