

# **Microsoft Office 365: Web Apps and collaboration (MS-Off365Web)**

**Modality:** Virtual Classroom

**Duration:** 1 Day

## **About the course:**

Using Microsoft Office 365, allowing users to interact with each other via instant online meetings and messaging via MS Lync and Outlook mail. The MS SharePoint Team Site also offers a central place for amending and accessing shared files. The MS Office Web Applications allow users to follow simple functions like saving, printing, editing, and opening documents without needing the complete MS Office 2010 desktop version to be installed on a local computer.

## **Audience:**

This online training program is designed for knowledge workers and business users in a number of roles and sectors who have competency in a desktop-based installation of the MS Office 2007/2010 edition of the MS Office productivity package, and are now expanding MS Office to a collaborative cloud-based Office 365 environment.

## **Prerequisites:**

You will need expertise in a minimum of one of the main apps in the 2007/2010 edition of the MS Office suite (Excel, PowerPoint, and Word) to guarantee your success, as well as expertise in using the locally installed version of MS Outlook 2007/2010 for calendaring and email.

You can take any or more of the below Logical Operations programs to fulfill this prerequisite:

- MS Office PowerPoint 2010 P1
- MS Office Excel 2010 P1
- MS Office Word 2010 P1

## **Course Outline:**

## **Lesson 1: Getting Started**

- Topic A: Sign In to Office 365
- Topic B: Explore the Office 365 Environment

## **Lesson 2: Collaborating with Shared Files**

- Topic A: Connect Desktop Apps to Office 365
- Topic B: Work with Shared Documents on the Team Site
- Topic C: Collaborate on the SharePoint Team Site

## **Lesson 3: Using the Outlook Web App**

- Topic A: Use Email in the Outlook Web App
- Topic B: Manage Contacts
- Topic C: Use the Calendar
- Topic D: Personalize Your Outlook Web App

## **Lesson 4: Communicating with Microsoft Lync**

- Topic A: Use Instant Messaging
- Topic B: Make Phone Calls with Lync
- Topic C: Participate in Online Meetings

## **Lesson 5: Interacting with Mobile Devices**

- Topic A: Access Office 365 with Your Smartphone
- Topic B: Access Office 365 Documents from a Mobile Device