

# SharePoint and Teams Integration for End Users

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## Overview

This SharePoint End User class is for end users and site owners/managers new to working in a SharePoint environment. The course teaches SharePoint basics such as working with lists and libraries, basic page customization, working with forms and managing site permissions and users and integrating Teams with it.

## Duration

2 days

## Course content

### Overview

- Introduction to SharePoint in Microsoft 365
- Microsoft 365 Overview
- What is SharePoint?
- What is Microsoft 365?
- What is OneDrive?
- Intro to file collaboration in Microsoft 365, powered by SharePoint.

### SharePoint Sites

- What is a SharePoint Team Site?
- Create a Team Site in SharePoint
- Create a Communication Site in SharePoint
- Customize your team site for file storage and sharing
- Change Site Information Settings or Delete a Site

### SharePoint Lists

- What is a list in Microsoft 365
- Create a SharePoint List
- Create a list based on a spreadsheet
- Create a column in a list
- Creating other types of columns
- Edit list settings
- Delete a list from SharePoint
- Restore a list using the Recycle Bin

### SharePoint Libraries

- What is a document library?
- Create a library in SharePoint in Microsoft 365
- Creating other types of columns

- Enable and configure versioning for a list or library
- Drag files to your OneDrive or SharePoint site library
- Delete a library in SharePoint

### Lists and Library Views

- Create, change, or delete a view of a list or library
- Formatting list views
- Prioritize content management tasks with attention views
- What is the list and library filters pane?
- Create a Filtered View based on a Column Index
- Filtering Based on Current Date or User

### Managing SharePoint Sites

- Share an Office 365 group-connected team sites
- Share SharePoint files or folders
- Request sign-off flow
- Set a reminder flow

### Create and Manage your Teams

- Create a team
- Managing team membership and settings
- Managing channels

## Manage collaborative conversations with the entire team

- Different options to communicate with members
- Ways to save, like, or edit your own messages
- Use mentions in conversations to grab someone's attention

## Work with OneDrive for Business

- Navigate the OneDrive interface
- See your Team documents
- Work with your documents
- Upload an existing document
- Create a new document
- Sync your documents for access without an internet connection
- Manage who can work with your documents
- Review documents you have shared
- Stop sharing your documents
- Changing permissions
- Share a file with colleagues