

PRODUCT INFORMATION

# VIRTUAL TEAMS - USE-CASE E-LEARNING

## WHAT DOES THIS COURSE OFFER YOU?

This E-Learning course is based on use-case scenarios for working in "Virtual Teams" using Microsoft applications. The practical scenarios and valuable background information provided throughout the course help create an understanding of the use cases. Short video tutorials are given to illustrate how to use certain Microsoft applications for given use cases. Learners are provided with demonstrations and are asked to perform interactions for an engaging learning experience.

**Learning time:** 5,51 h  
**Languages:** German, English

## Summary

Chapter	Section	Nuggets
Preparing the digital workspace	Configuring quick access to SharePoint and OneDrive for Business	Setting SharePoint as browser favorite
		Attach SharePoint site in the browser jump list
		Linking One Drive to the Task bar n
	Synchronization of OneDrive for Business and SharePoint	Synchronizing Document Library with local computer
		Set up quick access to SharePoint in Explorer
		Synchronizing OneDrive for Business with your local computer
		Set up quick access to OneDrive for Business
	Creating a notebook on OneDrive for Business	Creating a new notebook on OneDrive for Business
		Creating an renaming sections
		Grouping sections
		Adding an naming pages
		Organizing with subpages
	Editing your own digital identity	Starting an logging into Skype for Business
Setting local informations		
Seeting profile pictures		
Configuring Outlook for working in a team	Sharing resources	Sharing your calendar
		Creating a team calendar
		Assigning access rights for calendars
		Creating email folders
		Sharing email folders
	Configuring automatic replies	Setting a mailbox to visible
		Creating rules for automatic replies
		Changing an automatic reply
		Deactivating an out-of-office message
	Configuring a delegate	Writing an email to an absent person
		Communicating vacations in the team calendar
		Sharing email folders with delegates
	Opening shared resources	Sharing email folders with delegates
		Removing a delegate
		Opening a shared inbox
		Adding a shared mailbox
Using notes in teams	Using notes in teams	Opening shared calendars
		Creating a folder
		Creating a notebook on SharePoint
	Preparing a notebook for the team	Opening a notebook from a Web storage location
		Using Search in OneNote
		Generating a page from a page template
		Creating a custom tag
		Assigning a tag to content
		Protecting a section with a password
	Opening a notebook and finding information	Sharing a notebook with others
		Opening a shared notebook via a link
		Structuring an explanatory page with styles
Creating notes in OneNote	Searching for tagged content	
	Creating a text note	
	Using highlighters for marking	
	Inserting a screen clipping	
	Attaching documents or files	
Communication in teams	Printing files to the notebook	
	Using the schedule view	
	Creating a new meeting room	
	Muting attendees	

	Participating in a meeting	Designating another presenter	
		Controlling access to an online meeting.	
		Creating meeting notes	
	Skype for Business meetings with outside parties	Starting an online meeting from the calendar	
		Recording a meeting	
		Sharing the desktop with all participants	
		Presenting a program	
		Requesting control	
		End meeting	
		Uploading a meeting recording to SharePoint	
	Communicating by chat	Inviting employees from other companies	
		Joining a Skype meeting as an external person	
		Bringing participants into the meeting room	
	Using team sites in SharePoint	Sharing files within a team	Changing the role of an attendee in a meeting
			Communicating by chat
Starting a conversation via email			
Starting a chat from OneNote			
Starting a chat from SharePoint			
Adding another contact to a chat			
Ending an IM			
Sending an IM log to OneNote			
Using team sites in SharePoint	Sharing files within a team	Uploading a file to the document library	
		Categorizing a document using hashtags	
		Co-editing a document in the Web App	
		Deleting a folder or document	
		Restoring a document	
		Following a document	
		Following a SharePoint site	
		Sharing a file for external users	
	Editing documents offline	Synchronizing SharePoint with the local computer	
		Configuring quick access to SharePoint in the Explorer	
		Synchronizing documents	
		Pausing and continuing synchronization	
	Organizing information	Adding a new metadata column to the library	
		Tagging documents with metadata	
		Creating a new view for the document library	
		Configuring change alerts for a document	
	Using a team calendar	Configuring alerts for the library	
		Creating an appointment in the SharePoint calendar	
		Synchronizing a calendar with Outlook	
		Creating an appointment for a SharePoint calendar in Outlook	
		Tagging appointments	
	Using team task	Creating an appointment series in the calendar	
		Creating a task via the app	
		Synchronizing a task with Outlook	
		Finding and displaying tasks	
		Assign Tasks	
	Using digital discussions	Assigning a task	
		Creating a new discussion item	
Replying to a discussion item			
Marking an item with "Like"			
Showing only your own discussions			
Editing your own discussion item			
Deleting your own discussion item			
Configuring alerts for a discussion			
<b>5 Chapters</b>	<b>22 Sections</b>	<b>107 Nuggets</b>	