Course Outline | Office 365 One Drive, Delve and Groups

1 day(s)

Overview

Office 365 provides organisations with a suite of business applications designed to be used for both content management and collaboration. These include OneDrive for Business, Delve and Groups, along with the Office Online applications.

Using the technologies successfully requires both an understanding of the functionality and also capability. Using a scenario based approach, this hands on training will help you achieve level of understanding of both of those elements. You will use Office Online Apps, OneDrive for Business, along with Delve and Groups working with content creation, storage, sharing and collaboration.

You will learn how to:

- Access OneDrive and associated applications
- Understand how to work collaboratively with Office 365 through OneDrive
- Use Office Online Apps: the online companions to Word, Excel and PowerPoint
- Collaborate using Groups
- Use Delve to search and share content

Prerequisites

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

Course Outline

OneDrive, Delve and Groups Overview

- Quick Introduction to the Applications
- Terminology Interpreted
- Office 365 Screen Overview and Accessing the Applications

Working with OneDrive for Business

- What is OneDrive?
- Navigating around OneDrive and Uploading Documents
- Organising Content in OneDrive
- Using the Office Online Apps
- Sharing Documents with OneDrive
- Connecting Microsoft Office to OneDrive

Using and Managing Groups to Collaborate

- Introduction to Groups
- Creating Groups and Setting Options
- Collaboration using Groups
- Managing Groups as an Owner

Delve and Content

- What is Delve?
- Finding Content Using Delve
- Working with Favorites, Content and People
- Delve Boards