Microsoft® Office 365

Duration: 1 Day

This course is an introduction to Microsoft® Office 365™ with Teams™ in a cloud-based environment.

Getting Started with Office 365
- Sign In to Office 365
- Navigate the Office 365 Environment

Collaborating with Shared Files
- Work with Shared Documents in SharePoint
- Edit Documents in Office Online
- Collaborate on the SharePoint Site
- Work with OneDrive for Business and Delve

Using Productivity Apps
- Work with Productivity Apps in Combination
- Messaging using Yammer
- Manage Tasks with the Planner App

Using Outlook on the Web
- Send and Receive Email
- Manage Contacts
- Schedule Appointments
- Personalize Outlook on the Web

Collaborating with Teams
- Overview of Microsoft Teams
- Converse and Share in Teams
- Call and Meet in Teams
- Collaborate with Office 365 Apps and Teams

Teams
- Chat
- Audio
- Video Calls
- Collaboration