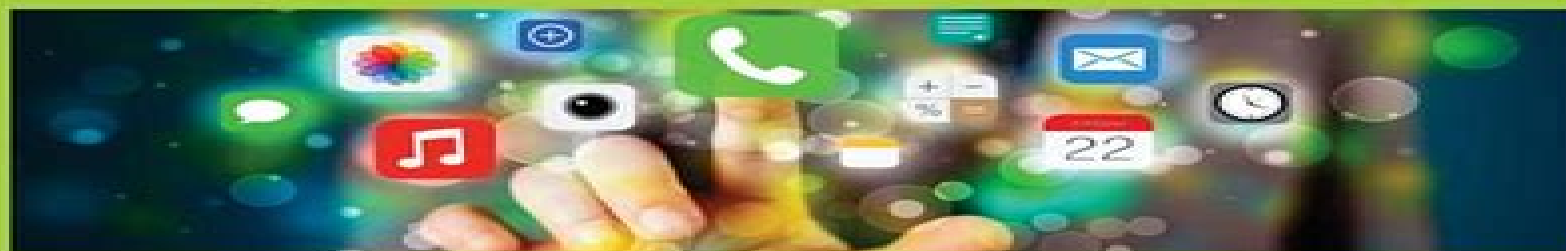


# **MICROSOFT SHAREPOINT USER GUIDE**

## **A COMPLETE USER MANUAL**

For Beginners and Pro with Useful Tips & Tricks to Master the Microsoft SharePoint New Features for Easy Navigation



**ALBERT CHIPMAN**

# Ms Sharepoint User Guide

**Jiyuan Zhang**



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**WHAT YOU WILL LEARN**

Basic and core concepts of Microsoft 365 and its capabilities  
Key features of Microsoft Office applications  
Benefits of SharePoint and OneDrive  
Design low code and automate everyday applications  
Design custom business applications with PowerApps  
Automate workflows with Power Automate and create interactive dashboards with Power BI  
Create manage and secure teams channels and meetings in Microsoft Teams  
Design query and manage relational databases using Microsoft Access

**WHO THIS BOOK IS FOR**

This book is designed for anyone looking to explore Microsoft 365 from foundational features to the powerful new capabilities brought in by Copilot Whether you are a working professional educator student or team leader this book will serve as a practical guide to help you work smarter collaborate more efficiently and stay ahead in today s digital workplace

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discover best practices for rolling out and managing Teams services for users within your Microsoft 365 tenant as you explore each objective in detail By the end of this Microsoft Teams book you ll have covered everything you need to pass the MS 700 certification exam and have a handy on the job desktop reference guide What you will learn Plan and configure network settings and licensing for Microsoft Teams Plan and configure security compliance and governance for Microsoft Teams Manage users and configure guest and external access Configure and manage Microsoft Teams devices Create and manage teams channels and core experiences Manage Phone System and numbers for Microsoft Teams Troubleshoot audio video client and environment issues Practice with a mock exam with answers and explanations Who this book is for This book is for IT professionals who want to earn the Microsoft 365 Certified Teams Administrator Associate certification Familiarity with the principles of administering core features and services within a Microsoft 365 tenant and a basic understanding of Microsoft Teams features are needed Prior knowledge of other Microsoft 365 workloads such as Security Compliance will also be beneficial To maximize the odds of passing the MS 700 exam use this exam guide s content and practice questions to prepare alongside practicing concepts first hand when possible Microsoft Certified Exam guide - Messaging Administrator Associate (MS-203 and MS-200201) Cybellium, Elevate Your Career in Messaging Administration Are you ready to become a Microsoft Messaging Administrator Associate and unlock exciting opportunities in the world of email and messaging systems Look no further than the Microsoft Certified Exam Guide Messaging Administrator Associate MS 203 and MS 200201 This comprehensive book is your ultimate companion on the path to mastering messaging administration and acing the MS 203 and MS 200201 exams In today s digital age effective communication is the lifeline of every organization and Microsoft messaging solutions are at the heart of this vital function Whether you re a seasoned IT professional or an aspiring administrator this book equips you with the knowledge and skills needed to excel in the world of messaging administration Inside this book you will discover Comprehensive Coverage A deep dive into the core concepts tools and best practices essential for configuring managing and optimizing messaging systems Real World Scenarios Practical examples and case studies that showcase how to design and maintain messaging solutions that meet real business needs Exam Ready Preparation Thorough coverage of MS 203 and MS 200201 exam objectives coupled with practice questions and expert tips to ensure you re well prepared for exam day Proven Expertise Authored by messaging experts who hold the certification and have extensive experience in managing messaging solutions offering you invaluable insights and practical guidance Whether you aspire to advance your career validate your expertise or simply master messaging administration Microsoft Certified Exam Guide Messaging Administrator Associate MS 203 and MS 200201 is your trusted companion on this journey Don t miss this opportunity to become a sought after Messaging Administrator in a competitive job market Prepare practice and succeed with the ultimate resource for MS 203 and MS 200201 certification Order your copy today and unlock a world of possibilities in messaging administration 2023 Cybellium Ltd All rights reserved [www.cybellium.com](http://www.cybellium.com) **Deploying**

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deploying and managing Teams It also includes web based exam prep resources like mock exams interactive flashcards and valuable exam tips By the end of this book you ll be primed to excel in the exam and advance in your role as a skilled Microsoft Teams administrator What you will learn Plan and configure your Microsoft Teams environment Manage security and compliance for Microsoft Teams Implement governance and lifecycle management Administer Microsoft Teams clients and devices Create and manage teams channels chats and apps Manage meetings and events in Microsoft teams Monitor report and troubleshoot usage performance audio video and client issues Practice and prepare for the exam with mock exams and additional exam resources Who this book is for This book is for IT professionals taking the Microsoft 365 Certified Teams Administrator Associate MS 700 certification exam It s tailored for those managing Microsoft Teams and Microsoft 365 collaboration and communication solutions including aspects of Teams Phone and Teams clients and devices Prior experience with Microsoft 365 services SharePoint Online OneDrive Exchange and Microsoft Entra ID and Teams features is required Familiarity with networking identity licensing information management user adoption and integration with Microsoft Viva and Power Platform will be beneficial

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