Office Box Training
Collaborate with Teams, OneNote and the Office 365 cloud
theofficebox.com.au

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GOAL

Ever worked in a project where all the communication is via email? Files are stored all over the place and someone new is brought onto the team and they don't know where to start. Teams is the one stop place for all project and team collaboration including chat, file storage, messaging video as well as a whole set of other Office 365 apps. The goal of this course is to get you up to speed on Teams and show you how useful OneNote and cloud storage are when used as part of the Teams experience.

OUTCOME

By the end of the day you'll be able to set up Teams and channels and be able to run all communication via a single interface. You'll also understand how to access the Office 365 cloud from Teams and be able to collaborate and take personal notes using OneNote.

DURATION

Full day (9am – 4pm), delivered at your premises.

DELIVERY

The session is instructor led to a maximum of 12 participants. Participants will be hands-on all through the day.

PRICING

The full day option to deliver the course is $1,250 + GST. Additional costs may apply for travel outside of Brisbane, Queensland.

HOW TO BOOK

Make a booking for the course by emailing mark@theofficebox.com.au or phone 0408 331 464.

SET UP REQUIREMENTS

A room with a data projector that seats up to 15 participants. Attendees will require a Windows based PC with an Office 365 E3 licence, relevant permissions to use Teams and the Teams desktop application..

EXPECTED ATTENDEE SKILL LEVEL

Attendees should be familiar with the Microsoft Windows environment and have previously used a Microsoft Office program.

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SCHEDULE

1 Introduction

The introduction provides an overview of the Teams interface and examples of the benefits of using Teams compared to current/previous process.

- What is Teams?
- How does Teams improve the communication and collaboration process
- A tour of the interface
- How does Teams, OneNote and the Office 365 cloud fit together?

2 Working with the Teams interface (approximately 2 hours)

There's a lot going on in the Teams interface – we'll start by looking the must know features.

- Creating and joining Teams
- Teams vs channels?
- How channels work
- Getting started with the chat window
- Team vs private chat
- Who can join the Team?
- Using Teams to voice and video call
- Using Teams to screen share
- Team meetings and recording meetings
- Using search
- Getting Teams on any device

3 Storing files and working with apps within the Teams portal (approximately 2 hours)

Standard teams and projects need a standard set of tools but you'll often to need to add additional content and apps into the Teams portal.

- Working with files in Teams (and how this relates to the Office 365 cloud)
- The improved features of files that are stored in the Office 365 cloud
- Adding other (Office 365) apps
- Creating the channel menu
- Storing and accessing mages, audio and video

4 Using OneNote (approximately 2 hours)

OneNote notebooks are used all over the Office 365 environment. This section will show you everything you need to take personal digital notes and also collaborate in shared notebooks.

- Understanding the OneNote interface
- Creating notebooks and taking notes
- Using search
- Tagging notes
- Reorganising content
- OneNote and Outlook integration
- Accessing notes on any device

- Understanding the differences in the interface across devices

5 Conclusion

By the end of the day you'll be confidently able to use Teams to improve the way you manage, communicate and collaborate within your organisation

- Finding free additional resources and structured learning
- Getting help