

SharePoint Online for Site Members

Objectives

This 1-day course aims to equip delegates with the skills and knowledge needed to effectively collaborate with others using SharePoint Online. Site members will learn how to create and manage content from sites where they have **contribute** and **edit** level access.

Prerequisites

Attendees should be familiar with basic Microsoft Office and web browsing tasks like saving files and creating browser favourites.

Modules

Overview of SharePoint Online

- What is SharePoint Online?
- SharePoint Home
- Navigation vs, Search
- Following sites
- The Site Member role

Exploring a SharePoint Site

- Documents and Newsfeed
- Site Contents view
- Recycle Bin

Working with Lists

- Announcements
- Links
- Contacts
- Calendar
- Connect Lists to Outlook
- Overview of Custom Lists

Working with Document Libraries

- Document Library vs. Network Drive
- Uploading documents
- View in File Explorer
- Creating new documents
- Editing documents with applications
- Editing documents in the browser
- Co-authoring
- Check Out/In
- Managing and organising documents

List and Library Views

- Sorting, filtering and grouping
- Accessing Views
- Create a Personal View

Working with Document Versioning

- Simple Versioning
- Draft and Publish versioning
- Content approval overview

Alerts

- Create an Alert on a document
- Create an Alert on a library
- Managing Alerts

Security

- Checking access
- Sharing documents
- Sharing sites

MySharePoint

- Updating your profile
- "About Me" and "Ask Me About"
- OneDrive for Business
- OneDrive Sync

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This course can be tailored to include content from other courses to match your unique requirements.