

Collaborate Smarter: Getting Started with Microsoft Teams and SharePoint Online

Duration: 2 Hours

This short course introduces end users to the basics of Microsoft Teams and SharePoint Online. You'll learn how to chat, share files, join meetings, and collaborate on documents—everything you need to work effectively in Microsoft 365.

Part 1: Microsoft Teams Essentials

Getting Started with Teams

- What is Microsoft Teams?
- Teams vs Channels: How they work
- Navigating the Teams Interface
- Setting your status, profile, and notifications

Communication in Teams

- 1:1 and group chat features
- Channel posts vs Chat
- Using @mentions and announcements
- Reactions, emojis, and GIFs
- Pop-out chats and pinning important messages

Meetings and Calls

- Scheduling a meeting from Teams or Outlook
- Joining and managing Teams meetings
- Sharing screen, recording meetings
- Teams Calendar overview

Part 2: SharePoint Online for Everyday Use

Introduction to SharePoint Online

- What is SharePoint and how it connects to Teams
- Team Sites vs Communication Sites

Working with Document Libraries

- Uploading and creating documents
- Co-authoring in real time with Office apps
- Sharing files and folders
- Version history and restoring documents
- Checking documents in/out

Lists and Collaboration Tools

- Introduction to SharePoint Lists
- Adding and updating list items

Navigating and Finding Content

- Using search in SharePoint
- Following sites and pages
- Accessing SharePoint from Teams