

Module Title : Office 365 for the End-User

Duration : 1 day

Overview

This 1 day course is designed for information workers who are using or will use Office 365. This course will provide students with the knowledge and skills to efficiently use Office 365 on a day-to-day basis. The course is designed with real world scenarios in mind. Students will learn how to use Outlook 365, Microsoft Teams, SharePoint Online and OneDrive for Business. At the end of this course students will be able to effectively navigate Office 365 and make use of the essential features of Office 365.

Audience profile

This course is intended for anyone who is using or will use Office 365. The course is also intended for decision makers who are trying to understand the features and benefits of Office 365 and how it can increase employee productivity.

At course completion

After completing this course, students will be able to:

- Understand Office 365
- Navigate Office 365
- Use Outlook Online
- Use Microsoft Teams
- Use SharePoint Online
- Understand OneDrive for Business
- Manage Outlook features, contacts, groups, distribution groups, and calendars
- Use SharePoint Online to collaborate with others, manage documents and site navigation
- Use Microsoft Teams to collaborate with internal and external contacts

Course Outline

Module 1: Office 365 Overview

This module will help students understand what Office 365 is and the components that make up Office 365. Students will learn how Office 365 can increase work productivity by allowing them to work when and where they need to.

Lessons

- Office 365 Overview
- Accessing Office 365
- Managing Office 365 profiles

Lab : Getting to Know Office 365

- Sign up for Office 365
- Explore Office 365 and manage your profile

After completing this module, students will be able to:

- Understand Office 365
- Describe the different components of Office 365
- Sign in to Office 365
- Manage your Office 365 profile

Module 2: Using Outlook 365

This module describes how to use Outlook 365. Students will learn how to manage their email, create contacts, create groups, manage attachments, create calendar views, and manage Outlook settings.

Lessons

- Manage Email
- Managing Calendars
- Managing Contacts
- Configuring Outlook Options

Lab : Using Outlook 365

- Managing email
- Working with attachments
- Working with calendar views
- Managing contacts
- Configuring Outlook Online options

After completing this module, students will be able to:

- Create, send, and reply to email
- Search and filter email

- Create appointments
- Manage reminders
- Add and share calendars
- Add and update contact information
- Import contacts, create groups, and search contacts
- Use automatic rules to manage and organize email
- Manage distribution groups

Module 3: Using Microsoft Teams

This module will introduce students to Microsoft Teams. Students will learn how to use Microsoft Teams for private and group conversation, create collaborative conversations and schedule meetings in Teams.

Lessons

- Microsoft Teams overview
- Private chat and group conversation
- Create collaborative conversation
- Schedules meeting in Teams

Lab : Using Microsoft Teams

- Instant Messaging
- Create a group conversation
- Make your messages stand-out by expand the compose box
- Schedule a recurring meeting
- Configure the meeting options

After completing this module, students will be able to:

- Describe the features of Microsoft Teams
- Use Teams for conversation
- Manage Meetings in Teams

Module 4: Using SharePoint Online

This module introduces students to SharePoint Online. Students will learn how locate and share documents in SharePoint Online. After completing this module students will be able to customize their SharePoint site, search for content, customize workflows in SharePoint Online, and configure list-based information management.

Lessons

- Working with site content and navigation
- Managing workflows in SharePoint Online

- Implement information management policies

Lab : Using SharePoint Online

- Search site content
- Customize site navigation
- Manage content approval

After completing this module, students will be able to:

- Search site content
- Customize SharePoint Online sites
- Implement information policies
- Manage content approval workflows
- Understand content organizer

Module 5: Using OneDrive for Business

This module will show students how to create, modify, save, and share documents using OneDrive for Business. Students will learn how to create and open OneNote notebooks and work with OneNote sections and pages and how to add new content to a new OneNote page.

Lessons

- OneDrive Overview

Lab : Using OneDrive for Business

- Create, view, and edit files with OneDrive for Business
- Manage your files with OneDrive for Business

After completing this module, students will be able to:

- Describe the difference between OneDrive and OneDrive for Business
- Create and manage files using OneDrive for Business
- See your OneDrive files from other devices
- Share your OneDrive files with others