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	• What is Office 365	• Office 365 Subscriptions
• How the course is organised	• Suite of apps	• 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

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