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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.
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**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\*\***