

Free Course for UNISON members belonging to a Northamptonshire Branch

# MICROSOFT 365 MS TEAMS ONEDRIVE AND OUTLOOK

**Monday 8th March**

**9:30 - 11:30**

**Via Teams**

This course is an overview and will primarily cover:

- Creating shared folders in OneDrive
- Editing, saving and sharing documents using OneDrive and MS Teams.
- How to set up a meeting using MS Teams and your Outlook calendar.
- Organise your Outlook messages by managing your views, folders and categories.



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