



Microsoft Office 365



Intro – 1 Day

PREREQUISITES

Delegates wishing to attend this course must be comfortable with using Microsoft Windows and Microsoft Office in a work environment.

LEARNING OUTCOMES

- 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
- Access and navigate OneDrive
- Start working with Office Online

COURSE CONTENT

Getting Started

- What is Office 365?
- Benefits of using Office 365
- Orientation and navigation shortcuts
- Updating your Profile

Starting with Office 365

- Accessing Office 365
- Understanding the Office 365 Home Page
- Using the App Launcher
- Signing Out

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

OneDrive for Business

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

- OneDrive for Mobile
- Overview of Web Apps

Starting with Mail

- The Mail Online Screen
- Settings
- Create a signature
- Out of Office
- Navigating Mail
- Creating a New Email
- Formatting Text in an Email
- Replying to Emails / Forwarding Emails
- Inserting/Opening Email Attachments
- Sorting & Filtering Emails
- The Search Mail and People Bar

The Calendar

- Navigating the Calendar
- The New Event Window
- Creating a New Event
- Scheduling a Meeting
- Setting up Skype for Business meeting
- Working with Multiple Calendars
- Sharing Calendars
- Printing Calendars
- Deleting a Calendar

People/Contacts

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

Tasks

- Creating Tasks
- Sorting and filtering Tasks
- Working with Tasks
- Adding Categories
- Deleting TaskS



mullanITtraining.com
 1st & 5th Floor, Blackstaff Studios, 8–10 Amelia Street
 Blackstaff Square, Belfast BT2 7GS
 Tel: +44(0)28 9032 2228
info@mullanittraining.com



mullanITtraining.com
1st & 5th Floor, Blackstaff Studios, 8-10 Amelia Street
Blackstaff Square, Belfast BT2 7GS
Tel: +44(0)28 9032 2228
info@mullanittraining.com