
Microsoft Office 365 Groups

Microsoft Office 365 O103

90 Minutes

Course Content

How we work is changing because of Office 365. Office 365 Groups enable us to collaborate and work across departments in groups and teams that better meet the objectives of the organization.

In this 90-minute course, we'll get you feeling comfortable with the various interface options for Office 365 Groups; Outlook, Outlook Online and SharePoint.

In this introduction course, you'll learn how to search for existing Groups and create new ones. Creating an Office 365 Group is a very simple process and we will address best practices for creating your groups.

Office 365 Groups is a collaborative set of features and applications that work across Office 365. Our class labs will show you how everything works together seamlessly, helping your team work better together.

Using Office 365 Groups to share files, calendars as well as a Group notebook provides a more modern workplace environment for Office 365 users. During your labs you will share files, collaborate in real-time, and easily set up a collection of resources for group members to share.

By the end of this course, you'll be ready to start collaborating with your team.

Lessons include the following:

- Find and or Create a New Group
 - What is an Office 365 Group?
 - Find a Group and Join
 - Create a New Group From Your Outlook Desktop Client and the Web
 - Invite Members to the Group
- Groups in Outlook and the Web
 - Explore the Interface
 - Shared Inbox
 - Shared Calendar
 - SharePoint Document Library
- Managing Your Groups
 - Public vs. Private
 - Edit Groups
 - Add and Delete Members
 - Guest Access
 - Your Group OneNote Notebook
- SharePoint Site for Groups
 - Explore the SharePoint Team Site
 - SharePoint Basics
 - Create a Document Library
 - Group News
- Microsoft Planner and Teams
 - A Brief Introduction to Planner
 - A Brief Introduction to Teams