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**Microsoft OneDrive, OneNote, and SharePoint**

**Sunday November 14, 2021**

**3:00-7:30 PM Pacific, 4:00-8:30 PM MST, 6:00-10:30 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this one evening information session is $10.00**

**Participants will acquire basic knowledge on how to effectively use Microsoft SharePoint**

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| *SharePoint Overview*  **With Microsoft SharePoint on your PC, Mac, or mobile device, you can:**  **Build intranet sites and create pages, document libraries, and lists.**   * Add web parts to customize your content. * Show important visuals, news, and updates with a team or communication site. * Discover, follow, and search for sites, files, and people across your company. * Manage your daily routine with workflows, forms, and lists. * Sync and store your files in the cloud so anyone can securely work with you. * Catch up on news on-the-go with the mobile app.   [**Create sites, posts, and lists**](https://support.microsoft.com/en-us/office/create-a-team-or-communication-site-551e190a-8fbe-47ae-a88a-798b443c46b1)   * Team site   + Collaborate on projects   + Read team-related news   + Stay on track with a shared calendar and managed tasks * Communication site   + Share news or information broadly   + Engage with a large audience   + Use modern, visual layouts | ***Create and share files in a library***  **Create a New File**   * Add text, images, and more to your file * Name the file type * Upload a file   **Share a file**   * option to share your file: * names of people you wish to share your file with. * adjust the editing permissions   **One Drive**   * Access and edit your files from all your devices. * Share inside or outside your organization. * Work together in real-time on Office documents. * Quickly find the files that matter to you. * Keep your files protected and backed up.   **OneNote**   * Type notes or record audio at your laptop. * Sketch or write ideas on your tablet. * Add picture from your phone. * Find notes instantly. * Freely move notes around the page. * Organize those pages into sections. * Keep your sections in one or more notebooks. * Switch devices and pick up right where you left off. * Share your notebooks with others so you can all view and contribute at the same time. |

**Course Outline**

**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Free Online Resources**

[**https://edu.gcfglobal.org/en/sharepoint-resources/sharepoint-resources/1/**](https://edu.gcfglobal.org/en/sharepoint-resources/sharepoint-resources/1/)

**Advanced Registration with Pre-Payment Required**

[**https://iicanada.org/form/microsoft-onedrive-onenote-and-sharepoint**](https://iicanada.org/form/microsoft-onedrive-onenote-and-sharepoint)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit https://www.iicanada.org/ for more information\*\***