DRAGON

Microsoft 365 Essentials Workshop

Understanding the 365 Environment, and Understanding how OneDrive, SharePoint and Teams work together.

Investing time in a training course on OneDrive, SharePoint, and Teams equips you with essential skills to streamline collaboration, improve productivity, and ensure secure file management. By mastering these tools, you'll learn how to organize documents efficiently, share resources seamlessly, and communicate effectively across your organization.

This foundational knowledge not only enhances teamwork but also helps you leverage Microsoft 365's full potential, making everyday tasks faster and more intuitive

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In this workshop we will explain all the different elements, clear up the confusion about the OneDrive/SharePoint/Teams relationship, and learn how this new environment will benefit you.

Topics will include:

- Discussing the terminology

- Examining Cloud v Local use

- Using and understanding OneDrive

- Using and understanding SharePoint

- Using and understanding Teams

- Collaboration between Apps/Programs

- Collaboration with colleagues

- Sharing Files

- Version Control in SharePoint and OneDrive

- Alerts and Rules in SharePoint

- Working Offline
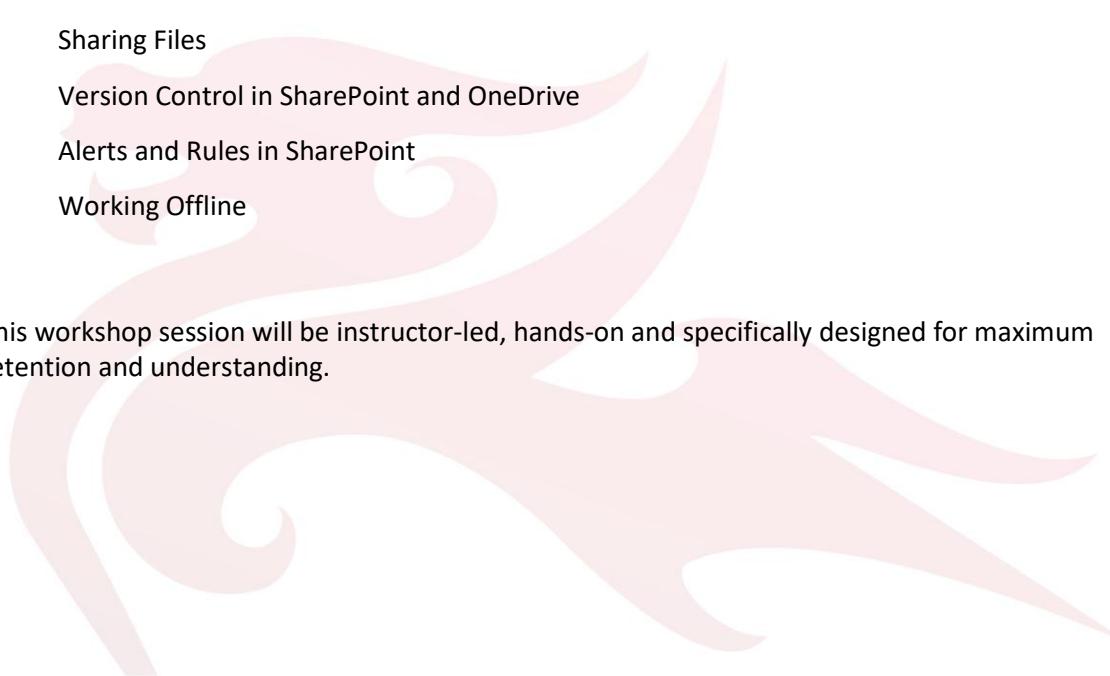
This workshop session will be instructor-led, hands-on and specifically designed for maximum retention and understanding.