

Introduction to Office 365

Overview

Summary

This **1 day** workshop is designed to help users get started with Office 365. It will help them understand how cloud computing will benefit them and their business.

Prerequisites

Delegates wishing to attend this course must be comfortable with using Microsoft Windows and Microsoft Office in a work environment.

Outline

Getting started

- What is the Cloud?
- What is in Office365?
- Orientation and navigation shortcuts
- Updating your Profile

Outlook Web App

- Introducing OWA
- Email basics
- Attachments
- Search
- Using the Calendar
- Contacts and directory
- Tasks
- Signatures & automatic replies

Skype for Business

- What is Skype for Business?
- Presence
- Using instant messaging
- Voice calls
- Videoconferencing
- Online presentations & desktop sharing

Customise your course...

Office 365 is a powerful and versatile product, training should be customised to match your unique requirements.

Please ask your course advisor about tailoring this course to meet your needs.

OneDrive for Business

- Introduction
- Uploading files
- Version history
- Views
- Copy, move & delete files
- Sharing
- Sync to desktop

Office Online

- Online vs. desktop applications
- Creating and editing documents online

SharePoint

- Search and navigation
- Introducing document libraries
- Uploading and editing documents
- Check out & check in
- Version history
- Creating documents online
- Sharing sites and documents
- SharePoint calendars and task lists
- Discussions and communities