

Microsoft 365 Overview

Duration: 1 day

This course is ideal for:

- New users of Microsoft 365 who want to get set up for success
- Anyone using 365 without really understanding how the apps and features work together
- Businesses who want to encourage more efficient, cloud-based working across their teams
- Those looking to understand what is included in their 365 license

Prerequisites:

No previous experience with Microsoft 365 is required, though basic understanding of Windows and Microsoft Office will be beneficial.

Topics

Microsoft 365 Overview

- What is Microsoft 365?
- Understanding the cloud-based workspace
- Accessing Microsoft 365 from anywhere
- Web apps vs desktop apps
- How the tools connect: the 365 ecosystem

OneDrive: Your Personal Cloud Storage

- Saving files to OneDrive
- Syncing OneDrive to your device
- Sharing files internally and externally
- Managing permissions and version history
- Co-authoring documents in real time

SharePoint: Team-Based Document Collaboration

- What SharePoint is (and isn't)
- Navigating your SharePoint sites
- Understanding libraries, lists and pages
- Working with team-based file structures
- Collaborating using SharePoint within Teams

Microsoft Teams: Communication & Collaboration Hub

- Chat, calls, and meetings in Teams
- Organising your work using channels
- Sharing and collaborating on files in Teams
- Integrating apps like Planner, Forms, and SharePoint
- Presenting and screen sharing
- Using Teams effectively across departments

Using Outlook with Microsoft 365

- Integrating Outlook with Teams and calendars
- File sharing straight from OneDrive and SharePoint
- Using Outlook across devices

Exploring Other Microsoft 365 Tools

This is a little touch/demo to showcase capabilities

- Planner: visual task management
- Forms: creating internal surveys and polls
- Delve: discover and access your recent content
- To Do: syncing tasks across Outlook and Planner
- Loop: a glimpse into modern collaborative components
- Power Automate: basics of automation