Microsoft Office for Business
Introduction Training

Overview & Learning Outcomes

The skills and knowledge acquired in the Microsoft Office 365 For Business - Introduction course, are sufficient to be able to understand how Office 365 works and perform basic tasks.

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

- understand what *Office 365* is and how it can be used
- understand how to start working with *Office 365*
- create, send and receive emails using *Mail*
- use *Calendar* to manage meetings, events and appointments
- understand and work with *People*
- create and join groups, post and interact with messages, and work with files using *Yammer*.
- use the *Newsfeed*
- access and navigate *OneDrive*
- start working with *Office Online*
- perform more complex email operations using *Mail*
- configure and personalise *Mail* settings to suit your needs

Prerequisites

The Microsoft Office 365 For Business - Introduction course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Microsoft Office for Business – Introduction
Training Course Outline

Introduction to Office 365
Working in the Cloud
What Is Office 365
Office 365 Versus Office 2016
Choosing the Right Plan
System Requirements
Office 365 Apps and Services
Additional Office 365 Apps and Services
Glossary of Common Office 365 Terms
Understanding Office Online
Understanding Desktop Applications Devices

Starting with Office 365
Accessing Office 365
Understanding the Office 365 Home Page
Understanding the App Launcher
Using the App Launcher
Understanding the My Accounts Menu
Delve and the My Profile Screen
Understanding Your My Profile Page
Editing Your My Profile Page
Creating a Post
The Office 365 Settings Screen
The Settings Menu
Changing the Theme
Signing Out

Starting with Mail
Understanding Mail
The Mail Screen
Navigating Mail
Creating a New Email
Creating Additional Emails
Formatting Text in an Email
Replying to Emails
Forwarding Emails
Inserting Email Attachments
Opening Email Attachments
Selecting Emails
Sorting Emails
Filtering Emails
The Search Mail and People Bar

The Calendar
The Calendar Screen
Navigating the Calendar
The New Event Window
Creating a New Event
Scheduling a Meeting
Working with Multiple Calendars
Sharing Calendars
Printing Calendars
Deleting a Calendar

People
The People Screen
Navigating People
Sorting and Filtering Contacts
Creating a New Contact
Sending Emails from People
Deleting a Contact

Yammer
What Is Yammer
Opening Yammer from Office 365
The Yammer Home Page
Navigating Yammer
Understanding Groups
Creating a Group
Understanding the Group Homepage
Viewing and Joining a Group
Posting a Message
Understanding Conversation Options
Understanding Topics
Understanding the Private Inbox
Understanding Notifications
Understanding Files and Notes
Uploading a File to a Group
Attaching a File to a Post
Deleting Posts
Deleting Groups
Understanding the Yammer Mobile App

The Newsfeed
Understanding the Newsfeed
The Newsfeed Screen
Following People
Posting to the Newsfeed
Mentioning People in Posts
Replying to Posts
Liking Posts
Managing Posts
Understanding Hash Tags
Deleting Posts

OneDrive for Business
Understanding OneDrive
Accessing OneDrive for Business
The OneDrive Screen
Uploading Files
Syncing Files
Opening Files from OneDrive
Creating a New Folder
Editing OneDrive Files
Selecting and Moving Files in OneDrive
Sorting and Filtering Files
Sharing Files in OneDrive
Opening a Shared File in OneDrive
Using OneDrive Search
Deleting Files and Folders
OneDrive for Mobile

Starting with Office Online
Understanding Office Online
Creating a New Document
The Office Online Screen
Understanding the Backstage
Saving a Document
Reading View vs Editing View
Opening an Existing File
Accessing Desktop Versions in Office Online
Using Tell Me What You Want to Do

Working with Mail
Emails Required for This Chapter
Understanding Folders
Working with Folders
Creating a New Folder
Moving Emails
Working with Drafts
Understanding Junk Email
Categorising Emails
Permissions
Email and Message Options
Understanding Mail Add-Ins
Using the My Templates Add-In
Adding Mail Add-Ins
Office 365 Groups
Deleting Emails
Printing an Email
Mail and Skype for Business

Mail Settings
The Mail Options Screen
Connecting Email Accounts
Connecting Gmail Accounts
Inbox Rules
Setting Up Automatic Replies
Creating a Signature
Block or Allow