Microsoft Office 365 End User

Course Overview

This course will introduce students to Microsoft Office 365. Topics covered include a brief overview, logging on, email, contacts, calendar, teams, and OneDrive.

Demo - Outlook Options
Contacts
Contact List
Contact Group
Demo - Adding a Group
Calendar
Creating Appointments
Creating Meetings with Others
Demo - Adding Standard Calendar Entry
Demo - Inviting Others to a Meeting
Using Chat in Outlook | Teams
Demo - Open Chat via Outlook and via Teams
Module 2 Review

Module 3 - Teams | OneDrive   48m
Teams | OneDrive
Teams
Teams - Starting a Chat
Demo - Teams
Demo - Teams - Starting a Chat
Finding Contacts
Demo - Finding Contacts
Multiple Contacts and Mentions in a Chat
Demo - Multiple Contacts and Mentions in a Chat
Presence Information
Formatting and Other Options in the Chat Window
Demo - Formatting and Other Options in the Chat Window
Demo - Searching Chat History
Working with OneDrive
OneDrive
Viewing OneDrive Documents in Windows Explorer
Creating File - OneDrive
Demo - Creating File - OneDrive
Demo - Opening File in Locally Installed App
Sharing Documents in OneDrive
Demo - Sharing Documents in OneDrive
Sharing OneDrive Documents in Windows Explorer
Moving Documents in OneDrive
Demo - Moving, Copying, and Deleting Documents in OneDrive
Module 3 Review
Course Closure

Total Duration: 2h 45m