

# MICROSOFT OFFICE 365 TEAM COLLABORATION

This course is aimed at users who wish to learn and understand the online tools and services provided as part of their Office 365 subscription.



## Prerequisites

Participants should have basic knowledge of Windows, Word and Excel.

## Expected outcomes

- Understand the components of Office 365 and how they can be used together.
- Access and share files with OneDrive.
- Start co-authoring documents using Office Online.
- Have a basic overview of using SharePoint to collaborate.
- Use Teams to facilitate communication.
- Use Planner to plan, assign and track tasks.

## Introducing Office 365

- working in the cloud
- office 365 vs Office 2016/2019
- office 365 apps and services
- office online
- office desktop applications
- devices & mobile apps

## Navigating Office 365

- the Office 365 home page
- the app launcher
- the My Accounts menu
- delve and the My Profile screen
- the My Profile page
- editing the My Profile page
- the Office 365 settings screen
- signing out

## Managing files in OneDrive

- accessing OneDrive
- the OneDrive screen
- uploading files
- syncing files
- opening files from OneDrive
- creating a new folder
- editing OneDrive files
- OneDrive view options
- selecting and moving files in OneDrive
- sorting and Filtering Files
- sharing files in OneDrive
- opening a shared file in OneDrive
- using OneDrive search

- deleting files and folders
- OneDrive for mobile

## Using Office Online

- creating new documents
- saving
- reading view vs editing view
- close a file
- open existing files
- using 'Tell Me What You Want to Do'

## SharePoint

- types of Sites
- launch a SharePoint site
- navigating a team site
- following sites
- understanding permissions
- site contents
- library apps
- understanding list apps
- navigating pages
- working with document libraries
- working with file versioning
- file check-in and check-out
- working with version history
- recycle bin
- create a SharePoint self-service site
- office 365 Groups

## Teams

- what is Microsoft Teams?
- signing in to Microsoft Teams

- the Microsoft Teams screen
- the sidebar
- creating a Team
- team chat
- the Team area
- private chat
- meetings in teams
- working with files in Team chat
- logging out of Microsoft Teams
- Microsoft Teams mobile app

## Planner

- the Planner hub
- creating a new plan
- the plan board
- adding a task to a plan
- adding a bucket
- assigning team members to a plan task
- the task window
- marking task progress
- working with labels
- grouping tasks
- completing tasks
- rearrange task boards
- charts view
- schedule view
- my tasks
- editing a plan
- deleting plans and tasks
- the Planner mobile app

## Who should attend

This course is aimed at users who wish to learn and understand the online tools and services provided as part of their Office 365 subscription. Participants on our public courses use our dedicated Office 365 training environment.