

Microsoft Office 365 Web Apps with Skype for Business

Course Length: 1 day

Course Description

Overview

This course is an introduction to Microsoft® Office 365™ (with Skype® for Business) in a cloud-based environment. It can be used as an orientation to the full suite of Office 365 cloud-based tools.

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 2010 or 2013 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

In this course, you will build upon your knowledge of the Office 2010 or 2013 desktop application suite to work productively in the cloud-based Microsoft Office 365 environment. You will: (a) Sign in, navigate, and identify components of the Office 365 environment; (b) Create, edit, and share documents with team members using Word Online, Excel Online, PowerPoint Online, and Microsoft SharePoint; (c) Collaborate and work with colleagues using the Team, Planner, and Yammer apps; (d) Use email and manage contacts with Outlook on the web; (e) Use instant messaging with Skype for Business; (f) Conduct online meetings with Skype for Business.

Course Content

Lesson 1 – Getting Started	<ul style="list-style-type: none">• Sign In to Office 365• Navigate the Office 365 Environment
Lesson 2 – Collaborating with Shared Files	<ul style="list-style-type: none">• Work with Shared Documents in SharePoint• Edit Documents in Office Online• Collaborate on the SharePoint Site• Work with OneDrive for Business and Delve
Lesson 3 – Using Productivity Apps	<ul style="list-style-type: none">• Work with Productivity Apps in Combination• Broadcast Messages with Yammer• Collaborate with the Teams App• Manage Tasks with the Planner App

Lesson 4 – Using Outlook on the Web

- Send and Receive Email
- Manage Contacts
- Schedule Appointments
- Personalize Outlook on the Web

Lesson 5 – Communicating with Skype for Business

- Overview of Skype for Business
- Use Instant Messaging
- Make Voice and Video Calls

Lesson 6 – Using Skype for Business Meetings

- Initiating Meetings
- Using Meeting Controls and Options
- Customize Skype for Business