



Your Total Training Resource

MICROSOFT® TEAMS

MICROSOFT® ONEDRIVE

Virtual Workshop

This dual workshop uses Microsoft Teams with OneDrive to share and collaborate on ideas and files within the Team or external colleagues.

Discover how the Teams collaboration tool provides global, remote, and dispersed teams (groups) with the ability to work together and share information via a common space. Learn how this persistent chat-based collaboration platform facilitates in document sharing, online meetings, one-on-one and team chat, and many more extremely useful features for business communications. Integrate with OneDrive to share documents designed for use within the Teams environment.

Microsoft OneDrive is a cloud-based storage service that allows the user to access files from any device with an internet connection. Discover how to store and share documents, spreadsheets, and other files with Microsoft OneDrive. This means a user can share files with others within Teams as well as external users. Files stored on OneDrive can be edited in the Office Online applications and can even be coauthored by multiple users at once. See how to get started with OneDrive, upload and locate files and folders in OneDrive, share files and folders with internal and external colleagues, including managing file versions, changing sharing options, access and change file versions, sync files to the desktop, restore files, use OneDrive on mobile devices and more. Learn about how to view photos in elegant galleries and slideshows, share files using links and the public folder, locate specific files, and create documents with Microsoft Office Online. Learn how to be more productive and collaborative with OneDrive including access to your documents from anywhere, any device, any browser, anytime.

During this workshop you will learn to:

- Access and navigate Microsoft Teams through any device
- Create and manage your Teams
- Work with documents in Teams
- Manage meetings and private conversations in Teams and communicate outside of your Team
- Use OneDrive with Teams to share files stored on OneDrive with others
- Understand the Cloud File Management System, configure settings, and create a hierarchy of folders to organize files
- File management techniques to upload/download, move, copy delete, and restore files, search, sort, and filter files and work with file version history
- Manage access to your documents
- Access the Teams SharePoint Site and understand it's important benefits.



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Registration Information

Time: This is a 4-hour workshop.

Pricing: The per person fee for 1-2 participants is \$255.00; for 3 or more the fee is \$225.00 per person.

Other Information:

- The session will be delivered on the GoToMeeting platform so all participants will work from their own workspace and use their own computer. GoToMeeting has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- *To register we will need the name of each participant and their email address.*
- **Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. Please have participants check their spam/junk folders starting 5 days before the session as often the invitation may end up in that folder- info will come from smalan@c-kg.com.** For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the GoToMeeting training room at least 15 minutes (8:45 AM) before the start time.
- The session will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the [online registration form](#).

Email/Phone: Ken Keller (kkeller@c-kg.com 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (smalan@c-kg.com 630-495-0505)

Register online: [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

[To see a complete list of our current workshops click here.](#)

Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.