



## Understanding Microsoft 365

### Session 1 - Getting Started

- What is the Cloud?
- What is Microsoft 365?
- Introduction to the environment

### Session 2 - OneDrive

- Introduction
- Uploading files
- Version history
- Creating Folders
- Copy, move and delete files
- Sharing
- Sync to Desktop

### Session 3 - Work with Online Apps

- Online vs. desktop applications
- Online Word
- Online PowerPoint
- Online Excel
- Online Outlook

### Session 4 - Using Teams

- Introduction
- Creating a Team
- Creating a Channel
- Conversations
- Adding Emotion - Emoji and Stickers
- @ in a colleague
- Team Files
- Creating Team Meetings - Video or Audio
- Sharing your screen
- Using Chat

### Session 5 - Working with other Microsoft 365 Apps

- Introduction to SharePoint
- Introduction to Delve
- Introduction to Forms
- Introduction to Sway
- Investigate other Microsoft 365 Apps (time permitting)

Our 1-day course introduces the Microsoft 365 environment and how it works. Many businesses have moved to a Microsoft 365 subscription but are unaware of what they have at their fingertips. This course will enlighten a delegate with the collaborative environment available and some of the apps included with a business Microsoft 365 subscription.

