

# Course Outline | Office 365 Introduction

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1 day(s)

## Overview

This course is designed to assist existing Microsoft Office users to gain an understanding of the functionality available in Office 365. Delegates will use Office Online Apps, OneDrive and Skype for Business in a cloud environment.

You will learn to:

- Understand 'The Cloud' and Office 365 Applications
- Understand how to access applications and documents through a browser
- Use Skype for Business to communicate, set up and join meetings
- Understand how to work collaboratively with Office 365 through OneDrive
- Use Office Online Apps: the online companions to Word, Excel and PowerPoint
- Save and share documents from within Office via Office 365

## Prerequisites

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

## Course Outline

### Office 365 Overview

- Introducing Cloud Computing
- Identify and Outline the Component Products in Office 365 including Outlook Web App, Office Online Apps, OneDrive and Skype for Business
- Navigating around Office 365
- Customising the Office 365 Nav Bar
- Updating your Profile in Office 365

### Using the Outlook Online Application

- Overview of Outlook Online
- Working with Email and Folders
- Outlook People and IM Contacts
- Using the Calendar
- Shared Calendars
- Outlook Tasks in the Web App
- Setting Outlook Options, Signatures, Automatic Replies and Rules

### Using Skype for Business

- Overview of Skype for Business
- Viewing and Setting Presence Status
- Using Instant Messages in Business
- Understanding the Interactive Contact Card in Microsoft Office Applications
- Integration with Outlook
- Using Skype for Business for Online Presentations including Content Sharing, Polls and a Virtual Whiteboard

### Working with OneDrive for Business

- What is OneDrive for Business?
- Navigating around OneDrive
- Accessing Content in OneDrive
- Using the Office Online Apps
- Sharing Documents and Collaborating
- Connecting Microsoft Office to OneDrive

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- Creating Office Documents and Saving Directly to OneDrive

## Using Groups and Delve

- Introduction to Groups
- Collaborating using Groups
- Getting to Content using Delve