

Microsoft Office 365: Web Apps and Collaboration for Office 2013

Course Details

Course Outline

1. Getting Started

- Sign In to Office 365
- Explore the Office 365 Environment
- Connect Desktop Apps to Office 365

2. Collaborating with Shared Files

- Work with Shared Documents on the Team Site
- Edit Documents in Web Apps and Office 2013 Apps
- Collaborate on the SharePoint Team Site
- Work with My Site

3. Using the Outlook Web Apps

- Use the Email Web App
- Manage Contacts
- Use the Calendar Web App
- Personalize Your Outlook Web Apps

4. Communicating with Skype for Business

- Use Instant Messaging
- Make Phone Calls with Skype for Business
- Participate in Skype for Business Meetings

5. Interacting with Mobile Devices

- Use Office 365 on Your Windows 8 Tablet
- Access Office 365 Email with Your Smartphone
- Access Office 365 Documents from a Mobile Device