
Getting Started with Office 365 and Microsoft Office

Microsoft Office 365 O101
90 Minutes

Course Content

This hands-on course is designed for users who will be or recently made the move to Office 365. Change is good! Our goal is to explore the “the cloud” and how it’s changing the way we work. You’ll see learn how to save and access files stored in OneDrive and how you can share and collaborate around your documents. This is an overview session for new Office 365 users.

Lessons include the following:

- What is Microsoft Office 365?
- What is the Cloud?
- Sign in and Explore the Interface
- What is new now that you have O365?
- Explore Online Apps vs. Installed Office Apps
- A look at Outlook Online and the Focused Inbox
- SharePoint and OneDrive: Which One Do I Use?
- Co-Author and Share your Documents