Microsoft 365 w/Teams, SharePoint & OneDrive

Course Length: 1-day (8:30am – 4:00pm)

Course Cost $310.00 + applicable taxes

Overview

This course is an introduction to Microsoft® 365 in a cloud-based environment. Using the Microsoft 365 suite of productivity apps online, users can easily communicate and collaborate through Microsoft® Teams® messaging and meeting functionality and Outlook® email. When you create a team, the Microsoft SharePoint® team site provides a central storage location for accessing and modifying shared documents. Each user also receives individual document storage through OneDrive® for Business. Teams can provide a central hub for working with shared documents in the familiar apps—Word, PowerPoint®, and Excel®—as an alternative to installing the Microsoft 365 Desktop applications.

Course Objectives

In this course, you will work productively in the Microsoft 365 cloud-based environment. You will:

- Navigate Microsoft 365 and integrate the online apps.
- Use Microsoft Outlook on the Web.
- Use Microsoft Teams on the web.
- Store documents in SharePoint, OneDrive, and Teams.
- Work with files online.

Course Content

Lesson 1: Getting Started with Microsoft 365 for the Web

Topic A: Sign In to Microsoft 365 Online

Topic B: Navigate the Microsoft 365 Web Environment

Topic C: Integrate the Microsoft 365 Web Apps

Lesson 2: Using Outlook on the Web

Topic A: Send and Receive Email on the Web

Topic B: Access the Outlook Calendar Online

Lesson 3: Using Teams on the Web

Topic A: Access Teams Features

Topic B: Create and Configure Teams and Channels

Topic C: Chat and Post in Teams

Topic D: Call and Meet in Teams

Lesson 4: Storing Documents on the Web

Topic A: Organize Documents in SharePoint

Topic B: Organize Documents in OneDrive

Topic C: Work with Documents in Teams

Topic D: Select a File Storage Location

Lesson 5: Working with Files Online

Topic A: Edit Documents in Microsoft 365 Online

Topic B: Collaborate on Files Online

Topic C: Find Shared Resources Online

Target Student:

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of Microsoft Office, and who are now extending Microsoft 365 to a collaborative cloud-based environment.