Microsoft 365 Familiarisation / Office 365 Familiarisation

Duration: 1 day   (9:30-3:00) or Up to 2.5 hour demo

Overview: The course is for staff who have recently moved to Office 365 and provides a general overview of Office 365 and features and introduces the concept of cloud storage and working files within an online environment.

Content: The basics of getting started in Office 365 in both the online and desktop environment including the concept of cloud storage, saving in SharePoint and OneDrive and collaborating in the Teams environment.

Candidate level: Delegates should be familiar with Microsoft Windows and be able to work with Office files.

Course Content*

Getting Started with O365
What is Office 365 and the cloud
Log-in and out of Office.COM
The Office.COM screen

Online Apps
Accessing online office applications Word, Excel and PowerPoint
A brief overview of online apps:
- Forms
- Planner
- OneNote
- Sway

Desktop Apps
The changing nature of O365 apps
Getting Updates
A brief look at new features across MS Office including Word, Excel and PowerPoint

OneDrive and SharePoint
What are SharePoint and OneDrive?
Locate SharePoint and OneDrive Online
Create a folder
Create and save files in the online environment
Co-author a file
Open a file in desktop app
Share a file from a cloud location
Sync to File Explorer

Microsoft Teams
Voice and Video Calls
Schedule and join an online meeting
Private Chat
Being in a Team:
- Channels
- Chat
- Files including SharePoint interaction
- Roles

* The outline provides guidance on the topics to be covered on the course.
Course content may vary according to the requirements and abilities of the members of the group.