

**COURSE
OVERVIEW**

Office 365- Getting Started with Office 365

Duration 1 day

Prerequisites

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

Course Summary

This one day course provides the first step 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 is a short one day summary of the way people can work in Office 365 using the most popular programs including Word, SharePoint and Skype - always with a focus on the benefits of Office 365.

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*
 - *Install Skype*
 - *Set up Office 365 on your phone and tablet*

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*
- *Customising social settings*
- *Newsfeeds*
- *Yammer*
- *Apps*

Working with Office Documents

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*

Using Outlook and Skype

Communicating Using Email & Calendar with Office 365, you can access email and calendars from virtually anywhere using either your laptop or a host of mobile devices, ensuring you are always able to communicate with colleagues, and therefore improving response time in dealing with issues and tasks:

- *Accessing and using Outlook through Office 365*
- *Connecting with Skype*
- *Scheduling online meetings*

Using Microsoft Skype, users can connect with each other via instant messaging (IM), or using 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.

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?*
- *Accessing SharePoint in Office 365*
- *Working with Files in SharePoint Online*
 - *View*
 - *Create*
 - *Edit*
 - *Delete*