

# Microsoft Office 365: Web Apps with Skype for Business 2016

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## Course Details

### Course Outline

#### 1. Getting Started

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

#### 2. Collaborating with Shared Files

- Work with Shared Documents on the Team Site
- Edit Documents in Web 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

- Overview of Skype for Business
- Use IM
- Make Phone and Video Calls

#### 5. Using Skype for Business Meetings

- Initiate Meetings
- Use Meeting Controls and Options
- Customize Skype for Business

#### 6. Interacting with Mobile Devices

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