Microsoft Teams working with SharePoint and OneDrive
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CCH Learning:

Hello, everybody and welcome to today's webinar, Microsoft Teams working with SharePoint and OneDrive. I'm Susannah Gynther from Wolters Kluwer CCH Learning, and I will be your moderator for today. A few quick pointers before we get started. If you're having sound problems, please toggle between audio and phone. If you can't hear this, hopefully you can see it on the screen regardless. If you're looking for your PowerPoint for today's session, it's saved in the handout section on the go-to.

 Webinar panel. And shortly after the session, you will receive an email letting you know the e-learning recording is ready to be viewed.

You can ask questions at any point during the presentation by sending them through the questions box. I'll collate those questions and ask them at the Q&A towards the end of today's presentation. CCH Learning also offers a subscription service, which many people have termed Netflix for professionals. It provides members with access to our entire library of recordings as well as live webinars, for a competitive flat fee. That's for over 500 hours of content. For CPD purposes, your viewing is logged automatically. Your presenter today is Waqar Awan, applications trainer from Lumify Work. Coming from the domain of data analytics, Waqar is an engaging trainer. He is able to offer a wide range of Microsoft end user and project management training. He has extensive experience delivering training in a variety of formats including classroom, video conference, webinar, and in one-to-one sessions. I will now pass you over to Waqar to present today's presentation.

Waqar Awan:

Good morning, everybody. My name is Waqar and I'm going to be delivering this session this morning regarding Teams as a platform and how does it integrate with a few more platforms such as SharePoint and OneDrive. So the topics we are going to be looking in today to cover is we are going to start by going through finding out what Teams is as a platform. Okay. Second topic we are going to be looking in today is how does Teams integrate with SharePoint and OneDrive and what's the difference between Teams, SharePoint and OneDrive? So if you are given a task, how would you divide that task to be done ... Parts of the task to be done in Teams? And when would you transfer your files to SharePoint and when there would be a need for you to keep your files in OneDrive? So this is what we can also look into. And of course, how it is possible to do a seamless transfer of files between Teams, SharePoint and OneDrive.

Just to bear, keep that in mind, that all these three platforms, which is Teams, SharePoint and OneDrive, they're part of Microsoft and they're well integrated with each other. So it's going to be a lot of fun transferring files because it's very clear as to which platform would be suitable in a certain condition. So we are going to look into that as well. Okay. The third point we are going to be looking into is the recommended document lifecycle. Now, if you have a Life document and if you want to share that document with either wider public or you want to keep it just to yourself, which would be the right platform to keep your document.

And then of course, your reason to use Teams versus SharePoint versus OneDrive. And then we are going to start looking into the practical component by showcasing the user interface of Teams, user interface of SharePoint, how can we reach to SharePoint from Teams, and also the user interface of OneDrive as a platform. So these are the list of the topics which we are going to be looking this morning. So the first topic, now what we are going to start with is Teams as a platform.

Let's go here. So before we proceed, you can see on your left-hand side of the sheet, well slide here, is the logo of Teams. So this is the logo. If you're searching for Teams software on your computer, you would see Microsoft Team written right next to this logo. And if you see this logo sitting on your desktop, yeah, that's the one to click to start. Okay. You'll have a list of other logos to look into in regards to SharePoint and OneDrive. I'll show it to you a bit later on how to identify or differentiate from these logos. Now, what is Microsoft Team? Microsoft Team is ... It's more than a communication tool. What we can do now with Microsoft Teams is that it allows us to create this unified communication, meaning that you can have multiple teams within Teams as a platform. And you can communicate between the teams and within the teams through chat, through video conferences, et cetera.

Another key feature of Microsoft Team as a platform is that it is used as a collaboration hub, meaning that you can create, share and edit documents in real time. Now, it was possible before, I think from late 2013 and '14, it has been possible in Google Drive. If you want to share your document there, then a lot of people can actually look and share the document. But the space itself wasn't unified enough. Microsoft Teams provide that platform to collate the documents and edit the documents together in real time, multiple documents I'm referring to. And the third point is it provides an enterprise level security. Because it comes, it is a part of Microsoft 365 platform. So all the security in regards to data and communication, that applies on Microsoft 365 as a platform, also does apply with your Microsoft Teams.

And you also have a compliance centre. It helps you to ensure that the regulatory compliance is being met, just in case you can look into audit logs and stuff. So you can look into the metadata of the content that is being shared within the Teams platform and then allows us to track things down. Okay, well the platform originally came in 2017 and the use was rather limited, but it gained popularity just during the COVID lockdown times. A lot of organisations were on Microsoft platform already. They've been using Microsoft 365. Microsoft Teams have been the part of Microsoft 365 since 2017. We didn't have that much popularity. Though people were using it, but we had a lot of competition from Zoom, Skype, et cetera. Into late 2020, it gained popularity. And as soon as it gained a bit more popularity, the more functionality has been added to this platform. So it's really powerful now as a platform.

Cool. So there are three things, three products which are offered by Microsoft, which are interrelated with each other quite a bit in regards to sharing the documents or storing the documents. So we've got OneDrive. The logo for the OneDrive is just like a cloud, okay, because it is a platform, it's a cloud storage platform which is just for you. So it's just like a hard drive you used to plug in your computer back in the days. Now, you can upload your document on OneDrive and you can have an access as long as you've got the internet. You can keep these documents or download these documents on your desktop and keep a desktop copy of it, just in case if you're not too sure if you don't have a stable internet. Then it's a good idea. Then you have got Microsoft Teams, which is our stuff.

So what it is used for, essentially? It is used for smaller groups of people. Anyone can edit and collaborate. Usually. The word usually means that it depends what sort of configuration the person has been given or the team has been given. So some of the products or the settings within the teams does not allow everybody to edit the documents. It is the prerogative of the person who is creating that specific team. Now, we will show that to you, how to change the settings of the team, to give certain access to people and to refrain from giving certain access to other group of people. Okay. Now the third platform, which is very well integrated with Teams is SharePoint. Now, most of the documents which you are loading up on Teams can also be viewed in SharePoint, because they are well integrated with each other. Now, SharePoint, as it sounds, is used to share your documents wider or larger group of people. Things you have finalised or ready to use or ready to go out.

That is the platform which you use to share your content. You can essentially use SharePoint to ... It could be considered a sort of an intranet, where you've created a site and you're loading your documents there, to be shared with by the public. Okay, cool. So let's move to the next slide. Now, this is a recommended document lifecycle. Okay. Now we are going to start from the draught and then we are going to go clockwise. So draught, collaborate, publish and use. So if you're drafting a document, you can draught a document on Teams and also you can draught it on OneDrive, meaning that you can create a document, a Microsoft Word document and save it on your OneDrive.

However, if you want to collaborate with other people, if you want other inputs of other people or you want to work on the same document in real time with other people of your team, then a good place to work with would be Teams and OneDrive. I would highly recommend that if you are collaborating, the best platform to use is Teams, because not only you can collaborate, meaning work together on Teams, where you can communicate real time. So this is a go-to platform. And then if you want to publish and use your document, you can publish and use on SharePoint. SharePoint is for wider public. Meaning when I'm saying wider public, still can be most suitable for within the organisation.

And if you want to publish and use your document within a specific team that you have created or a group of people that are working together and you've created a team for those people, you can load your document up on Teams. So this is a recommended document lifecycle. However, if you are wanting to create a document for your own personal use, the best place to save that document is OneDrive. So anything where it is personal, the best place is your OneDrive. And most of the organisations now do provide their employees an access to OneDrive, so where they can share their document for their personal use. We'll look into some of the advantages of using OneDrive and some of the disadvantages of using OneDrive, because you need to understand some of the limitations as well. Okay, cool.

All right. So let's focus on a reason to use these three platforms. The one on the top is Teams. The one on the right-hand side, bottom right is SharePoint, and the one on the left, bottom left is OneDrive. Reason to use. Well, autosave. Lovely feature. Sometimes you're writing a document by mistake. You can go ahead and close your document. If you are using a cloud-based connection, there's a possibility that you would be able to save your document. You can go ahead, rename your document on OneDrive, on SharePoint, and also on Teams. Renaming a document is also possible on your computer. You can also maintain version history. So if you are modifying your document, every week, it would keep a track as to how the document has progressed over time. You can synchronise across other devices and do offline use. So if you're using OneDrive, you can access that OneDrive from any computer as long as you have got the login details.

So you'll be able to access your documents if you're using OneDrive. And that also is the case with SharePoint and also with the Teams. You can also do co-authoring. So you can work together within your team as multiple people can work on the same document. You can share very easily your documents with other people and you can manage permissions. So maybe you do not want to give permission to edit, and maybe you want to give permission to share with other people. So if you have a document and you don't want other people to share it outside of the organisation, you can limit those permissions as well. Number eight, everybody's favourite, drag-and-drop. So you can literally drag and drop your files from one platform and other platform. File size, so you can have a relatively bigger file size. That's not a problem. And this is quite similar to the point we have discussed above, that you have also access across various devices and mobile phones of course.

Cool. Now, what we are going to do is we are going to start looking at Microsoft Teams as a platform. And from Teams we would start showing you how can you access SharePoint and also move towards OneDrive. So that's what we are going to be doing now. So I'm going to share my Teams with you. So bear with me for a second and let me check. Okay, two seconds here. Fantastic. There we are. Okay, so when you open up Teams, this is what you are essentially greeted with. Now most of you, you would be a part of a team that you've been added in a

team. So you'll see all the teams on the left-hand side over here, provided you are in the Team view here. Now we have got multiple views, so we are going to start with Team's view. So if you click on Team's view, you would see all the teams you are part of. At the moment, I'm part of a lot of teams. And I can go dig into the messages in those teams by just clicking on this arrow here and see the channels in those teams.

By default, when you open a team, you always have a general channel. And the rest of the channels, you can create by yourself. And we are going to get to that a bit later on. But let's have a look at the UI itself. So on the left-hand side you have the views. We have activity view, we have chat view, we have Teams view, we have calendar view, we have call view, and then the last but not the least, we have files view. But that's not the end actually. That is not the end. We have got these three dots and these three dots are adding additional apps. So if I want to add any of the additional apps such as Excel, Power BI, PowerPoint, Word, OneNote ... I see a lot of people using OneNote for taking notes, I can add that. And then we also have something called Stream.

Now, Stream is actually a video playback sort of a platform or an app which allows us to play recorded videos. And all of you guys would be aware that we do record sessions when we are in Teams meeting. And the platform or this app that allows us to run, it's called Stream. We also have whiteboard for people to collaborate at the same time. And then we have got approvals, which allows us a logging sort of a thing, that if you are wanting to get something approved. We can use this app beyond the scope of this course. We're not going to spend a lot of time onto it. Then we've got copilot power apps. Then we've got sales copilot and some more. And you can even get more apps by clicking over there and it'll take you to a new view. And this view is dedicated to all the apps which are available on Microsoft Teams, and they are a lot.

You can look at the popular apps within your organisation such as Avatar, Monday.com, Azure Boards, Feeder. So each of these ads are becoming more and more powerful to do more things and help you work effectively. If you want to search on these apps, you can search from here. But these are the App store, sort of the same thing which you have on your mobile phone, et cetera.

But let's go on the Teams tab, the view here. Okay, let's click on that and let's go around our UI and get to know what things are happening. So on the top left-hand side, it is asking me to try the new Teams. And if you are wanting to use the new Teams, you can click or toggle it on the right-hand side and the new Team UI would come in. It has been on beta. Some of the organisations have implemented it. But majority of the organisation at this stage are using your classic team view. And as we go on the right-hand side, you've got a search bar. In this search bar, what can you search? You can search for messages. You can search for files across the platform or you can type in and type some commands. I'll show you a very typical command today, which is /testcall a bit later on. And you can also try to start communicating with people you are integrated or you have talked in past. Their faces would appear with their names.

So this is where you search for files, messages and people. Now, if we go on the right-hand side, you'll have these three dots. Now, these three dots, what do they do? When we click on it, we have the first option, which is called settings. It is no different than any other settings of Microsoft products, so they are very much similar. So if I click on settings, I am greeted with this navigation menu where I have got general as a tab, accounts, privacy, notification, devices, et cetera. General is good. General allows us to change the themes. It gives us basic information if we want to tweak certain things. So by the default, the theme is I would say bright, it's white and blue. If I wanted to get dark theme, to be a bit throwing less glare on my eyes, I can click on that. And you can see it has become dark.

Some people would like it, others wouldn't. If you are working on Teams for extended period of time, I would recommend you to keep it in the dark. Okay, now let's go to settings again and we'll make it default. So in the settings, we can change the theme, chat density. We can also figure out when to open up the application and how it should open up. We can also specify if we want the new chat to be open in the main window or a new

window. We can go ahead and change the language if we want to. And we can go ahead and delegate or manage delegation, meaning that if you are out of the office, you can delegate access of Teams to your colleague. So you can go to manage delegate, and then you can add the person you want to delegate the access to.

Okay. We can also schedule out of the office. And it is very similar to your normal ... When you go on your Outlook, when you are on your Outlook here. And if you go on files, you have got automatic replies, which is out of the office. This is exactly the same thing. You can schedule it, you can set an automatic reply. So this reply is different form within the organisation. And if you want the reply to be activated on a given day at a certain time, you can get that sorted as well. Yes, you can get out of the office done as well. Then you have multiple accounts. You can add additional accounts over here. Privacy is something I wouldn't suggest you to play with a lot, because maybe it's been set by your organisation and you don't want to tweak it too much.

Notification is another thing you can tweak. So you can look into your appearance and the sounds of the notification. You can have Teams built in or Windows. You can also change how your notification comes from Teams and channel. And then other notification from chat meetings and calls, people, et cetera. You can edit it from here as well. Cool. So settings, general is useful in your case straightaway. Notification is also pretty useful. The rest we won't play a lot. We won't change the settings because obviously, maybe it's been set by the organisation you're working. But if you want to investigate further, feel free to have a look at these settings as well. Another setting you can look into is file and links. You can see if you download something, where does it sit at the moment? It is sitting on a folder, which is on my computer called downloads.

If I want to change it, I can go ahead and change that folder. So anything I download from Teams would go to the folder, which I'm specifying. Okay, cool. So those were three dots. If we go on the left-hand side with my initials here, you can see I'm busy at the moment with a red dot. I can click on that. I can see the login, which I'm using at the moment. I can make myself available, I can make myself busy, do not disturb, right back, appear away and appear offline. We can also go ahead and change the duration of specific status would be applied at. So for one hour, two hour this week or custom. Custom, you can really tweak it.

If you want to manage your accounts, you can go ahead over here and you can go manage the account. This is the same navigation or dialogue box, which you had looked earlier before we were looking at general. Now, we're looking at accounts. And these are three dots on the top, which you are well aware. Okay, now what we are going to do, we are going to be in Teams and I'm going to create a Teams form from scratch. So I did create a demo earlier, so I'm just going to go ahead to that three dots over here and I'm just going to close this one and delete the team. And I said, "I understand that if I delete this, I'm going to lose everything." Okay, delete the team. So we're going to start the team from the scratch. Okay, so how do we start the team from the scratch.

Make sure you are in Teams view. While you are in Teams view, go ahead and click on this positive sign. Now this plus sign allows you to either create a new team or join a team which already exist. Now, we are going to create a team from scratch. So we are going to click on create team. And from creating Team from scratch, we have got two options here. On the top from the scratch, meaning there's create basic teams, or from a group of teams, create your team from a Microsoft 365 group that you own or from another. The simplest at this stage is since you're creating your first team, start from the scratch. You also have templates. The template means that the team protocols or the team setting are set for a specific type of function. So if it is a project management team, you can use this template.

If you're managing an event, you can use this template. If you are onboarding an employee, you can use this template. It's always a good practise to use the template and see what are the functionalities in that specific template, is to understand the actual use of the capacity of that template. However, we are going to be looking at creating a team from the scratch. So let's click on that. I am greeted with two options here. So I've got my first option that says, "Hey, do you want that team to be private?" Meaning people need permission to join. The

second team is public, meaning anybody within your organisation can join that team. If they get to know, they'll be like, "Yep, I'm going to join it." And they join. So it's open for everybody. Now, if you're working in a project in a closed team, it's a good practise to have a private team instead of public.

Okay, so go ahead. Click on private team. We would call this demo ... What? Okay, and we can write the description of the team over here. This is just a demo. You can write more description about your team to give an understanding and differentiate from other teams that you are creating. Then we are going to press create, and the team gets created. And you would see a logo would appear on the left-hand side. Simple as that. You have created a team. Now, by default, they're going to ask you, "Hey, can you add some members in your Demo1 team?" Now, if you know the people you want to add, you can add it here now at this time or a group. But if you're not too sure, you can always press skip. Here it is. So this is your team, which is Demo1. And by default demo one has one channel, which is called general channel.

So if we click on demo, we are in general channel. So the channel is the one you see on the right-hand side over here. So what are the options in over here for three Dots? More options. Now, I can hide this team if I wish to. I can manage the team, I can add a member to this team, I can add a channel. I can get link to another team. I can go ahead and leave the team as well. I can edit team and manage tags. So let's go ahead and click on manage teams. In manage teams, you get to know who created the team, their location, et cetera, and what role they have. If you want to add more people, you can go ahead and add more people from here as well. So if I want to add Santos and add, I have an opportunity to either make this person as a member only or the owner. So the owner can add more members, but the members cannot add more members.

So this is your prerogative, what level of access you want to give. I'm going to add her as a member and press close. And then you can see I've got a member added up. Okay, now once I've added the member, I can go ahead and create a separate channel for that particular member to have communication and liaison with. You can also do it in the chat. But if you have a closed team, it's a good practise to create a channel for the communication with that member. So how do we create a channel. Please bear in mind the channel is not only created for communication between staff, but also can be created for different levels of project you are working on. So let's say if we want to add a new channel, we need to give a channel a name.

All right, I can go ahead and write description here. And then I can go ahead and set the privacy setting. Everybody on the team has access. If you want this privacy to be only between the person you want to choose, to add, you can go ahead and make it as private. So anybody I would enter in this channel would have access to see things or share files within that channel, even if they are part of my team, which I have created. So if I press create here, it's asking me to add member to the new staff channel. You know that I have added a staff member to Demo1, but that Demo1 staff member by default won't be added to this specific channel. I have to specifically add that person to the channel. And also you would be only able to search individuals you have added to the demo channel in the dropdown list over here. Let's press add, it's done, and now I have got one person added to this channel.

I can go ahead and add more people to the channel. I can hide this channel, I can delete this channel, I can leave this channel as well. You can go ahead and add multiple channels. Some of the examples could be ... Yeah, so you have got channel for apps courseware, you've got general. So you can have ... Majority of the teams which are created earlier had only general as a channel. No further channels have been created except for few over here. Again, individuals you have added to the channel, to the teams, to a specific team. Do not become part of the channel unless until you specifically mention that I want everybody who are added to the teams to become part of the channel. You also have an option of handpicking the members of the team to be added to a specific channel. Okay, cool.

So this is what the channel and creating teams were. So let's have a look at the calendar part. I'm just going to move to a part where I've got very less booking here. Now, the calendar works no different than the calendar you see in Microsoft Outlook. In fact, if you are using Microsoft Teams, it's highly likely that your Microsoft Outlook have got a Teams integration. In my case, it does. So if I create a meeting here, or if I create a new meeting or go ahead and create a new meeting here using this, fill the details here, you can see it is prompting a Microsoft Teams protocol already. So any new meeting created in my Outlook calendar would also be visible here. Or anything which I create here would also be visible on my Outlook. So they are all integrated quite well. So if I meet to start a new meeting, the setting up a new meeting is no different. So just click the slot.

So if you know the slot, just click it and this dialogue box would open up, and you can go ahead and set up a demo meeting. You can specifically mention who do you want to add as a part of your meeting. And you can also specify date and time over here and duration of the meeting. By default, it says 30 minutes. Now, you can go ahead and change it. If you want a 15 minutes meeting, you can click in between and type in 15 minutes. Because what happens is if you click on the dropdown, you only see intervals of 30 minutes. But you can actually type in the box there as well. You can have this meeting to be repeated. If you want it to be repeated every day, Monday to Friday, you can set that up. If you want that to be repeated daily, weekly, monthly, yearly or custom, you can set it up as well.

So once the meeting has been set ... Right, okay, I'm just going to send it, the person gets a meeting invite. And if I want to join in that meeting, I can go ahead and click on join. So there's a couple of things you have to understand. Or if I want to just send a chat, if I want to chat with participant, I can click on that and just go ahead and chat with the participants of that meeting. Straight away, you can see I joined in the meeting. I created the meeting and I added Krizelda. Send thoughts to the meeting. Again, if I want to send messages, I can send messages here. "Hi."

Now, you can also see that I've got two people in the meeting. I can add additional people over here. So there's always places available for you to add people. Okay, I can go ahead and add people in the meeting from here as well. Now, I can close this down. I can go to calendar, I can see where that meeting was. It was here. And if I want to join in that meeting, I can go ahead and join it from here as well.

Now, when you're joining in a meeting, you are greeted with a video and audio setup or checking thing like that. Now, on the left-hand side you'd be able to see your camera. Okay, functionalities. So this is before you are going in the meeting. Now, if I toggle this on, you would be able to see me. Let's toggle that on. Hello. Hi. And also what you can all do is click on effects in Avatar. Now, with that effects in Avatar, you can change your background. So if I want to have a really nice animated dreamy 2 background, you can have that as well. Now, if you don't want to share your video effects, you can go ahead and press none and close this video from here.

You also can go ahead and check your voice if this is working. So if we turn it off, that means when you join the meeting, your audio is not turned on and your video's not turned down and you can go ahead and join the meeting. Cool, close. Close from here. Now, let's have a look at the Teams meeting. And how do we go ahead and delete the meeting? Well, basically right click and we can go ahead and cancel the meeting and we can edit the meeting from here as well. So let's go ahead and cancel that meeting. And it just goes away.

While you're looking at the calendar, by default, you look at today's page. If you are far out and if you want to go back to today's date, you can click over here and take it to today's date. If you want to see the whole week, you can see I'm looking at Saturday and Sunday. It is taking a little bit of space, but if I want to only see work week, I can select work week from here. I would only see Monday, Tuesday, Wednesday, Thursday, Friday. Sometimes if you are already on work week, you are wondering why you're not seeing Saturday and Sunday. This is the reason that because you've selected work week, not the complete week. If you really want to dial in your day and see how things are, you can click on the day and add details here.

Cool. Now, if you start any teams or if you create any teams, and if you go in general, this general channel is where you can go ahead and share your files. So if I want to upload a file and the file was actually a PowerPoint slide, which I created for this training and it's sitting somewhere in my demo over here ... Okay, right here, recent file. So let me open up the file again. I think ... Bear with me for a second and let me have an access here. Okay, a couple of files I have got here. Okay, let me expand it. These are the couple of files. And if I want to load these files in the general chat, all I have to do is do ... Well, I'm showing you the easiest way, is drag and essentially drop.

It takes a little bit of time to load the files. Okay, so hold on for a second. Just make sure you're in files before I was in post. So make sure you're in file and just drag and drop. Drag and drop here. And let's see here. You can see it's uploading on the left-hand side, uploading one item. It was relatively big file, so it would take a little bit of time. You can see the file has been loaded up. That means everybody who is part of that teams can actually see that file. Can also see when this file was loaded up and who modified it last time.

If I want to get more information about this file, I can go ahead and press on add columns. I can go ahead and add columns on date and time, multiple lines and text, person, number, et cetera, currency and manage metadata. So we can keep on adding columns to add more details to our file. But by default, the information which we have got is enough already. I can go ahead and add a lot of files in here. I also have an option of going ahead and opening a new folder.

I can go ahead and create a new folder in here. And I can call it Editing. Green colour folder. And all the Editing files can sit in here, so I can click on that. No different than using your files on your desktop. But the beauty about using Teams is that your folders can have many colours. It's taking a bit of time and it gets loaded up. If you go back to general ... So way to navigate is that if you're in Editing, you can see these steps that sits on the top. And if I want to go to previous step, I can click on general. And while I'm in general, I can go ahead to new and I can create a Word document. I can start a new Word document from scratch and I can name it as a demo Word document. I create that. And a Word app would open up on the left-hand side and I can collaborate with everybody on this Microsoft Word and work together on Microsoft Teams. Isn't it nuts?

I can go ahead and close this so I don't have to come out of the platform. If I have done my work and if I want to share it with people outside of the organisation, I can go ahead and click share. I can share it to a person and send a message, press send. I can tell that hey, he can edit or can only view, or can only review or provide suggestions. So I can specify the access to the document I'm sharing with other people outside of the organisation. I can also download it on my computer after we have collaborated working, or I can open it on SharePoint. So you can access to SharePoint directly from here. So the underlying data, where the data sits in is actually SharePoint. So every time you are creating a team, Demo1 team, it also gets created in SharePoint as well.

A print gets created there as well, because the data actually stores underline in SharePoint. So let's click on SharePoint. And you can see, I have got a SharePoint. The site has been created already, which is Demo1 and share with us. So SharePoint site by default would have a home. And a home would actually will have information about things I have been doing in Demo1 group. Conversations. Okay, taking a little bit of time. And this is basically your emails, et cetera. Documents, notebook pages, site content, content and recycle bin. The thing I want to mention is that if you load up a document in Teams, it becomes part of the SharePoint as well. And if you want to share it with wider public, you can give access from SharePoint. From SharePoint, if you want to go to OneDrive, you can click on these three dots over here and then click on OneDrive.

You click on OneDrive, your OneDrive would open up. This is my personal little hard drive, which is sitting on cloud and all the documents I've got there sitting. Your navigation through OneDrive is very easy. You get landed in the home tab. You can go ahead and go to my files. And when I click on my files, this is all the files which I have opened, created folders. If I click on general demo, all the files that would be loaded up would sit around here. So

I am accessing OneDrive through a browser. However, I can also access OneDrive through my computer. How do I do that? So on your computer, you would see OneDrive.

In this case, you can see I've got a OneDrive DDLS Waqar, and I've got a cloud sitting over here. So this is my OneDrive. And in this OneDrive, I have a connection issue with general, which I created earlier. It was created at nine o'clock in the morning. And you guys remember I deleted that team's demo, which I created. Hence, it's giving me a cross sign, a red one, meaning that there's no link between this and also the teams that you created. I create it. I can go ahead and more options, and essentially delete. Sorry.

There we go. Here, cool. So will take a bit of time to get deleted. But once it gets deleted, it's gone. Okay, I can go ahead and create more folders and give them a name. So I am practically adding folder to my OneDrive. And the status of the files in OneDrive are sitting over here. So by default, the green sign means that the connection is on. And if I click on the files which are sitting in there ... Well unfortunately, there's nothing here. You can see course exercises, course exercise files, you can see the status is green, meaning the other file is available on OneDrive. If I want to download this file on my computer, I can right click it and go ahead and change the status to download it on my computer. In fact, hold on for a second ... You have to do it twice.

Well, in fact my computer, you have to do right click twice. And then you can see, you can put it ... Always keep this on this device or free up space. So if I want to keep this on my device, if I click on that, it'll take a little bit of time, the OneDrive would be running at the background. And as soon as it downloads, it keeps a copy on my computer, this file turns green. So I've got the copy on my computer. So this is in a nutshell the capacity or capabilities of Microsoft Teams and how can we go from Teams to SharePoint and OneDrive, and how these things are integrated altogether. The trick is that if you want to share anything for wider public, you can go ahead and use SharePoint. Anything you want to collaborate within your organisation as a part of a team, Teams is a good platform. Anything you want to work on, your personal or private content, Microsoft OneDrive is the most best platform. Thank you very much, Susanne. And that wraps up our session. If you have any question, feel free to ask now.

CCH Learning:

Thank you very much for that, Waqar. We will be spending the next few minutes taking questions. So please, just a reminder to please type those questions into the questions pane. To give you some time to type those up, I will mention our upcoming webinars. Coming up, so this afternoon we're looking at the best of Microsoft PowerPoint. Next, week we're looking at our February cybersecurity update, and we're also going to be looking at SME loans. We're having an aged care Q&A session, where you can ask us your burning questions about aged care. We're also kicking off FBT for 2024 with our salary packaging essentials for a new year.

And if you wish to improve your performance and client outcomes by building high trust relationships, please come along and join us on the 8th of February. If you are interested in these or any of our webinars, please head to our website and have a look and see which ones were right for you. So let's have a little look at our questions. So Waqar, I had a question from Arthur. Arthur was asking, "Would you use the calendar in teams or the calendar in Outlook to collaborate with a small team?" He was also asking, "Do those two calendars sync?"

Waqar Awan:

Excellent question, Arthur. By default, those calendars should sync. But you should go ahead ... If you can share, give me the control, Susannah. And I think it's a very good, interesting point to mention. Yeah, because often it can get confusing. Okay, now if I go to my Outlook, I am aware of the fact that my Outlook is synced with Microsoft Teams here. I can see that. So it's a good practise to actually, for me to have a one unified platform. I'm

using Outlook easily, creating meetings over here. And whatever I create over here gets automatically sent over here. That is not a problem.

Now, if you do not have in your Outlook ... So for example, if in your Outlook ... Let me go here. If your Outlook is not integrated, you don't have Microsoft Teams, so both platforms won't be talking to each other. So you got to make sure that you have got Teams added to this Microsoft. Now, if you are collaborating with internal stakeholders, then I would highly suggest you to use Microsoft Team for collaboration and you can go ahead and create meetings over there as well. It's a good platform to do that. And that would be reflected on your Microsoft Outlook as well. However, if you are organising meetings, external meetings, and responding to the emails that are being received, then in that case, Outlook should be a good platform. Regardless, both platforms should be talking to each other when you're setting up the meetings. Okay, thank you.

CCH Learning:

Thank you for that, Waqar. I hope that does help you there, Arthur. I just have another question from Sarah. Sarah was asking, "Just a reminder, which tab do we have to go to add a new meeting in Microsoft Teams?"

Waqar Awan:

Very good question and I am going to

CCH Learning:

Just wanted a reminder.

Waqar Awan:

Yes. So you want to add a new meeting. I'm going to type Microsoft Teams and go to calendar. And on the top right-hand side, you have got a new meeting tab. You can go ahead and investigate a little bit more and say, "Hey, what sort of template I want to have a meeting?" Okay, if you are interested. Otherwise, just click on new meeting. A little box would open up, dialogue box. And you can put the title of the meeting, add the name of the attendees, duration of the meeting, set if the meeting needs to be repeated, add a channel if you want. And provide the explanation of the meeting. You can add your meeting agenda, et cetera as well here. And send it across. Thank you.

CCH Learning:

Excellent, thank you for that, Waqar. We also have a question from Michael. Michael was asking, "How do we add a new team in Microsoft Teams?" You just missed that.

Waqar Awan:

Excellent question, Michael. Let me repeat and let's discuss. So for you to add new team ... So it gets a bit confusing because you are adding team in Teams. So for you to add team in Teams, you have to go to Teams. So have a look at the view over here. Where it says Teams, click on that. You'll see all the teams that you are currently part of. If you want to add a new team, go on, click on that positive sign over here. And then create a team or join a team. And then you press create a team from scratch, private, give your team a name and create. And your team would be created. Thank you.

CCH Learning:

Thank you very much for that, Waqar. I do hope that helps you there, Michael. Well, that does actually bring us to the end of our questions for today. So in terms of next steps ... Hold on, I've just lost ... There we go. So in terms of next steps, I would like to remind you all to please take a moment to provide your feedback when exiting. We've asked you a couple of questions about today's webinar, so it's really important for us to hear your opinions. It's also a reminder that shortly after today's session, you will be emailed when enrolled into the e-learning recording, which can be watched multiple times. And you'll have access to the PowerPoint transcript and a CPD certificate. I would very much like to thank Waqar for the session today, and to you, the audience for joining us. We do hope to see you back online for another CCH learning webinar very soon. Please enjoy the rest of your day. Thank you very much. Bye.