

N SharePoint Basics

An invitation for software education!

SharePoint Basics is an instructor-led class that offers information about how to effectively and efficiently communicate, collaborate, and contribute to a team share point site.

Are you ever confronted with any of the following issues?

- Is your team using a site on the intranet to access information?
- Have you received emails inviting you to be a **member** of a team share point site **and** you didn't know what to do?
- Have you requested to have a share point site created for your team?

If you answered “yes” to the questions above, then this class will be helpful for you!

Who should attend?

All team members currently using SharePoint or who have requested a SharePoint site through IT. You will be required to attend education in order to gain access to a requested SharePoint site.

Class date and time

Friday, May 15, 8:30 a.m. to 3:30 p.m.

This course has been converted to a virtual format due to the COVID-19 situation. Please enroll in the class and you will be contacted with further instructions.



Objectives

After successful completion, you will be able to:

- Perform tasks based on your role
- Use lists and libraries effectively for managing shared work
- Use different types of collaborative tools effectively (i.e. Blogs, Wikis, Discussion Boards)

Register in I-Learn by browsing for: z0650 SharePoint Basics. After registering, you will receive a confirmation email with further details.