COURSE OUTLINE
A Day in the Life of Office 365

AUDIENCE
For any Microsoft Windows or Microsoft Office user with a basic understanding of how to use a mouse and keyboard and navigate between different programs.

PREREQUISITES
A basic understanding of how to navigate in Windows 7 and to open Office programs.

OBJECTIVES
Students will gain a solid understanding of what is included with Office 365 and how to efficiently use the features of Office 365.

MODULE 1: What is Office 365?
This module explains how to maximize the utilization of Office 365, and is designed to help you be more productive in your work day. This module will go through navigation and customization of the Office 365 interface.

- What is Office 365?
- What makes up Office 365?
- How is Office 365 integrated?
- Explore the Office 365 interface
- Access the app launcher
- Explore the options menu

MODULE 2: Collaborate with Others
This module explains how to utilize Skype for Business to collaborate with others through instant message, call, video and sharing of information.
Create and locate a contact
Create custom contact groups
Communicate with a contact through instant message, call and video
Share a program, desktop screen, PowerPoint presentation or document with contacts
Create an ad-hoc group meeting instantly and proactively
Record your meetings and locate them
Explore integration with other Outlook, OneNote and Microsoft Office co-authoring

MODULE 3: Store, Share and Access Documents from Anywhere
This module explores OneDrive for Business, where users can easily store their documents and share and access them from anywhere on any device. Users will learn how to share with others and find and access the documents that have been shared with them.

Navigating OneDrive for Business
Share features of OneDrive for Business
Syncing OneDrive for Business with their device
Upload documents to OneDrive for Business
Creating a new Office document from the OneDrive for Business Ribbon
Other features of OneDrive for Business
Finding OneDrive for Business documents in Delve

MODULE 4: Locate and Share Information
This module explains how SharePoint can be a great source to locate and share information about yourself and the documents you work with.

Navigate a Team Site
Share a site or document with others
Working with documents and view within Outlook
Working with calendar and view within Outlook
Edit documents Online or in Application and Collaborate on Documents
Add apps to a SharePoint site, such as a Project Timeline and Tasks
Modify the About Me profile in Delve
Search within a SharePoint Site
Module 5: Using Office Online with Documents
This module explains how you can view and modify a document in a web browser and access from any device and any location. Will explore Office Online for Word, PowerPoint, Excel and OneNote.

- View a document in a web browser
- Modify a document in a web browser
- Share a document in a web browser
- Transition editing from Office Online to the Office Application on the fly
- Explore the features of OneNote and integration with Outlook, Skype for Business and other Office applications

MODULE 6: Working with Outlook Web Access (OWA)
This module explains how to work with e-Mail using Outlook Web Access (OWA).

- Review the User Interface
- Explore enhanced features in OWA and integration with OneDrive for Business
- Learn how to send and reply to mail
- Learn how to turn on out of office
- Learn how work with calendar

MODULE 7: Using New Features in Outlook 2013/2016
This module explains how to utilize new features within Outlook 2013/16 when working with Office 365 Exchange.

- View Mail Tips. See when someone is out of the office when creating a message.
- Conversation View
- Ignore a message
- Clean up the Inbox
- Utilize Information Rights Management (IRM)
- Explore DLP (Data Loss Prevention) features
- See integration with Office 365
- Review apps and features available in Outlook
- Customize the Outlook interface
- Integrate tasks with SharePoint, as well as OneNote