

# MICROSOFT OFFICE 365 ONLINE



An **SGS** Company

Office 365 is the perfect platform for working from home. In this live online session, learn how to connect to the various Office 365 apps using any device, anywhere, any time.



## Expected outcomes

- Understanding OneDrive
- Share and sync files
- Connect to your colleagues via Teams
- Plan tasks using Planner
- Collaborate real time on files through Teams and OneDrive

## Introducing Office 365

- Working in the cloud
- Office 365 apps and services

## Navigating Office 365

- The Office 365 launch page
- The app launcher
- The My Account menu
- Delve and the My Profile page
- Signing out

## Managing files in OneDrive

- The OneDrive screen
- Uploading files
- Syncing files
- Opening and Editing files
- Sharing files
- Opening a shared file
- Using OneDrive search
- Deleting files and folders

## Using Office Online

- Creating new documents
- Saving
- Reading view vs editing view
- Close a file
- Open existing files

## Teams

- What is Microsoft Teams?
- Signing in to Microsoft Teams
- The Microsoft Teams screen
- Creating a Team
- Posting and working in channels
- Working with files in Teams
- Individual Chat
- Meetings/Calls in teams

## Planner

- The Planner hub
- Creating a new plan
- Create a plan for an existing Office 365 Group
- Working with the Plan board, buckets and tasks
- Assigning team members to a plan task
- Marking task progress and completing tasks
- Labeling and grouping tasks
- Completing tasks
- Charts view
- Schedule view
- Adding a Planner tab in Teams
- Deleting plans and tasks

## Prerequisites

Participants will need to be familiar with Microsoft Windows and basic Windows techniques such as opening, closing and saving files.

A working computer with a microphone and speaker installed. No software needs to be installed before training session however, we require an up-to-date web browser. For the best experience we recommend downloading the latest Google Chrome browser.

It is also recommended that you have a second screen attached to your computer. This will allow you to watch the online training session and complete the course activities at the same time.

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