

Microsoft Office 365 Introduction Course Outline

Duration

This course takes 1 day.

Office 365 Overview

Office 365 is Microsoft's cloud-based collaborative suite of apps. Office 365 focuses on accessibility to documents and communication, mobility, and team collaboration. This course will provide an overview of the apps available in Office 365. Learn the core features of Office 365, how they can simplify your workday and make your team more productive.

Introduction to Office 365

- What is Office 365
- Ways to access Office 365 – online, desktop, mobile
- Benefits of using Office 365
- Navigate Office 365
- Customize Office 365 start page
- Search for apps, documents, people, team sites
- Overview of the apps
- Easily access documents
- Navigate with the start menu
- Work with your documents with OneDrive for Business
- Store personal documents with access anytime, anywhere, any device
- Search for documents
- See documents shared with you
- Recover deleted documents
- See your team documents
- Create new documents, or upload existing documents
- Manage sharing and permissions of documents yourself
- Work online, or in the desktop
- Collaborate and co-author documents in real-time
- Access your documents without an internet connection
- Access Email on the Go with Outlook on the Web
- Navigate Outlook
- Manage your inbox
- Work with incoming mail
- Work with new mail
- Work with modern Email attachments
- Schedule a meeting
- Keep track of tasks with Planner
- What is Planner
- Quickly view the status of a plan
- Easily edit and modify a plan

Microsoft Office 365 Introduction Course Outline

- View a plan by Boards, Charts, or Schedule
- See all tasks assigned to yourself

Forms

- Create a survey
- Work with survey responses
- Share a survey
- Create a quiz

Work with all your tasks in one place with To-Do

Create your personal To Do list that syncs up everywhere

Work with your tasks

Work with the built-in lists – Tasks, flagged email, Assigned to you

Work with the filtered lists – Planned, Important, My Day

Work and Collaborate better with Teams

What is Teams

Accessing Teams

Navigate in Teams

Communicate with your team

Work with documents in Teams

Make a document tab

Private conversations

Escalate conversation to audio call

Meetings in Teams