

Office 365

Modality: On Demand

Duration: 1 Hour

About the course:

Microsoft has moved from selling boxes soft wares to subscription based soft wares and office 365 is a part of that. It is a collection of Microsoft apps in which things like Microsoft outlook, excel, word, PowerPoint, one drive and many others are included. Since it is subscription based, you get the latest version of each of these. You can use these on any software and any device. This is also inclusive of 60 Skype minutes every month and it will also allow to make use of enterprise-level instant messaging and conferencing. This course is specifically designed in order to teach you about how to use these apps and this will enable you to work in a more efficient manner. You will be able to manage projects easily, check your calendar, share different files, make excel sheets etc. A Microsoft Office 365 Administrator earns up to **\$62,157** annually.

Aims:

- You will learn about what Office 365 is and how it works.
- You will be able to learn how to change your mailbox
- You will also learn about how to operate web apps like outlook web apps
- User interface will be taught
- You will also learn about adding new users

Targeted audience:

Anyone who has never worked with office 365 should take this course

Prerequisites:

There are none

Other suggested courses:

Office 365: administrator

Course Outline:

- What is Office 365?
- Office 365 Plans
- System Requirements
- User Interface
- Adding New Users
- Changing Mailbox

- Setting Up Team Site
- Setting Up Lync
- Using Outlook Web App
- Intro to SharePoint
- Using Web Apps