

KNOW BEFORE YOU GO

SUPERCHARGED collaboration with Microsoft Teams, OneNote, Planner & OneDrive



Tracy van der Schyff

Microsoft Coach & Catalyst
Business Applications & Office Apps & Services MVP
The Guid Stuff, South Africa
@tracyvds
<https://tracyvanderschyff.com>
<https://www.youtube.com/c/tracyvanderschyff>



collab365.

@collab365 | @tracyvds

For those who do not know me, I am Tracy van der Schyff (Business Applications and Office 365 Servers MVP). Based in South Africa, my life mission is to **“facilitate the evolution of human capabilities”**. Apart from absolutely loving what I do, I am an adrenaline junky who rides fast motorcycles and love life. You can find me on: [LinkedIn](#) | [Twitter](#) | [Blog](#) | [YouTube](#) | [SlideShare](#)

Looking forward to meeting everyone and spending a fun day together. Connect on LinkedIn and Twitter in the meantime and I will see you on the 25th of August 2021. Below you will find details to prepare for the tutorial:

Contents

Tutorial Overview	1
Agenda	2
Schedule	3
Prerequisites, technical details & resources	3
Making the most of what you learn	3
Session etiquette	4

Tutorial Overview

SUPERCHARGED collaboration with Microsoft Teams, OneNote, Planner & OneDrive

This live workshop will help you and your team define a collaboration and communication strategy that best uses the Microsoft 365 toolbox to create a hyper-focused, effective, and efficient working team!

What will the workshop teach me?

This 5-hour, LIVE workshop is ideal for all roles - Citizen Developers, End Users, Trainers, IT Pros & Management. It will benefit any IT Pros in charge of defining and rolling out a new modern workplace.

- Awareness of the tools and features in Microsoft 365 that help you save time.
- The different collaboration tools and when to use them.
- How to define your strategy for communication and Collaboration.
- How to plan and setup your Microsoft Teams for success.
- Other Modern Workplace skills...

Would this workshop benefit me?

Can you answer "yes" to any of these?

- ✓ Are you and your team struggling to collaborate & communicate effectively?
- ✓ Do you feel like Microsoft 365 is slowing you down?
- ✓ Do you and your teams struggle to know when to use which tool?

WHAT WILL I LEARN?

- ✓ Define your new way of working (strategy) to understand Microsoft 365 apps (Teams, OneNote, Planner & OneDrive) and their purpose better.
- ✓ Learn the necessary modern workplace skills to be able to work within that strategy.
- ✓ Evolve your digital | hybrid workplace & team into a more productive, efficient, lean machine.

Agenda

Microsoft | Office 365 Intro

- Licenses
- Apps and purposes
- Web, desktop, and mobile access
- Measurement and Reports

Collaboration Tools

- OneNote features and use cases
- Planner | Tasks features and use cases
- Microsoft Teams features and use cases
- OneDrive features and use cases

The Digital Citizen

- What is a digital Citizen?
- How does this change our roll in the digital workplace?

Define your strategy

- Fail to plan > plan to fail
- Modern Collaboration Architecture
- Define your communication / collaboration strategy

Microsoft Teams

- Plan your department or project infrastructure
- Build your digital ecosystem with apps and add-ins

Modern Workplace Skills

- Developing digital citizen skills
- Reduce | run effective meetings
- Manage ownership and transparency with Tasks
- Creative brainstorming and note taking
- Collaborate and co-author shared content
- Being inclusive while respecting boundaries
- Communicate efficiently with impact

Schedule

SAST				IST		UTC		EDT/EST		PDT/PST	
Start	End	Time	Topic	Start	End	Start	End	Start	End	Start	End
16:00	16:15	0:15	Opening / Speaker Intro / Outline	19:30	19:45	14:00	14:15	10:00	10:15	7:00	7:15
16:15	16:30	0:15	Attendees Meet & Greet / Survey	19:45	20:00	14:15	14:30	10:15	10:30	7:15	7:30
16:30	17:00	0:30	Microsoft 365 Intro	20:00	20:30	14:30	15:00	10:30	11:00	7:30	8:00
17:00	17:20	0:20	Collaboration Tools	20:30	20:50	15:00	15:20	11:00	11:20	8:00	8:20
17:20	17:35	0:15	Tea / Coffee Break	20:50	21:05	15:20	15:35	11:20	11:35	8:20	8:35
17:35	17:45	0:10	Collaboration Tools Continued	21:05	21:15	15:35	15:45	11:35	11:45	8:35	8:45
17:45	17:55	0:10	The Digital Citizen	21:15	21:25	15:45	15:55	11:45	11:55	8:45	8:55
17:55	18:20	0:25	Define your Strategy	21:25	21:50	15:55	16:20	11:55	12:20	8:55	9:20
18:20	18:40	0:20	Microsoft Teams	21:50	22:10	16:20	16:40	12:20	12:40	9:20	9:40
18:40	19:10	0:30	Lunch Break	22:10	22:40	16:40	17:10	12:40	13:10	9:40	10:10
19:10	19:40	0:30	Microsoft Teams Continued	22:40	23:10	17:10	17:40	13:10	13:40	10:10	10:40
19:40	20:25	0:45	Modern Workplace Skills	23:10	23:55	17:40	18:25	13:40	14:25	10:40	11:25
20:25	20:40	0:15	Tea / Coffee Break	23:55	0:10	18:25	18:40	14:25	14:40	11:25	11:40
20:40	21:00	0:20	Recap, Sharing of Resources / QnA	0:10	0:30	18:40	19:00	14:40	15:00	11:40	12:00

Prerequisites, technical details & resources

Excluding the intros, QnA and breaks, the full day is only 4 hours which does not leave a lot of time for hands-on / technical labs. My session will be all demo, so you can sit back, make notes, and engage in QnA's. I use a Microsoft 365 Business Standard and E3 Subscription which means the content will be relevant to SME as well as Enterprise. I will help where I can with regards to educational licenses. I use the desktop versions of the Microsoft 365 Apps for Enterprise (Office) but will assist with web versions where needed.

During the session I will be sharing loads of resources and you will receive a Resources Care Pack after the workshop. You do not have to be a Global or SharePoint / Teams Administrator or have access to a tenant at the time of the tutorial.

Making the most of what you learn

I'm a very big fan of OneNote and would suggest you prep a OneNote using the agenda points as pages in your course section. Take notes and screenshots to help you make sense of the information, keep in mind that I'll be sharing resources (URL's) in the chat as well, which you can copy. Here's [blog that explains how I manage training and conference notes](#). If you work on a pc / laptop with one screen only, Alt+Tab on Windows is the fastest way to toggle between my screen presented and your OneNote notes.

The screenshot shows the OneNote interface with a workshop agenda on the left and a slide on the right. Red circles 1-5 highlight key elements:

- 1: The section name "The Guid Stuff" in the left sidebar.
- 2: A section page "Collab365 Save 60 Minutes" in the left sidebar.
- 3: A content page "Microsoft | Office 365 Intro" in the left sidebar.
- 4: A list of topics under "Microsoft | Office 365 Intro" in the main content area.
- 5: Three mobile phone screens displaying Office 365 apps in the main content area.

A red box contains the following text:

Create a section (2) in your personal OneNote (1) with pages (3) for each category or section in the workshop. It helps to add the content covered upfront (4) and then add tables (5) where you can paste screenshots with notes.

The slide on the right shows three mobile phones displaying Office 365 apps. The text next to them says: "Can we use the apps on mobile in the company - check with IT". The slide footer includes "@collab365 | @tracyyds" and "collab365".

Session etiquette

I will be on camera for introductions as well as QnA's purely to help you focus on the screen. I do ask that attendees also stay off camera apart from introductions / networking / QnA (this helps me to focus on what I am doing). You are welcome to use the "raise hand" feature if it is an urgent question, alternatively best would be to post questions in the chat which I will go through on a regular basis and answer. I love #LearningThroughSharing and do encourage attendees to also share resources with others that they might think could be useful. Please wait till end of day before you do so, as I might be sharing those resources during my training already.

I am not a strict trainer / facilitator and would love the tutorial to be engaging and fun for you. There will be opportunities to chat and share ideas with each other, so don't be shy to speak up, go on camera & ask questions.

The screenshot shows a Microsoft Teams meeting window. On the left, a woman with blonde hair is visible. A speech bubble from her says: "Hi there, I'm Tracy and I'm really looking forward to this workshop with you. If you're new to Teams Meetings, I've added some tips and tricks to help you get started. The stopwatch will remind you of our starting time." Below this, text reads: "Recordings of workshop and resources will be shared after all webinars are completed." In the center, a presentation slide titled "Tips and tricks" lists 10 items: 1. Meeting Participants, 2. Opens Conversations, 3. Type Messages Here (please use to post your questions during the webinar), 4. Opens Emoticons Tray, 5. Use these emoticons to engage, use the raise hand on the right if you'd like to speak up, 6. Change Meeting Settings (mic, camera etc.), 7. Camera on/off, 8. Mic on/off, 9. Share Screen if asked, 10. Leave Meeting / Webinar. A green stopwatch icon shows 15:00. On the right, the "Meeting chat" panel shows a message: "Hello everyone, welcome to the webinar. Please use the Conversation box to post questions during the webinar." and a "Leave" button.

Hi there, I'm Tracy and I'm really looking forward to this workshop with you. If you're new to Teams Meetings, I've added some tips and tricks to help you get started. The stopwatch will remind you of our starting time.

Recordings of workshop and resources will be shared after all webinars are completed.

Tips and tricks

1. Meeting Participants
2. Opens Conversations
3. Type Messages Here (please use to post your questions during the webinar)
4. Opens Emoticons Tray
5. Use these emoticons to engage, use the raise hand on the right if you'd like to speak up
6. Change Meeting Settings (mic, camera etc.)
7. Camera on/off
8. Mic on/off
9. Share Screen if asked
10. Leave Meeting / Webinar

Use emoticons 😊 to engage during workshop.

Post questions ? in the chat box

Enjoy ! ★