



Education and Support for SharePoint, Office 365 and Azure
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COURSE OUTLINE

OFFICE 365 AND SHAREPOINT ONLINE FOR END USERS

Course Duration 2 Days

Overview

This two-day course provides detailed hands-on experience for companies looking to make a smooth transition to Office 365. The course explains what Office 365 is and how it will benefit individuals and the company as a whole. The course removes the mystery of Office 365 showing practical uses for all of the Office 365 components from SharePoint Online to Delve.

Prerequisites

You do not need a prior knowledge of Office 365 to attend this course.

Introducing Office 365

This module is designed to give an overview of the functionality available to users within the Office 365 environment, it also showcases the tools which will greatly improve efficiency and productivity within your organisation when communicating, authoring, collaborating & sharing, and connecting with colleagues. This module covers the following:

- Life before Office 365
- What is the Cloud?
- What is Office 365?
- Office 365 Services Overview
 - Communication
 - Store Information
 - Create and Edit Business Documents

Getting Started with Office 365

The first time a user connects to Office 365 they gain access to a variety of tools and functionality, much of which will be new to them. This module introduces users to the structure of Office 365 and outlines the first few steps that users should take.

- Connecting to Office 365
- Navigating in Office 365
- Office 365 Configuration
 - Install Microsoft Office Professional Plus
 - Set up Office 365 on your phone and tablet

Working with Documents and Videos

In this module, we will look at how browser-based versions of the familiar Microsoft Office suite can be used to view, create and edit documents, spreadsheets, presentations and more, directly within the browser without the need for the client applications. Also covered within this module is multi-author editing, allowing real-time collaboration on the same document, with colleagues anywhere in the world. We also spend time showing how the Microsoft Office suite installed on your local computer can still be used in conjunction with Office 365.

- Viewing, creating and editing documents in the browser
- Overview of multi-author editing
- OneDrive – where do I put my personal files?
- Video Portal – where should I store large videos?
- OneNote
- Delve
- Office 365 Groups
- Planner

Office 365 Social

In this module, we will look at the powerful social features in Office 365 that enable closer collaboration between separate sites and countries. Social offers many ways for colleagues to remain connected to their peers whether they are trying to find someone in another office or they are using mobile apps while travelling. Essentially you can access newsfeeds, a colleague's statuses, profile information and more from Office 365 and mobile apps.

- Accessing and updating profiles
- Finding other users
- Yammer
- Mobile Apps
- Newsfeeds
- Community Sites
- Blogs
- Sway

Communicate in Office 365

While using Office 365, there are many ways to communicate with individuals and groups. In this module, we will discuss how Outlook and Skype for business can be used to keep in touch, share ideas and capture knowledge. Outlook provides an individual with access to their mailbox from any location with access to the internet.

Using Microsoft Skype, users can connect with each other via instant messaging (IM), or use PC-to-PC audio or video calls. Skype also provides the ability to host and attend rich online meetings, including audio, video, web conferencing, and file sharing. This functionality enables effective meetings to be scheduled ad-hoc and saves on potential transport and accommodation costs.

- Outlook
 - Access your mailbox with Outlook Web Access
 - Send and Receive emails in the cloud
- Skype for Business
 - Add Contacts
 - Send an Instant Message (IM)
 - Make a call using Skype for Business
 - Control your presence
 - Start an online meeting
 - Send an email
 - Personalise Skype for Business– add a photo

SharePoint Basics

This module provides an overview of how Microsoft SharePoint can be used in Office 365 to provide a platform for collaboration between departments and other groups within the organisation.

- What is SharePoint?
- Connecting to SharePoint in Office 365
- Navigational Components
- Working with Files in SharePoint Online
 - View
 - Create
 - Edit
 - Delete
- OneDrive for Business