CREATING MODERN SHAREPOINT PAGES FOR MS TEAMS

½ Day – 3 hours

Did you know that when creating at Team in the MS Teams Desktop or Online app, that you can have control over the look and feel giving team members a much more customized and visually pleasing experience? Well spend a half day with us and let us show you how this is possible. SharePoint is behind MS teams and we will show you how easy it is for anyone to customize their look and feel in MS Teams.

COURSE CONTENT

STARTING FROM MS TEAMS
- Opening SharePoint from Teams
- Identify the Teams channels in SharePoint

NAVIGATE YOUR TEAMS' SHAREPOINT SITE
- Review the navigation bar
- Review the menu bar
- Meet your 2 best friends: Settings and Site contents.

CREATE A NEW PAGE
- Create the new page
- Review the menu bar of the new page
- Add a name and an image
- Edit the page with page details
- Delete the page

ADD SECTIONS AND WEB PARTS
- Understand the use of Web Parts
- Add a section
- Modify the layout of the section
- Add different Web parts to the sections: OrgChart, Call to Action, Button, Hero, Document Library, List and Countdown timer.
- Review the layout formatting for each of the Web parts
- Modify the Web parts
- Duplicate a web part
- Move web parts and sections
- Create visual impression with content
- Create links to images, documents or pages
- Publish your new page

ACCESS THE NEW SHAREPOINT PAGE IN TEAMS
- Bring in the new SharePoint page into a Teams' channel

- Create a tab for the new page
- Announce the new page to team members