As we continue working remotely, we have grown accustomed to leveraging virtual tools (software, apps, etc.) to successfully interact and work from home. Here is a list of resources to help you improve your proficiency with some of these commonly used platforms.

**sccLearn Resources**

- **Becoming A Successful Collaborator** (WBT- 28 min)
- **Establishing Effective Virtual Teams** (WBT- 23 min)
- **Exploring Virtual Collaboration** (WBT- 26 min)
- **Facing Virtual Team Challenges** (WBT- 19 min)
- **Getting to know the Office 365 web portal** (WBT- 39 min)
- **Microsoft 365 Fundamentals: Skype for Business, Teams, & Collaboration** (WBT- 39 min)
- **Opening Doors to Teamwork and Collaboration: 4 Keys That Change Everything** (Audio Book- 2 hrs.)
- **SharePoint 2016: Working with Communication Sites** (WBT- 26 min)
- **SharePoint Online: Working with Communication Sites** (WBT- 26 min)

**Additional Resources Online**

- **Communicate or meet by using Teams** (Microsoft Website)
- **Store your work files using OneDrive** (Microsoft Website)
- **Virtual Collaboration Best Practice** (PDF doc- TheGrove.com)
- **Work remotely with Microsoft 365** (Microsoft Website)

* Review the Access sccLearn as a **County Employee Quick Reference Guide** for instructions on how to access sccLearn remotely.

**Disclaimer:** Our web pages contain links to websites of organizations outside the County. While we offer these links for your convenience in accessing additional resources about specific topics, please be aware that the policies that apply to our website may not be the same as the terms of use for other websites outside the County. For more information, please go to the **County of Santa Clara Links Policy**.