

## Office 365 Teamsite – Using SharePoint Development Tools

A **Teamsite** is a resource pool of information. It could contain a **Central Team Calendar**, **Blog**, **Documentation Upload**, **Text Box** (to explain a process), **Task List**, or whatever you wish to post for the team. This is a **SharePoint** site that can be designed for a department, project team or just a general use such as safety site. It can **Teamsite** can centralize common information that is vital to the operation of the company. It can bring the team together from different locations to provide a common working strategy. You can also build subsites under the **Teamsite** to provide a more focused information bank or for subprojects listed under the main project site. The course will specifically cover how to develop a **Teamsite**.

**Course length:** 1:45 to 2:00 hours

**Course Method:** Instructor-Led or Remote Online

**Delivery Method:** This is a hands-on course.

**Courseware:** TBD

**Concepts Covered:**

- Create New Team site
- Remove Get started
- Layout Style
- Change Logo and Title
- Add a Text box
- New Library
- Contacts List
- Add A Calendar
- Tasks
- Picture Library
- Add Links
- Insert Youtube Video
- View Permissions
- Add users to site