



MICROSOFT SHAREPOINT BASICS COURSE

FRIDAY, MAY 22 | 11 AM - 12:30 PM | ZOOM

Microsoft SharePoint is at the core of Microsoft 365 and provides a central location for accessing and modifying shared documents, collaborating on work, and hosting your organization's news and resources. In this session, we will explore the two primary types of SharePoint sites and how they can facilitate communication across your organization and enable your workgroups to work more efficiently.

LEARNING OBJECTIVES

- What is Microsoft SharePoint
- Exploring Communication Sites
 - Communicating the News
 - Sharing Events
 - Pages and WebParts
 - Navigating Your Content
- Exploring Collaboration Sites
 - Document Libraries
 - Working with Lists
 - Automating your Workflows

**To RSVP, please email Rowanne Khafagy
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