



Education and Support for SharePoint, Office 365 and Azure
www.combined-knowledge.com

COURSE OUTLINE

OFFICE 365 GROUPS AND TEAMS

Course Duration: 1 Day

Overview

Over many years, we have come to understand and love a suite of Microsoft products including products like Outlook and Excel; most of these products have been with us for over ten years and often make the work we do possible.

Office 365 has introduced a range of new products causing much excitement and more than a little confusion. This class will help you to understand two of these newer products, *Office 365 Groups* and *Teams*.

We cover the specific details of how to use Groups and Teams, while also looking at the bigger picture to help you understand how you might use them in the real world to improve the way you share files and communicate as a business.

Finally, we discuss the administration process for Groups and Teams, with a review of the management options including security and controlling who can use the tools.

Module List

Module 1	Office 365 the Bigger Picture
Module 2	Getting Started with Groups
Module 3	Getting Started with Teams
Module 4	Groups vs Teams
Module 5	Group and Team Administration

Module 1: Office 365 the Bigger Picture

To provide context to the use and benefits of Office 365 Groups and Teams we need to start with a brief introduction to Office 365. Here we discuss the other major components of Office 365 including Mail, Skype for Business and SharePoint. By realising the limits of these we can start to understand the benefits of Groups and Teams.

Topics Covered

- Overview Office 365
- Other communication tools in Office 365
- Browser, client and mobile apps

Module 2: Getting Started with Groups

Now we look at Office 365 Groups in detail, everything from who can create them to daily usage scenarios and limitations. Groups can be accessed from Outlook or a web browser so we will demonstrate both.

Topics Covered

- What is a Group?
- Create a Group
- Use groups from Outlook and the web browsers
- Conversations
- Email a Group
- Files and Notebook
- Planner
- Connectors
- Delete a Group
- Browse Groups
- Group Membership (Join and Leave)

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

SharePoint Power Users

- SharePoint Site Collection Administrator
- SharePoint Designer
- InfoPath
- Nintex Workflow
- Nintex Forms
- LiveTiles
- Power BI

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer Track

For additional courses or more information on the above visit:

<http://www.combined-knowledge.com> and click on **Find a Training Course**.



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CBT

Created by the SharePoint experts at Combined Knowledge, CBT (Computer Based Training) helps your users become familiar with all key aspects of SharePoint from the comfort of their desks using a variety of effective delivery methods including hands-on exercises, illustrated examples and videos.