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
- Sign In to Office 365
- Navigate the Office 365 Environment

Lesson 2 – Collaborating with Shared Files
- 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
- 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 |
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| 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 |