



## Microsoft Office 365 - End User

### Overview:

Understanding the features of Office 365 including Email, One Drive and Skype for Business, SharePoint, and Microsoft Teams.

### Target Audience:

End Users who are familiar to the desktop version of Microsoft Office but who have been upgraded or are looking to upgrade to Office 365.

### Pre-Requisites:

A general understanding of Windows and Office applications would be beneficial as well as a basic understanding of 'cloud' concepts

### Objectives:

To be able to return to work and benefit from the features that Microsoft have introduced. To increase confidence and awareness of the suite of applications

### Course Duration:

1 day

### Cost:

£240 + vat

### Course Code:

QO365Int

### Qdos Computer Consultants Limited

Syner-Med House  
120 High Street  
Purley, CR8 2AD

### Booking:

To register for this course, please call:

**020 8763 8732**

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### Topics:

#### Office 365 Overview

- Introducing Cloud Computing
- Licensing Overview
- Application overview in Office 365 including Outlook Web App (email), Office Online Apps, SharePoint, OneDrive and Delve, Skype for Business and Teams
- Navigating around Office 365
- Customizing the Office 365 Nav Bar

#### Outlook Online

- Overview of Outlook Online
- Working with Email and Folders
- Outlook People and IM Contacts
- Using the Calendar
- Shared Calendars
- Outlook Tasks in the Web App
- Setting Outlook Options, Signatures, Automatic Replies and Rules

#### Skype for Business

- Overview of Skype for Business
- Viewing and Setting Presence Status
- Using Instant Messages in Business
- Presentations including Content Sharing, Polls and a Virtual Whiteboard
- Desktop Sharing and Conference calls

#### SharePoint, OneDrive

- What are the applications and how do they interact?
- Navigating around OneDrive
- Saving to One Drive from Office
- Accessing Content in OneDrive
- Sharing Documents and Collaborating
- Creating Office Documents and Saving Directly to OneDrive
- Using the One Drive Desktop App
- Understanding Delve and the user profile environment
- SharePoint – a basic understanding of collaboration and document management

#### Using Groups and Delve

- Introduction to Groups
- Collaborating using Groups
- Getting to Content using Delve
- Updating your Delve profile

#### Teams

- Understanding Teams
- Using Chat for discussions
- Teams and Conversations

#### Mobile Apps

- One drive for Business
- Skype for business
- Teams