

[AV174-OFF365]: Office 365 For End Users

Length : 1 Day
Delivery Method : Instructor-led (Classroom)

Target Audience: Office 365 End Users

Pre-requisites:

Participants do not need prior experience with Office 365 but should be familiar with Windows OS and Internet browsers.

Due to the various Office 365 subscriptions, this course also assumes participants have no access to Office 2016 software in their subscription and will be using Outlook Web Access/Webmail.

Topics

- Office 365 for End Users
 - Portal Login
 - Changing passwords
 - The Office 365 Portal
- Outlook Web/Online
 - Outlook Web Application (OWA)
 - Out of Office / Automatic Replies
 - OWA Email Signature
 - Forwarding email rules
 - Checking quota information
 - Email Management
 - Sorting and Grouping Email
 - Composing email and accessing the Global Address List
 - Replying email
 - Email Attachments
 - Search
 - Calendaring & meeting requests
 - Differences between Outlook Web Application and Microsoft Outlook client

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- OneDrive for Business
 - OneDrive scenarios
 - Uploading files
 - Sharing files with others
 - OneDrive for Business App / Sync in Windows
 - Co-Authoring - simultaneous editing of documents
 - Retrieving versions
 - File size limits and Storage Quotas
- OneNote 2016
 - Orientating to OneNote 2016
 - Creating notebooks, sections, and pages
 - Using OneDrive enabled notebooks
 - Adding text, pictures, ink, snippings, printouts and recording audio and video (digital content)
 - Searching in OneNote
 - Tagging in OneNote for processing snippets
 - Sharing notebooks
 - Controlling access to notebooks
- SharePoint Online
 - Accessing the SharePoint Online website
 - Navigating SharePoint Sites
 - Newsfeed and Social features
 - SharePoint Lists/Apps
 - Calendars
 - Tasks
 - Document Libraries (Overview)
 - Uploading files
 - Linking to SharePoint files
 - Sharing files
 - Syncing files
 - Office Web Applications
 - Co-Authoring

- Microsoft Teams

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- Team Dynamics - What is it and how does it work?
- Using Microsoft Teams
 - Chat, Voice, Video
 - 1:1 and 1:many group chats
- Organizing Online Meetings
 - Desktop sharing and recording
- Managing Online Meetings
- Online Meeting best practices
- Using Microsoft Teams for collaboration
 - Setting up a Team
 - Securing a Team
 - Conversations, Files, and more

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