

Microsoft Office 365 For end users

Course Objectives

Collaborating through OneDrive for business

Using Skype for Business/ Team to communicate, set up and join meetings

Using a browser to access applications and documents

Saving and sharing documents in MS Office via Office 365

Using Word online, Excel online and PowerPoint online

Audience

This course is **designed for new or self-taught users of Office 365**. The course covers all aspects of Office 365 from an end user perspective by understanding various tools and features within Office 365.

Prerequisite

A working knowledge or experience of MS Office is required to attend this course. You must have good basic windows, keyboard and mouse skills.

Duration

This is a **One-day Office 365 for end users** Course. The course starts at **09:30** and runs until **16:30**.

Alternate timings can be arranged upon request. The course can be held on a **date that suits you**.

Locations

Our **Office 365 for end users** course can be run at **our training venue** near **Liverpool Street (London)** or any preferred location in the **UK or Europe**.

Office 365 for end users Course Outlines

Office 365 Overview

Understanding various component products of Office 365 including Outlook Web App, Office Online Apps, OneDrive, Teams and Skype for Business

Navigating around Office 365

Updating Profile in Office 365

Customising the Office 365 Nav Bar

Working with OneDrive for Business

Understanding OneDrive for Business

Navigating the user interface

Accessing Content

Connecting Microsoft Office to OneDrive for business

Sharing Documents and Collaborating

Using the Office Online Apps

Creating Office Documents and Saving directly to OneDrive for business

Using the Outlook Online Application

Overview of Outlook Online

Working with Email and Folders

Outlook Tasks in the Web App

Outlook People and IM Contacts

Using the Calendar

Working with shared Calendars

Setting Outlook Options, Signatures, Automatic Replies and Rules

Using Skype for Business *(gradually getting phased out)*

Overview of Skype for Business

Viewing and Setting Presence Status

Using Instant Messages in Business

Understanding the Interactive Contact Card in Microsoft Office Applications

Integration with Outlook

Using Skype for Business for Online Presentations including Content Sharing, Polls and a Virtual Whiteboard

Using Groups and Delve

Introduction to Groups

Collaborating using Groups

Accessing your content using Delve