



Microsoft Office 365 – Beginner

Course Overview – 1 day course

Introduction & Overview of Office 365 Structure

This course is designed for post Office 365 implementation. The more the user understands the many apps and how they integrate with each other the more they will get out of Office 365 and the higher your Return on Investment.

We discuss the overall Office 365 structure and how the apps fit together.

About Office 365

- Course Objectives
- How the course is organised
- What is Office 365
- Suite of apps
- Office 365 Subscriptions
- Office 365 in the Workplace



Detailed Content

TEAMS

Access Microsoft Teams
Access web version
Download Desktop Version
Mobile Version

Create a Team

Private vs public teams
Add Team Members
Add Team Owners
Create Channels
Add a Website Tab

Conversations

Private chat v group chat
Channel Conversations
Mention a team
Mention a person
Mention a channel
Like a message
Save a message
View saved messages
Mark message as unread

Private Chat

One-on-one chat
Group private chat

Activities Feed

Review activities in Teams
Filter feed
My Activity Feed
Follow a channel
Favourite a channel

File Management

Understanding file storage
Team files
Create a file
Upload files
Find files
Chat about files
Editing files
Make the file a tab
Private chat files
Additional cloud storage
Quick access to recent files

Calendar Management

Create a meeting
Managed Scheduled events

Calls

Video calls
Audio calls
Conference calls
Share Desktop

Search

Search Teams
Search commands

Integrate apps

Personal view
Integration types
Channel tabs





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Teams & O365 Groups

- Create a Group
- Create a Team for an existing group
- Group conversation vs conversation in Teams
- Group Calendar
- Group Notebook (OneNote)
- Group Planner
- Group Site
- Delete a Group

SHAREPOINT ONLINE

- Introduction to SharePoint
- SharePoint Site Collections

SharePoint Sites

- Team Sites
- Creating a new Team Site
- Site Contents and Settings
- Deleting a site

SharePoint Libraries

- Creating a new document library
- Creating a folder
- Create a new file
- Upload an existing file

SharePoint Lists

- Creating a new list
- Adding items to a list
- Adding list columns
- Editing list items

- Delete a SharePoint Site

Teams and SharePoint

- Group site vs Team site
- Team document library
- Additional SharePoint libraries/lists Pages
- Delete the Team

OFFICE ONLINE & ONEDRIVE

- What is Office Online
- What is OneDrive
- Accessing Office Online

Word Online

- Creating a New Word Doc
- Using OneDrive to manage files
- Editing a document
- Sharing a document
- Co-authoring a document
- Delete files and folders

FLOW

- Introduction to Flow
- Purpose of Flow
- Why use Microsoft Flow?
- What kind of tasks can Flow perform? How should you use Microsoft Flow?
- Accessing Flow

Flow interface

- Suite Bar
- My Flows
- Team Flows
- How to view Team Flows
- Approvals
- How to view approval requests
- Templates & Connectors

Designing a Flow

- What's in the gallery of templates?

Flow 1: save email attachments

- Creating a flow from the gallery
- Editing a flow
- Building blocks of the flow
- Testing the flow

Flow 2: regular reminders

- Create the flow
- Run now feature
- Disabling a flow

Flow 3: sync calendars

- Add a condition to a flow

Flow 4: send a newsletter

- Fixing failed flows
- Deleting Flows

ONENOTE ONLINE

- What is OneNote?
- Accessing OneNote Online

Creating and using OneNote

- The OneNote Online Interface
- Sections & Pages
- Working with text
- Images in OneNote
- Drawing in OneNote
- Delete OneNote file

PLANNER

- What is Planner?
- Accessing Planner

The Planner Hub

- Creating a New Plan
- Managing team members
- Creating Tasks
- Managing Tasks
- Working with Buckets
- Moving Tasks into Buckets
- Planner Views
- Charts and Schedules
- Deleting Tasks
- Deleting Plans

POWERAPPS

- What is PowerApps
- Building a PowerApps app
- Accessing PowerApps

Creating a PowerApps app

- Creating a data source
- Creating an app on a data source
- Using PowerApps Studio
- Testing the app
- Saving the app
- Using the app
- Deleting the app

