

## Microsoft 365 for End Users

### 1 Day Course

#### Overview

Microsoft 365 is Microsoft's cloud based subscription service. It consists of many familiar MS Office products and can be managed and configured through an online portal. Being cloud based users can access their applications and files from virtually anywhere and will always have the most up-to-date version of the Office applications.

Delegates will use Web Apps, OneDrive, SharePoint Online and Teams to gain a better understanding of how they all interact with one another in the cloud.

**Note:** This standard course is totally customisable to suit the way your business works. Feel free to pick and mix content to create your own tailored course from the list of optional topics.

#### Audience

Users migrating to Microsoft 365.

#### Course Objectives

By the end of the course, delegates will be able to:

- Understand and navigate within the cloud
- Use OneDrive to access, share and manage files
- Use WebApps e.g. Outlook, Excel, Word
- Use Teams for video meetings
- Work within SharePoint as a user



#### Prerequisites

Delegates should be familiar with Microsoft Office and Windows.

#### Course Contents (1 day)

##### Microsoft 365 Overview

- What is Microsoft 365?
- Signing In/Out
- Navigating around Microsoft 365
- The core apps - Outlook, OneDrive, SharePoint and Teams
- Cloud Apps Vs Desktop
- Changing Settings and your Profile

##### Working with OneDrive for Business

- What is OneDrive?
- Navigating OneDrive
- Accessing Content – Open/Save/Upload
- Sharing Documents/folders
- Collaborating with web apps
- Managing permissions
- Managing deleted files
- Version control

##### Web Apps Interface

- Word, Excel, PowerPoint – the Ribbon and contextual tabs, Some new features
- Creating and editing documents in 'The Cloud'
- Sharing documents and collaborating with colleagues online
- Manage "Places" when saving – Microsoft 365 & SharePoint
- Working with document Versions
- Find files you've recently opened
- Manage file sharing and compatibility issues
- Revamped Printing options

##### Using Outlook Online (Web access)

- Using the Calendar; Shared Calendars
- Creating Teams Meetings Outlook vs in Teams
- Outlook People and IM Contacts
- Tasks, Flagged emails, ToDo
- Setting Outlook options, Signatures, Automatic Replies and Rules

#### Using Teams for Video calls

- Teams overview and basics
- Using Video
- Meetings/Conference Calls
  - Scheduling and Joining Meetings
  - Inviting/Adding people to meetings
- Meeting tools – Whiteboard, Recording, Taking notes
- Share your Desktop

#### SharePoint Online

- SharePoint v Teams v OneDrive – where are files stored? Where to save files?
- SharePoint in 5 Words - Sites, Lists, Libraries, Pages & Users
- Channel [Files] tab
- Navigating and Searching SharePoint Sites
- Uploading One and Many documents
- Creating Folders
- Editing Documents - In Web Apps; In Office
- Document Menus & Properties
- Deleting and Recycling Documents
- Sharing Content - internally and externally
- Linking to Files and Content
- SharePoint Lists
  - List Types
  - Creating and importing content to Lists
- Building Site Pages
  - Adding Pages and Web Parts
- Customising Web Parts

#### Optional Topics (*for customised courses*)

- Teams
- Forms
- Sway
- Delve
- Planner
- Flow

#### **Course Materials**

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

**Note:** We only offer Microsoft 365 courses on a private in-house basis.