RESOURCES FOR COLLABORATING REMOTELY WITH YOUR TEAM

For many of us, working from home is a big adjustment, and being away from your work environment and co-workers can make that adjustment even more challenging. We have grown accustomed to leveraging tools (software, apps, etc.) to successfully interact and work from home. Here is a list of resources to help you develop your proficiency with some of these commonly used platforms.

sccLearn Resources

- Establishing Effective Virtual Teams (WBT– 23 min)
- Exploring Virtual Collaboration (WBT- 30 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)

Additional Resources Online

- Communicate or meet by using Teams (Microsoft Website)
- How to Collaborate Effectively If Your Team Is Remote (Article- HarvardBusinessReview.org)
- Store your work files using OneDrive (Microsoft Website)
- Virtual Collaboration Best Practice (PDF doc- TheGrove.com)
- Work remotely with Microsoft 365 (Microsoft Website)

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