

# SharePoint 365 Essentials Workshop

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In this workshop the participants will learn how to sign on to the Microsoft Office 365 portal, and see where their SharePoint content will be stored. They will learn about the home page of the portal, where to sign into the Team Site and the Office 365 web apps, including Outlook.

Through SharePoint Essentials the participants will take a look at the Team Site and how to navigate around and view the SharePoint site. SharePoint Online is the Office 365 answer to collaboration. SharePoint Online will let the participants manage documents and information in one place that customers and colleagues can access from virtually anywhere.

## Workshop Objectives:

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- Sign on to Office 365
- Understand the Home page
- Understand the Team Site
- Update your profile
- Share Information
- Understand content types
- Share and track items
- Track versions
- Understand the Library tools
- Create a site
- Understand Types of Lists
- Manage events
- Connect to Outlook
- Create a New calendar
- Understand Web Parts
- Creating a Site
- Modifying a view
- Understand workflows
- Update a task status



For more information on this workshop or to reserve your spot, please contact:

Amaztech Training and Development

Tel: 031 262 7863 Fax: 086 643 5973

Cell: 082 772 3566

Email: [info@amaztech.co.za](mailto:info@amaztech.co.za)

Web: [www.amaztech.co.za](http://www.amaztech.co.za)