

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

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



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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