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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Office 365 End User Training (MS-O365EU)



About this course:

This 1-Day class provides a complete understanding of Microsoft Office 365 for the end users who want to improve their productivity, team collaboration and information management across functional boundaries. The course delivery includes setting up access to various services within Office 365 such as Outlook, SharePoint / OneDrive, Yammer, Teams and Skype for Business. The class includes lectures, hands-on exercises and demonstrations of each feature geared towards improving your efficiency for the Modern Workplace.

The average salary for Microsoft Office 365 Administrator is **$62,157** per year.

Course Objective:

- Introduction to O365
- Installing and configuring O365
- Use desktop applications with O365
- Integrate tab or phone with O365
- Using Office Online and understand concepts
- Explore SharePoint, Exchange, Outlook webapp, One Drive for Business
- Use OneNote
- Work with Skype for business

Audience:

This course is intended for:

- Who have never worked with Office 365 before

Prerequisite:

- Basic computer skills.
- Knowledge of Microsoft Office & Basic SharePoint Skills.

Course Outline:

Office 365 Overview
This module will help students understand what Office 365 is and the components that make up Office 365. Students will learn how Office 365 can increase work productivity by allowing them to work when and where they need to.

- Office 365 Overview
- Accessing Office 365
- Managing Office 365 profiles
- Sign up for Office 365
- Explore Office 365 and manage your profile

Office 365 and Outlook 2016

- Outlook 2016 New Features
- Use the GAL
- Share Calendars
- Schedule Meetings

Delve

- Manage Your Office 365 Profile
- Discover and Organize Your Information
- Search by Users or Keyword

Flow

- What is Flow?

- Create a Flow

Teams

- Create a Team
- Video Conference with the Team App
- Meeting with Team App
- Invitations, Folders, and Files
- Adding Elements to the Teams App
- Meeting Tools

Using Skype for Business

- Use Instant Messaging
- Make Phone Calls with Skype for Business
- Participate in Skype for Business Meetings

Yammer

- Create a Group
- Add and Invite Users
- Create a Conversation
- Poll Members
- Upload Files for the Group

SharePoint, OneDrive

- What are the applications and how do they interact?
- Navigating around OneDrive
- Saving to One Drive from Office
- Accessing Content in OneDrive
- Using a Team Site
- Setting permissions to protect documents
- Sharing Documents and Collaborating
- Understanding Delve and the user profile environment
- SharePoint – a basic understanding of collaboration and document management
- Revision & Mock up Questions - This QuickStart course can be customized

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