Microsoft Office 365 Overview

Microsoft Office 365 is a line of subscription services offered by Microsoft, as part of the Microsoft Office product line.

This course is run on a bespoke basis, giving you the opportunity to tailor the course to your exact requirements. To provide a starting point, we'd recommend you use the suggested course outline as a guide only.

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day.

The Cloud & Office 365
Cloud computing basics
The pros & cons of 365
Components
Logging onto your Office 365 account
Navigating Office 365

Office Online in Office 365
General
What comes with Office 365
Why use Office 365
Outlook
Comparison with Desktop Outlook
Word Online
Comparison with Desktop Word
Excel Online
Comparison with Desktop Excel
PowerPoint Online
Comparison with Desktop PowerPoint

OneDrive
What is OneDrive?   Sharing files

Office 365 Groups & Teams
Introduction to Groups
Collaborating using Groups
Create a team
Collaborating using Teams
Team Conversations, Messages & Chat
View, share & co-edit files
Discussing Team permissions

OneNote
What is OneNote?
Creating Notebooks & Pages
Entering data into Notes
Organising & Sharing data

Skype for Business – Optional
Overview & interface
Sign in & Presence indicators
Change your status
Working with Contacts
Instant Messaging, Video & Skype Calls
Sharing desktops & files
Outlook Integration
Schedule a meeting

What is SharePoint?
Connecting to SharePoint in Office 365
Navigational Components
Working with Files in SharePoint Online
View
Edit
Delete
Setting permissions

The Office 365 Planner
What is Planner, and who's it for?
Plans & Groups
"Buckets" and "Tasks"
Charts in Planner
Planner linking with teams

"A highly professional company run by knowledgeable, friendly people"