

Microsoft 365 for End Users

Course Code

SSA4014

Duration

1 Day

Format

Classroom | Classroom/Virtual | Virtual

Overview

Microsoft 365 provides organisations with a suite of business applications including Outlook on the Web, Office for the Web Apps, Teams and OneDrive.

This 1 day course is designed to assist existing Microsoft Office users to gain an understanding of the functionality available in Microsoft 365.

Delegates who wish to gain a deeper understanding of the individual applications in Microsoft Office should attend the appropriate application specific courses.

Objectives

- Understand 'The Cloud' and Microsoft 365 Apps
- Understand how to work collaboratively with Microsoft 365 through OneDrive and Teams
- Use Teams to communicate, set up and join meetings
- Use Office for the Web Apps - Word, Excel, PowerPoint and OneNote
- Use other Microsoft 365 Apps - Delve and Planner

Content

Lesson 1: Microsoft 365 Overview

- Introducing 'The Cloud'
- Identify and Outline the Component Products in Microsoft 365 including Outlook on the Web, Office for the Web Apps, Teams and OneDrive
- Navigating around Microsoft 365

Lesson 2: Using Outlook on the Web

- Overview of Outlook on the Web
- Using Email, Calendar and People
- Viewing Outlook Settings, Email Signature and Automatic Replies
- Using Office 365 Groups

Lesson 3: Using Teams

Who Should Attend

An end user who will be required to use Microsoft 365 and needs an understanding of its features.

Prerequisites

- It is assumed that attendees on this course are familiar with Microsoft Office.
- In-depth exposure to any of the Office products is not required.

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- Overview of Teams
- Viewing and Setting Presence Status
- Using Chat
- Scheduling a Teams Meeting
- Joining a Teams Meeting
- Sharing your Screen during a Teams Meeting
- Collaborating with Teams and Channels

Lesson 4: Working with OneDrive

- What is OneDrive?
- Navigating around OneDrive
- Saving Documents to OneDrive
- Using Office for the Web Apps
- Sharing Documents and Collaborating
- Synchronising OneDrive Documents with your Computer

Lesson 5: Using other Office 365 Applications

- Introduction to Delve
- Introduction to Planner