



Your New Desktop – Microsoft Teams, OneDrive & SharePoint

Course ISI-22222 One Day Instructor-Led, Hands-On

Introduction

This single-day, hands-on course teaches business users and IT professionals how Microsoft Teams, OneDrive, and SharePoint Online operate as one integrated collaboration platform within Microsoft 365. Rather than treating each app in isolation, learners discover the underlying SharePoint storage layer that powers all three tools and learn the practical decision-making skills needed to choose the right tool for each task.

At Course Completion

In this course, you will learn the following:

- Explain the relationship between Teams, OneDrive, and SharePoint and identify the storage location that backs each surface.
- Choose the correct tool — OneDrive, a Teams channel, or a SharePoint site — for any given file or collaboration scenario.
- Configure OneDrive sync, Files On-Demand, and Known Folder Move on a Windows or Mac workstation.
- Navigate a SharePoint site, work with document libraries, and use metadata, views, and version history effectively.
- Create and structure Teams, channels, and tabs that match how the team actually works.
- Co-author Word, Excel, and PowerPoint files with colleagues in real time across all three apps.
- Share files and folders securely using the appropriate sharing scope (people in your org, specific people, anyone with a link).
- Apply governance basics: retention, recycle bins, version recovery, and external sharing controls.
- Diagnose and resolve common end-user issues such as broken sync, missing permissions, and duplicate files

Prerequisites

To ensure your success in your course you should have comfort with Windows or macOS; basic Office app familiarity.

Course Materials

The student kit includes a comprehensive workbook.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Course Outline

Module 1: The Microsoft 365 Collaboration Triangle

- OneDrive - The Personal Drive
- SharePoint - The Shared Foundation
- Teams - Where Work Happens

Module 2: OneDrive: Your Personal Workspace

- What is OneDrive for?
- Personal Vault
- Version History and Recycle bin
- Sharing from OneDrive

Module 3: SharePoint: The Shared Foundation

- Sites are Containers
- Site Permissions in Brief

Module 4: Teams: Where Work Happens

- Anatomy of Teams
- Meetings and Recordings

Module 5: Co-Authoring, Sharing & Permissions

- Co-Authoring across the stack
- Sharing Scopes revisited
- External Sharing
- Sensitivity Labels

Module 6: Putting It Together: Real-World Scenarios

- Scenario-based discussions
- Common Issues
- Personal Action Plan