



55154: Office 365® for the End-User

Duration: 1 Day

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

Course Description

This course will provide participants with the knowledge and skills to efficiently use Office 365 on a day-to-day basis. It is designed with real-world scenarios in mind. Participants will learn how to use Outlook® Online, Skype® for Business, OneDrive® for Business, SharePoint® Online, and OneNote®. At the end of this course, participants will be able to effectively navigate Office 365 and make use of all the features of Office 365.

Target Audience

This course is intended for:

- Information Workers who are using or will use Office 365.
- Decision-Makers who are trying to understand the features and benefits of Office 365 and how it can increase employee productivity.

Prerequisites

To attend this course, candidates must have:

- Basic understanding of Microsoft® Office.
- Basic understanding of Microsoft Windows® Operating systems.

Course Objectives

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

- Understand Office 365.
- Navigate Office 365.
- Use Outlook Online.
- Manage Outlook features, contacts, groups, distribution groups, and calendars.
- Use Skype for Business to collaborate with internal and external contacts.
- Use SharePoint Online to collaborate with others, manage documents and site navigation.
- Understand OneDrive for Business.
- Create, organize, and manage OneNote notebooks.



Course Content

Module 1: Office 365 Overview

- Office 365 Overview
- Accessing Office 365
- Managing Office 365 Profiles

Module 2: Using Outlook Online

- Manage Email
- Managing Calendars
- Managing Contacts
- Configuring Outlook Options

Module 3: Using Skype for Business

- Skype for Business Overview
- Instant Messaging in Skype for Business
- Conferencing in Skype for Business

Module 4: Using SharePoint Online

- Working with Site Content and Navigation
- Managing Workflows in SharePoint Online
- Implement Information Management Policies

Module 5: Using OneDrive for Business and OneNote Online

- OneDrive Overview
- OneNote Online Overview

LABS INCLUDED

