Microsoft 365 for Business
Advanced Online Tools Training

Overview & Learning Outcomes

Learn how to complete advanced tasks in Microsoft 365 using various services and tools. Also gain an understanding of the basic tasks of a Microsoft 365 Administrator.

Upon successful completion of this course you should be able to:

- Understand what is OneDrive for Business
- Store files and collaborate using *OneDrive*
- Gain an understanding of *Delve*
- Understand what is *SharePoint Online*
- Set up and begin working with SharePoint Team Sites
- Get started with Document Libraries
- Organise *Tasks* and work with *Planner* in Microsoft 365
- Manage Users, Groups and Resources as an *Administrator*
- Manage *Domains* and the *Security and Compliance Centre*

Prerequisites

The Microsoft Office 365 For Business – Advanced Online Tools training course assumes a working knowledge of the software. However, it would be beneficial to have completed the Microsoft Office 365 for Business - Introduction course, prior to completing this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Microsoft Office for Business – Advanced Online Tools
Training Course Outline

Using OneDrive for Business
Getting Started with OneDrive for Business
What is OneDrive for Business
Open OneDrive for Business
Add Files to OneDrive
Create, organize and delete Files

Collaboration using OneDrive for Business
Use the Discover Feature
Share Files
What is Syncing
Configure OneDrive for Business Syncing
Sync OneDrive for Business to Your Computer

Using Delve
What is Delve
Search Using Delve
Add Results to Favourites
Share with Delve
Use Boards

SharePoint Online
Getting Started with SharePoint Online
Introducing SharePoint Team Sites
Navigate to a SharePoint Team Site
Components of a SharePoint Team Site

Document Libraries
Understanding Document Libraries
View a Document Library
Upload Files
View and Edit Files
Create Files
Sort and Filter a Document Library
Use the Checkout System
Share Files with Others
View File Version History
Roll Back File Version History
Delete Versions

Work with Tasks
Understand what Tasks can do
View Your Tasks
Add Tasks
Mark Tasks Complete
Delete Tasks

Working with Planner
Understand the Planner app
View the Planner Hub
Mark Plans as a Favourite
View Plan Details
View Your Assigned Tasks
View Task Details
Manage Your Tasks
Create a New Plan
Add Buckets to Plans
Add Tasks to Buckets
Modify Tasks
Planner Views

The Administrator Role
What is a Microsoft 365 Administrator
Open the Admin Centre
Navigate the Admin Centre
Use the Message Centre
Use the Service Health Centre
Learn to Manager Users
Add, Edit & Delete Users
Reset User Passwords
Add Contacts

Manage Groups
Add a Group
Edit or Delete a Group
Create a Distribution List
Add Members to a Distribution List
Create Shared Mailboxes

Manage Resources

Manage Resources
Add Rooms or Equipment
View Sites
Change Site Sharing Settings
Add Sites

Manage Domains

What is a Domain?
View Current Domains
Add a Domain
Add Domains to Email Accounts

The Security and Compliance Centre

Open & navigate the Security & Compliance Centre
Create Alerts
Manage Alerts
Manage User Permissions for the Security &
Compliance Centre
Manage Data Loss Prevention Policies