

Microsoft® Office 365™: Microsoft Office Web Apps and Collaboration

Course Specifications

Course Number:

091100

Course Length:

1 day

Course Description

Overview:

This course is an introduction to the *Microsoft® Office 365™: Microsoft Office Web Apps and Collaboration* in a cloud-based environment. Using Office 365, users can easily communicate with each other through Microsoft® Outlook® mail and Skype® and online meetings. Additionally, the Microsoft® SharePoint® Team Site provides a central location for accessing and modifying shared documents. The Office Web Apps enable users to perform basic tasks, such as opening, editing, printing, and saving documents without requiring an installation of the latest full desktop version of Microsoft® Office on the local computer.

Course Objectives:

In this course, you will be able to use your knowledge of Microsoft Office desktop applications suite to work productively in the cloud-based Microsoft Office 365 environment.

You will:

- Log in to OneDrive and navigate in the Office 365 environment
- Create, edit, and share documents with team members using Office Web Apps and Microsoft SharePoint
- Use email and manage contacts with the Outlook Web App
- Use instant messaging and online meetings with Microsoft Skype
- Set up your mobile devices to work with Office 365

Target Student:

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft® Office 2007 or 2010 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

Course Content

Lesson 1: Getting Started

Topic A: Sign In to OneDrive/Office 365

Topic B: Explore the Office 365 Environment

Lesson 2: Collaborating with Shared Files

Topic A: Connect Desktop Apps to Office 365

Topic B: Work with Shared Documents on the Team Site

Topic C: Collaborate on the SharePoint Team Site

Lesson 3: Using the Outlook Web App

Topic A: Use Email in the Outlook Web App

Topic B: Manage Contacts

Topic C: Use the Calendar

Topic D: Personalize Your Outlook Web App

Lesson 4: Communicating with Microsoft Skype

Topic A: Use Instant Messaging

Topic B: Make Phone Calls with Lync

Topic C: Participate in Online Meetings

Lesson 5: Interacting with Mobile Devices

Topic A: Access Office 365 with Your Smartphone

Topic B: Access Office 365 Documents from a Mobile Device