



Microsoft 365 Intro

Format: One Day
Max Capacity 6

This one day workshop is an Introduction to Microsoft 365 as a Cloud solution in your office. We introduce the new tools available and how you can use it within your organisation. This course is tailored to SharePoint On-Premise.

Course Content

Getting Started

- What is the Cloud?
- What is Microsoft 365?
- Orientation and navigation shortcuts
- Updating your Profile

Outlook Web App

- Introducing OWA
- Email basics
- Attachments
- Search
- Using the Calendar
- Contacts and directory
- Tasks
- Signatures and Automatic replies

OneDrive for Business

- Introduction
- Uploading files
- Version history
- Views
- Copy, move and delete files
- Sharing
- Sync to Desktop

Microsoft Teams

- What is Teams
- Chat
- Teams Meetings
- Channels
- Integration with other apps

365 Online

- Online vs. desktop applications
- Creating and editing documents online

SharePoint

- Search and navigation
- Introducing document libraries
- Uploading and editing documents
- Check out and check in
- Version history
- Creating documents online
- Sharing sites and documents
- SharePoint calendars and task lists
- Discussions and communities