

Microsoft Office 365 Web Apps

Course Overview

This course provides students with an overview of Microsoft Office 365 web apps. Students will learn how to collaborate with shared files, use the Outlook web apps, communicate with Skype for Business, use Skype for business meetings, and interact with mobile devices.

<u>Course Introduction</u>	2m
Course Introduction	
<u>Module 01 - Getting Started</u>	24m
Getting Started	
Microsoft Office 365	
System Requirements	
Office 365 Portal	
Demo - Signing In	
Microsoft SharePoint Online	
Demo - SharePoint Sites	
Module 01 Review	
<u>Module 02 - Collaborating with Shared Files</u>	53m
Collaborating with Shared Files	
The Team Site	
Working with the Documents List	
Work with the Team Site and Document List	
Team Site Groups Permissions	
Demo - Sorting and Filtering Team Site Documents	
Editing Documents in Web Apps	
Word Online	
Excel Online	
PowerPoint Online	
Editing in Word Online	
Demo - View and Edit Documents in Browser	
Editing Basics for Web Apps	
Definition of Co-authoring	
Demo - Working on Documents With Others	
Components of My Site	
A Sample Newsfeed	
Demo - A Sample Newsfeed	
Sample Delve	
Demo - Sample Delve	
OneDrive Page	
Demo - OneDrive Page and Adding Documents	
Module 02 Review	

Module 03 - Using the Outlook Web Apps

47m

Using the Outlook Web Apps
Mail Web App
Demo - Sending and Receiving Mail
People Web App
Demo - Managing Contacts
Importing Contacts
Calendar Web App
Demo - Calendar Web App
Demo - Adding a Calendar
Demo - Working with Meetings
Outlook Web Apps Options
Set an Automatic Reply
Demo - Set an Automatic Reply
Changing Office 365 Settings
Demo - Changing Office 365 Settings
Module 03 Review

Module 04 - Communicating with Skype for Business

30m

Communicating with Skype for Business
What is Skype for Business?
The Skype for Business UI
Demo - The Skype for Business UI
Privacy Relationships
Presence
Demo - Presence
The Conversation Window
Share Options
Demo - Share Options
Demo - Polls
Skype for Business Calls
The Call Window
Call Controls
Module 04 Review

Module 05 - Using Skype for Business Meetings

16m

Using Skype for Business Meetings
Skype for Business Meetings
Impromptu Meetings and Scheduled Meetings
Create Skype Meetings
Demo - Create Skype Meeting
Join Meetings
Meeting Controls and Options
Demo - Meeting Controls and Options
Attendee Meeting Controls and Options
Use the Whiteboard
The More Options Menu
Use a Poll
Use Q and A
Skype for Business User Options

Office 365 Administrator Settings
Skype for Business Help
Module 05 Review

Module 06 - Interacting with Mobile Devices

14m

Interacting with Mobile Devices
The Touch Keyboard
Demo - On-Screen Keyboard
Touch Screen Gestures
Differences between Office 365 on Tablet vs PC
Phone and Tablet Choices
Protocol Settings
Configuring Text Notifications on your SmartPhone
Access Office 365 Notifications from a Mobile Device
Module 06 Review
Course Closure

Total Duration: 3h 5m