

Using Office 365

Modality: On Demand

Duration: 1 Hour

The online assortment of tools of Microsoft is Office 365, made up of their titled Mail, email application, and joined with an online schedule and other shared devices. This instructional series is included with an in-depth look at Tasks, Calendar, Mail, OneDrive and People (officially Contacts). Further, you will figure out how to share, save, and collaborate with files saved in OneDrive and edited utilizing the Office Online applications: PowerPoint, Excel, Word, and OneDrive.

Course Outline:

Introducing Office 365

- Introduction to Office 365
- Checking compatibility
- Signing in to Office 365 for the first time
- Office 365 settings
- Downloading Office software
- Edit profile
- Add profile picture
- Change / remove profile picture
- Change password
- Office 365 apps
- Mobile capabilities

Office 365 Mail and Contacts

- Overview of Mail interface
- Mail settings
- Reading mail
- Sending a new message
- Set your email signature
- Accessing and creating email folders
- Incoming mail settings
- Creating and editing mail rules
- Setting up an out of the office reply
- Creating a meeting invite in response to an email
- Overview of People application

- Creating and editing contacts
- Creating a contact from a message
- Create a contact list
- Creating contact groups

Calendar and Tasks

- Overview of calendar and tasks
- Navigating the calendar app
- Creating a new calendar event
- Adding attachments to calendar events
- Adding categories to calendar events
- Using the scheduling assistant
- Working with multiple calendars
- Calendar sharing permissions
- Creating and sharing a public link to a calendar
- Navigating the Tasks app
- Creating a new task
- Creating a detailed task

OneDrive and Office Web Apps

- Overview of OneDrive
- Creating a new document
- Uploading a file to OneDrive
- Editing a file in the Office Web apps
- Sharing a document
- Opening a shared document
- Organizing documents and folders
- Previewing and printing to PDF
- Embedding documents
- Using and installing the OneDrive desktop application

Office 365 Social Applications

- Overview of the Office 365 social applications

- Newsfeed
- Yammer
- Office 365 video
- Creating a video channel
- Uploading a video
- Video and channel settings
- Overview of sites
- Capabilities of sites
- Overview of Skype for Business
- Overview of Delve

Course Files

- Download the course files

Knowledge Assessments

- Introducing Office 365
- Office 365 Mail and Contacts
- Calendar and Tasks
- OneDrive and Office Apps
- Overview of the Office 365 Social Applications