

Seminar/ILT – Office 365 Essentials

Course Length: 2 hour seminar or ½ day instructor-led training

Overview: During this course, you will be introduced to Microsoft Office 365. The course will provide a brief overview of the Office 365 platform, including an introduction to cloud computing. You will also acquire the skills and knowledge necessary to perform basic tasks with each of the Microsoft Office 365 Apps, including the Outlook Web App, Skype for Business, the SharePoint Online Team Site and Office Web Apps. Particular focus will be given to the collaborative aspects of Office 365.

Skills Gained: On completion of this course students should be able to:

- Gain an overview of Office 365 and Cloud computing
- Connect to Office 365
- Access and change your Office 365 Profile
- Understand and access Office365 Community
- Create and send email using Outlook Web App
- Create tasks and schedule appointments with Outlook Web App
- Launch Skype for Business and adjust settings
- Collaborate online with PowerPoint
- Use Skype for Business within Outlook Web App
- Understand SharePoint online Team Site
- Use Libraries, Lists and Discussions on the Team Site
- Create Excel, Word and PowerPoint documents in the Cloud

Key Topics:

The Office 365 Interface

- Navigating Office 365 Interface
- Office 365 Settings
- Sites
- Permissions

SharePoint

- Team Site
- Sort a Document List
- Filter a Document List
- Opening Documents in Web Apps
- Editing Documents
- Creating a New Document
- Delete Documents
- Version History
- Simultaneous Document Editing
- Check Out and Check In
- My Site
- News Feed
 - Alert Me

OneDrive

- What is OneDrive?
- Work with Documents
- Share

Office Web Apps

- Word Web App Interface
- Excel Web App Interface
- PowerPoint Web App Interface

Outlook Web App

- Sending and Receiving Emails
- Contact Management

- Add a Contact
 - Add a Contact from an Email
 - Delete a Contact
 - Calendar
 - Add an Event
 - Delete an Event
 - Share a Calendar
 - Open a Shared Calendar
- Skype for Business
- What is Skype for Business?
 - Presence Indicator
 - Presence Status
 - What is 'What's happening today'?
 - Set your Location
 - Instant Messaging (IM)
 - Send a Message
 - Receive a Message
 - Contacts
 - Find a Contact
 - Add a Person to the Contact List

Target Audience:

This course is designed for users who are working with the Office 365 collaboration tools.

Prerequisites:

This course assumes little or no knowledge of Microsoft Office 365. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.