Microsoft

Microsoft SharePoint Online for Government Training Agenda (Level 100)

*Please see appendix at bottom for notes on product feature differences by US Government Clouds

Overview

This course focuses on the SharePoint Online experience in communication and team sites. Attendees will learn how to share and manage content, find information, and collaborate across their organization. This introductory course focuses on the experience for site members.
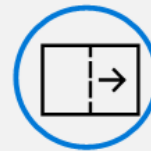
Session Summary

Engagement deck → Navigate SharePoint Online → Documents and Libraries → Work with shared resources → Next Steps

Expectations

- Successfully navigate SharePoint team and communication sites
- Understand Microsoft 365 groups
- Work with SharePoint document libraries
- Share files and folders with users outside of a group
- Utilize shared resources in team sites including lists, plans, and notebooks

Engagement deck

- Value of SharePoint Online
    - o Organize files
    - o Bring teams together
    - o Powerful search and discovery
- Engage and inform with communication sites
- Share and collaborate with Team sites
- Powerful search and discovery harnesses collective knowledge
- Transform business processes by extending SharePoint Online

Navigating SharePoint Online

- Navigate SharePoint Home
- Searching in SharePoint
- Navigate a communication site
- Navigate a team site
    - o Site header

- o   Left-hand navigation pane
- Overview of Microsoft 365 Groups
    - o   What is created when you create a SharePoint site?
    - o   Public versus private groups
- Introduction to web parts

Documents and libraries

- Overview document libraries
- Upload or create documents
- Working in Office Online
    - o   Save a document to a SharePoint location
    - o   Create a new file or folder
    - o   Upload file, folder, or template
    - o   Move and copy
    - o   Utilize filters
- Sharing files and folders*****
    - o   Anyone links
    - o   People in your organization links
    - o   Specific people links
    - o   Read-only access and blocking downloads
- Co-authoring and version history
- Add metadata in a document library
    - o   Creating and managing views
- Sync files to your computer

Work with shared resources

- Review Microsoft 365 Groups
- Utilizing Outlook Groups
    - o   Shared inbox
    - o   Work with the Team calendar
- Use Lists to organize information
- Use Planner to track and assign tasks (Ensure Planner is enabled for agency)
- View a team notebook
- Stream*****

Next Steps

- Review training objectives
- Preview SharePoint L200 training for site owners
- Preview additional trainings
- Question and answer

Appendix

Additional product features are being released to Gov Clouds on an ongoing basis. Please confirm feature availability within the customer's tenant prior to training.

*Sharing outside of organization may be unavailable in GCCH and DoD

*Stream is not available for DoD; Ensure that it is enabled for GCC and GCCH