Document Generated: 11/14/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Office 365 End User Training (MS-O365EU)



About this course:

This is a One-day learning course for getting a comprehensive understanding of Microsoft Office 365. The One-day class provided in this course is suitable for those end users who have minimum to no knowledge of Microsoft Office 365 but want to learn the advanced techniques in order to improve their productivity in their work, collaborate with peers, and maintain information database across different platforms and functional boundaries. MS-Office is known to have various services which include Outlook, Yammer, Teams, SharePoint / OneDrive and Skype for Business. These services require adequate training in order reap their benefits fully. This is where this course comes and this is what it tackles in its one-day class. The course will teach you to set up access to these services of MS- Office 365. The course will equip you with skills of MS-Office professional administration. This course will provide you with lectures, practical demonstration exercises of the learned skills,

and demonstrating every feature which will help to enhance your productivity in the Modern Workplace.

On average, a Microsoft Office 365 Administrator earns **$62,157** per annum.

Learning Objectives:

The course has the following learning objectives:

- Introduction of O365
- Installation method and configuring techniques of O365
- Using other desktop applications with O365
- Connect tablet or smartphone with the O365
- Using the feature of Office Online and learning its concepts
- Probing into Outlook webapp, SharePoint, One Drive for Business and Exchange services
- Working with OneNote
- Using Skype for Business

Audience:

The learning objectives of this course is catered for those who do not have any know-how or the working of MS-Office 365

Requirements:

The course has few simple requirements. You need to have basic computing skills and some knowledge of Microsoft Office and Basic SharePoint Skills.

Course Outline:

Office 365 Overview
This module will help students understand what Office 365 is and the components that make up Office 365. Students will learn how Office 365 can increase work productivity by allowing them to work when and where they need to.

- Office 365 Overview
- Accessing Office 365
- Managing Office 365 profiles
- Sign up for Office 365
- Explore Office 365 and manage your profile

Office 365 and Outlook 2016

- Outlook 2016 New Features
- Use the GAL
- Share Calendars
- Schedule Meetings

Delve

- Manage Your Office 365 Profile
- Discover and Organize Your Information
- Search by Users or Keyword

Flow

- What is Flow?
- Create a Flow

Teams

- Create a Team
- Video Conference with the Team App
- Meeting with Team App
- Invitations, Folders, and Files
- Adding Elements to the Teams App
- Meeting Tools

Using Skype for Business

- Use Instant Messaging
- Make Phone Calls with Skype for Business
- Participate in Skype for Business Meetings

Yammer

- Create a Group
- Add and Invite Users
- Create a Conversation
- Poll Members
- Upload Files for the Group

SharePoint, OneDrive

- What are the applications and how do they interact?
- Navigating around OneDrive
- Saving to One Drive from Office
- Accessing Content in OneDrive
- Using a Team Site
- Setting permissions to protect documents
- Sharing Documents and Collaborating
- Understanding Delve and the user profile environment
- SharePoint – a basic understanding of collaboration and document management
- Revision & Mock up Questions - This QuickStart course can be customized

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