

MICROSOFT 365 BASICS: Intro to OneDrive & SharePoint

FRIDAY, APRIL 24 | 11 AM - 12:30 PM | ZOOM

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This session provides an introduction to Microsoft Office 365 as a cloud-based workspace, enabling seamless communication and collaboration from any location. Participants will learn to navigate the Microsoft 365 environment and gain an overview of the included applications. The session highlights core tools—OneDrive and SharePoint—covering their file storage, sharing, and collaboration capabilities, along with the web-based applications that support content creation and teamwork across the organization.

Learning Objectives:

- ✓ Sign-in to Microsoft 365
- ✓ Navigate within Microsoft 365
- ✓ An overview of the applications included in the Microsoft 365 environment
- ✓ Introduction to OneDrive
- ✓ Introduction to SharePoint

To RSVP, please email Rowanne Khafagy at rkhafagy@scgma.com