

Collaboration: Introduction to 365 and Teams Part Two

Understand how the collaboration of Microsoft 365 and Teams can transform how you work on a day-to-day basis.



What you will learn:

- What OneDrive and SharePoint are and how to use them effectively
- How to create and save files to OneDrive and SharePoint
- New features such as Autosave, Version history, file actions
- How to securely share and collaborate in real-time on files
- How OneDrive and SharePoint integrate with Teams
- Best practices with these applications
- Introduction to OneNote and Whiteboard

Session Overview:

- Remote Session
- Live instructor led
- Up to 15 Delegates
- 90 Minutes session
- Interactive session with live Question and Answers and exercises
- £395 + VAT

