



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® 365 Office for the Web (with Teams®)

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is an introduction to Microsoft 365 cloud-based tools and can be used as an orientation to the full suite. Using the Microsoft 365 suite of productivity apps, users can easily communicate and collaborate through Microsoft Outlook® mail and Teams® messaging and meeting functionality. Additionally, the Microsoft® SharePoint® team site provides a central storage location for accessing and modifying shared documents. This course introduces working with shared documents in the familiar Microsoft 365 web apps—Word, PowerPoint®, and Excel®—as an alternative to installing the Microsoft Office desktop applications.

Target Audience

This course is intended for:

- Business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of Microsoft Office, and who are now extending Microsoft Office to a collaborative cloud-based Microsoft 365 environment.

Prerequisites

To attend this course, candidates must have:

- Familiarity with the Windows operating system and a web browser or completed the Using Microsoft Windows® 10 course.
- Competence in using the locally installed version of Microsoft Outlook for sending email and interacting with calendar events or completed the Microsoft Office Outlook 2019: Part 1 course.
- Familiarity with at least one of the primary applications in the Microsoft Office suite (Microsoft Word, Microsoft PowerPoint, and Microsoft Excel) or completed any one or more of the following courses:
 - *Microsoft Office Word 2019: Part 1*
 - *Microsoft Office Excel 2019: Part 1*
 - *Microsoft Office PowerPoint 2019: Part 1*



Course Objectives

Upon successful completion of this course, attendees will be able to:

- Upon successful completion of this course, attendees will have built upon their knowledge of the Microsoft Office desktop application suite to work productively in the cloud-based Microsoft 365 environment and will be able to:
- Sign in, navigate, and identify components of the Microsoft 365 environment.
- Create, edit, and share documents with team members using the Office web apps, SharePoint, and OneDrive® for Business.
- Collaborate and work with colleagues using productivity apps included with Microsoft 365.
- Use email and manage contacts with Outlook on the Web.
- Collaborate using Teams.
- Configure Teams.

Course Topics

Module 1: Getting Started with Microsoft 365

- Sign-In to Microsoft 365
- Navigate the Microsoft 365 Environment

Module 2: Collaborating with Shared Files

- Work with Shared Documents in SharePoint
- Edit Documents in Office Online
- Collaborate on the SharePoint Site
- Work with OneDrive for Business
- Find Shared Resources

Module 3: Using Productivity Apps

- Work with Productivity Apps in Combination
- Broadcast Messages with Yammer

Module 4: Using Outlook on the Web

- Send and Receive Email
- Manage Contacts
- Schedule Appointments
- Personalize Outlook on the Web

Module 5: Collaborating with Teams

- Overview of Microsoft Teams
- Converse and Share in Teams
- Call and Meet in Teams
- Collaborate with Microsoft 365 Apps and Teams

Module 6: Configuring Teams

- Configure Teams
- Configure Channels
- Configure Tabs

Appendix A: Interacting with Mobile Devices

ACTIVITIES INCLUDED