Document Storage in Microsoft Office 365

Duration : 3 hours

Course Overview

The aim of this course is to educate users in the basics of using Office 365 and its services and cover basic administration processes.

Aimed at the user wishing to acquaint themselves with the basic features and administration of Office 365. The course stresses the role of OneDrive, SharePoint and Teams in document management.

Prerequisites

Familiarity with the basics of Windows is highly recommended to get the most out of this course.

Course Content

OneDrive – Personal Storage
Creating Folders
Saving Documents to OneDrive
Managing OneDrive Content
Syncing OneDrive
Sharing Content in OneDrive

SharePoint – Shared Storage
In 5 words – Sites, Libraries, Lists, Pages, Users
Document Libraries
Saving Documents to SharePoint Document Libraries
Managing Library Content
Organising Library Content
Syncing & Sharing SharePoint

Teams – Collaborative Content
Teams & SharePoint working together
Where Teams Documents are stored
Different Channel types and storage implications

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