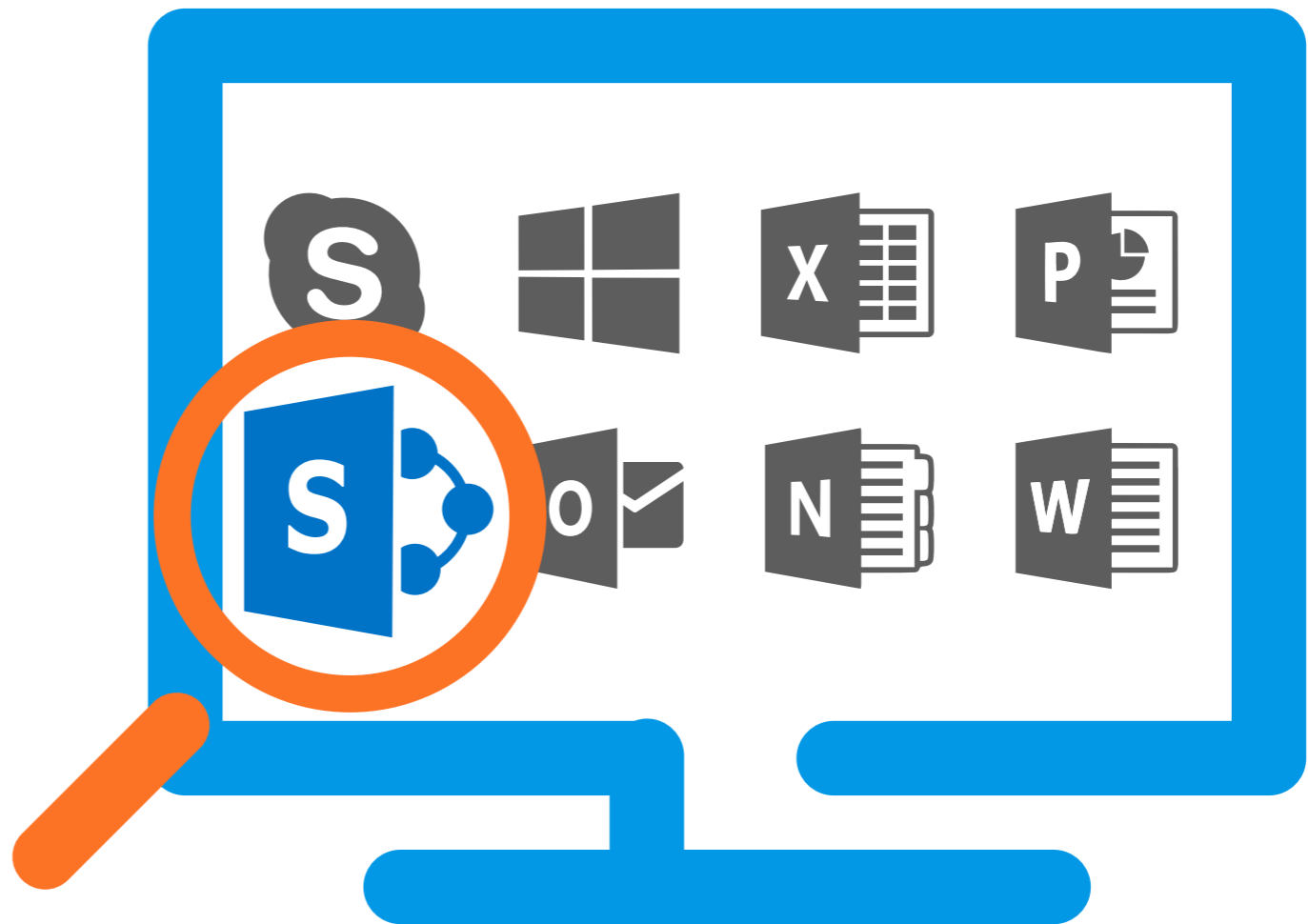




Tutorial: Microsoft SharePoint Online™

Microsoft SharePoint™ is a powerful, collaborative tool aimed at optimizing both cooperation within your team and knowledge management in organizations. This tutorial will familiarize you with the interface, structure and basic functions of SharePoint. You will discover how to organize your work with the help of lists, reminders and folders. The tutorial will also reveal how easy it is to synchronize your tasks and calendar thanks to the interface with Microsoft Outlook™.

You do not require any previous knowledge to extract the most from this tutorial. It will take approximately 90 minutes to complete.



Lessons on Microsoft SharePoint Online™

Navigating in SharePoint

- **Interface:** You will become familiar with the structure of SharePoint websites, be able to track documents, websites and tasks, and use different views, e.g. to concentrate on particular content.
- **Basic functions:** Having completed this lesson, you will know how to open a document for reading, edit it in the web application and be able to create new documents and folders.
- **Searching:** Here you will discover how to perform a search query and restrict the search with the help of filters.



Organizing work

- **Uploading and downloading documents:** This lesson will reveal how to download Office documents as a copy, how to share them with others and how to upload edited documents back into a SharePoint library.
- **Creating and editing lists:** Here you will discover how to use workspaces and subareas, and how to create a library and lists.
- **Alerts:** Find out how to create and configure alerts for the SharePoint applications, how to manage alert settings and change existing alerts.
- **Organization:** Having completed this lesson, you will know how to create folders, edit and delete them, and synchronize them with Windows.

- **Recycle bin:** Here you will discover how to delete a file link from a library, access the recycle bin and permanently delete files.

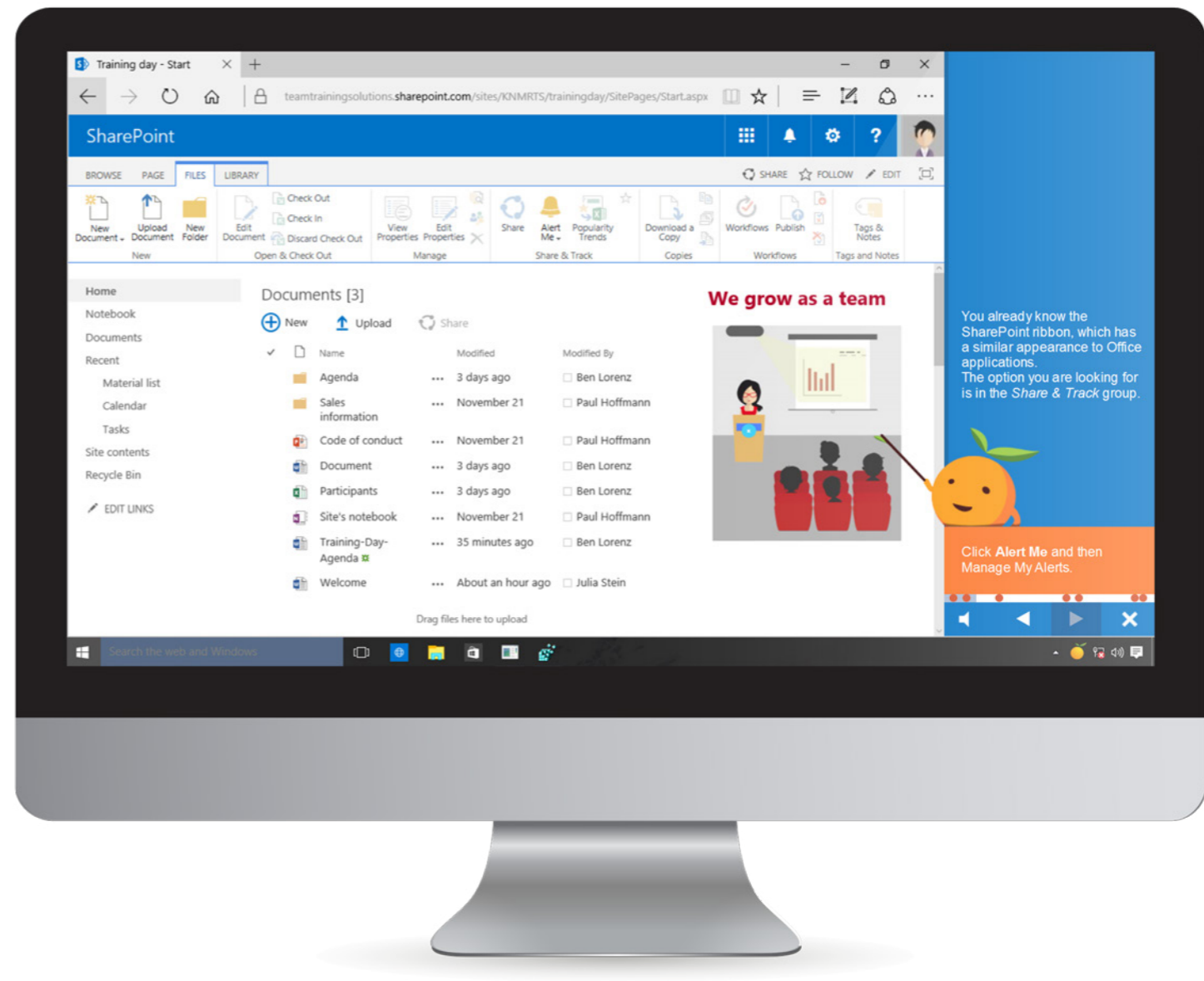




Lessons on Microsoft SharePoint Online™

Collaboration

- **Tracking and synchronizing tasks:** You will become familiar with the structure of SharePoint websites, be able to track documents, websites and tasks, and use different views, e.g. to concentrate on particular content.
- **Calendar:** Following this lesson, you will know how to navigate within the calendar, add appointments and synchronize the appointment calendar between Microsoft SharePoint™ and Outlook™.





Languages

The tutorial is available in the following languages:

- ✓ English
- ✓ German
- ✓ French
- ✓ Spanish
- ✓ Dutch
- ✓ Italian
- ✓ Other languages available upon request

System requirements

- Processor: above 1.0 GHz (1.5 or higher recommended)
- RAM: at least 512 MB (1 GB or higher recommended)
- Screen resolution: at least 1366x768 (or higher), 16-bit color depth
- Multimedia hardware: 16-bit sound card, along with loudspeakers or headphones
- Operating system: Windows Vista, Windows 7, Windows 8/8.1 or Windows 10
- Browser: Internet Explorer 9, 10, 11 or Edge (tested up to Edge 25), Firefox 45/46, Safari 9.1.1, Chrome 50 (due to security reasons, no local content can be played under Chrome), JavaScript activated

We're happy to help!

tts

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