



The Federation has formed a partnership with Microsoft to bring you some free training. We thought we would start you off with three free workshops to assist with using the Teams environment as a hub for your work. With that in mind, we have three sessions booked as follows:

Topic	Date	Time
<i>Teams 100</i>	Mar 5 – Fri	12:00-1:00pm
<i>Teams 200</i>	Mar 12 – Fri	12:00-1:00pm
<i>Cloud Storage</i>	Mar 19 – Fri	12:00-1:00pm

**this includes OneDrive and SharePoint*

You can register at: <https://calgarycommunities.com/our-events/>

Microsoft Teams L100

Date: Friday, March 5, 2021 Time: 12:00 – 1:00 p.m.

An introductory course to Microsoft Teams that will demonstrate the value of the tool and give attendees all they need to get started working in their first Team.

Objectives:

- Learn how to create and participate in a Team, including how to navigate across requested modalities (e.g. desktop, mobile, tablet, etc.)
- Understand how teams fits into their collaboration and productivity workflow
- Learn how Teams integrates with Microsoft 365 and understand digital identity
- Work more efficiently with connected apps in Teams
- Get familiar with creating and participating in meetings

Microsoft Teams L200

Date: Friday, March 12, 2021 Time: 12:00 – 1:00 p.m.

This course is designed to build on existing Microsoft Teams knowledge to establish best practices and etiquette across available apps.

Objectives:

- Revisit application navigation to fortify understanding and introduce advanced features
- Deep dive into integration with Microsoft 365 and third-party apps (e.g. Tabs, Apps, Bots)
- In-depth look at SharePoint Online integration and document collaboration
- Best practices for pre-meeting, meeting, and post-meeting
- Utilize best practices for increasing response rates and managing their own notifications
- Use Command/Search bar to navigate and find content more quickly

Microsoft Cloud Storage

Friday, March 12, 2021 12- 1 pm

This course focuses on One Drive and the SharePoint Online experience in communication and team sites. Attendees will learn how to share and manage content, find information, and collaborate across their organization. This introductory course focuses on the experience for site members.

Objectives:

- Successfully navigate SharePoint team and communication sites
- Understand Microsoft 365 groups
- Work with SharePoint document libraries
- Share files and folders with users outside of a group
- Utilize shared resources in team sites including lists, plans, and notebooks
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These workshops will all be run on the Microsoft Teams platform. A link will be sent out the day before the event. Your registration information will be shared with Microsoft as they will facilitate the workshops.

Can't make the Friday dates planned for our network, check out these other opportunities from Microsoft:

Local Calgary Training: microsoft.com/calgary

National Training: aka.ms/workshops