Office 365: Teams, OneDrive, Planner and OneNote

Office 365

- Overview
- Log in to your Office 365 account
- Office 365 Interface
- Navigating Office 365
- About me
- Settings
- Notifications
- App Launcher (Waffle)
- Apps in Office 365
- Opening Apps in new Windows
- Overview of Apps
- App Settings

Teams

Overview of teams

- Create a new team
- Public/Private teams
- Manage a team
- Team favourites
- Team options and properties

Overview of channels

- Create a channel
- Manage a channel
- Channel favourites
- Channel options and properties

Overview of Conversation and Chat

- Chat: One to one/ in a group/ in a channel
- Reply to a conversation and conversation threads.
- Emojis, memes, and stickers
- @mention someone
- Like or save a message

- Share files on a chat
- Turn a conversation into a call

Overview of Meetings in Teams

- Start an ad hoc meeting
- Join a meeting
- Share your desktop
- Share a window
- Send a file
- View files and where they are stored

Working with files

- Files in Teams / channels / OneDrive
- View Files
- Edit a file
- Co-edit a file
- Download a file
- Share a file with the team
- View version history through SharePoint Team site
- Share a link to a file

Activity and notifications

Search for messages, people, or files

Adding Tabs for applications and files

- Planner
- Excel files
- OneNote notebooks

Planner

- Create a plan
- Add tasks and assign start, end, due dates
- assign tasks to others on your team
- update task status
- Sort tasks into buckets

- Add people and assign them to tasks
- Keep track of your team's progress
- View your plan's progress
- View all of your tasks and plans
- Get emails about your tasks and plans
- Delete a task or plan
- Collaborate with your team
- Attach files, photos, or links to tasks
- Add a checklist to a task
- Set a preview picture for a task
- Add comments to tasks
- Flag your tasks with labels
- Set and update task progress
- Mark plans as favourites

OneNote

- Create a OneNote notebook in Teams
- Open OneNote Notebook online
- Open OneNote Notebook in desk top application
- Structure of a Notebook
- Create Sections
- Rename a Section
- Create a Page
- Name or Rename a Page
- Create Sub Pages
- Typing Notes
- Create a Table
- Insert Picture
- Insert ScreenClipping
- Insert File PrintOut
- Insert Attach File
- Insert Symbol
- Record Audio and/or Video
- View Audio and Video settings
- To playback the audio or video
- Mark Recording positions with paragraphs
- Play back an audio or video Note
- Linking and hyperlinking in OneNote to Notebooks, Sections, Pages or Notes

- Linked Notes to Word, web and PowerPoint files
- Tagging
- Search OneNoteShare Notebook
- Set sharing permission
- Review Edits to a Shared Notebook through version history, author revisions

SharePoint

- Team Sites in SharePoint
- What is a SharePoint Team Site
- The Site screen and Navigating a Site

Libraries

- Manage documents, images, videos
- Library settings
- File settings
- Working with libraries

Lists

- Overview of lists (databases) to store, manage and present information
- Structure and Access Lists

Columns

- List Columns
- Site Columns
- Filter, Sort and Group

Views

- Edit View
- Create a View
- Default View
- Site Columns
- Filter, Sort and Group

Version History

- Enable Version History
- See Version History
- Restore items

Permissions

- Permissions Levels
- Inheritance
- Security Groups
- Permissions Pages