Microsoft Office 365 Online (with Skype for Business)

Course Details

Course Outline

1. **Getting Started with Office 365**
   - Sign In to Office 365
   - Navigate the Office 365 Environment

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

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

4. **Using Outlook on the Web**
   - Send and Receive Email
   - Manage Contacts
   - Schedule Appointments
   - Personalize Outlook on the Web

5. **Communicating with Skype for Business**
   - Overview of Skype for Business
   - Use Instant Messaging
   - Make Voice and Video Calls

6. **Using Skype for Business Meetings**
   - Initiate Meetings
   - Use Meeting Controls and Options
   - Customize Skype for Business