

MS Office 365 Course Outline – Introduction level

Course Objectives

This introduction course is for anyone who wants to understand how to use Office 365. It's suitable for complete beginners or those who have a little self-taught knowledge.

By the end of this course you will be able to access your Office 365 account, understand the home page, change settings, themes and sign out. You will be able to access Outlook, create a new, reply and forward emails as well as insert attachments, select and sort emails. You will be able to work with the Calendar and Contacts. You will also be able to access OneDrive and work with it as well as Skype for Business.

Estimated Course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Introducing Office 365

- What is Office 365
- Glossary of Office 365 Term

Getting Started

- Accessing Office 365
- Understanding the Office 365 Home Page
- The Office 365 Setting Screen
- The Settings Menu
- Changing the Theme
- Signing Out

Outlook

- Navigating Outlook
- Creating a new Email
- Replying to Emails
- Forwarding Emails in 365
- Inserting Email Attachments
- Opening Email Attachments
- Selecting Emails
- Sorting Emails
- The Search Mail and People Bar

Calendar

- Navigating the Calendar in 365
- Creating a new Event
- Scheduling Meetings
- Sharing Calendars in 365

People

- Navigating People
- Creating a new Contact
- Deleting a Contact

OneDrive for Business

- Accessing OneDrive
- Understanding the OneDrive screen
- Uploading Files
- Opening Files from OneDrive
- Creating a New Folder
- Selecting and Moving Files in OneDrive
- Sharing Files in OneDrive
- Opening a Shared File in OneDrive

Skype for Business

- Features and Benefits of Skype Business
- Signing into Skype for Business
- Skype for Business Home Screen
- Sending an Instant Message
- Starting with Skype for Business Mobile