

## Seminar/ILT – Introduction to Microsoft 365

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

**Overview:** During this course, you will be introduced to Microsoft 365. The course will provide a brief overview of the Microsoft 365 platform, including an introduction to cloud computing. You will also acquire the skills and knowledge necessary to perform basic tasks with some of the Microsoft 365 Apps, including Outlook on the Web, OneDrive for Business, and some Office Web apps including Word and Excel. Particular focus will be given to the collaborative aspects of Microsoft 365.

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

- Gain an overview of Microsoft 365 and Cloud computing
- Connect to Microsoft 365
- Access and change your Microsoft 365 Profile
- Create and send email using Outlook on the Web
- Create tasks and schedule appointments with Outlook on the Web
- Connect to and use OneDrive for Business
- Create Excel, Word and PowerPoint documents in the Cloud
- Use Microsoft Search to locate content

**Key Topics:**

Microsoft 365

- What is Microsoft 365?
- How to sign in to M365
- How to navigate the M365 landing page
- How to search for help

Outlook on the Web

- Open Outlook on the Web
- Components of Outlook on the Web
- Receive and Send Messages
- Add and Send Attachments
- Delete and Recover Messages

OneDrive

- What is OneDrive for Business?
- The OneDrive for Business Interface
- Add Files to OneDrive
- Create a New File
- Organise and Delete Files
- Share Files with OneDrive
  - Sharing Files – Permissions

Office Web Apps

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

Microsoft Search

- Using Microsoft Search

- Refining Search Results

**Target Audience:** This course is designed for users who are working with the Microsoft 365 collaboration tools.

**Prerequisites:** This course assumes little or no knowledge of Microsoft 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.***