

# Microsoft 365 – Beginner

## Course Overview – 1-day course

### Introduction & Overview of Office 365 Structure

This course is designed for post Microsoft 365 implementation. The more the user understands the many apps and how they integrate with each other the more they will get out of Microsoft 365 and the higher your Return on Investment.

We discuss the overall Microsoft 365 structure and how the apps fit together.

#### About Microsoft 365

- Course Objectives
- How the course is organised
- What is Microsoft 365
- Suite of apps
- Microsoft 365 Subscriptions
- Microsoft 365 in the Workplace

## Detailed Content

### TEAMS

Access Microsoft Teams  
Access web version  
Download Desktop Version  
Mobile Version

#### Create a Team

Private vs public teams  
Add Team Members  
Add Team Owners  
Create Channels  
Add a Website Tab

#### Conversations

Private chat v group chat  
Channel Conversations  
Mention a team  
Mention a person  
Mention a channel  
Like a message  
Save a message  
View saved messages  
Mark message as unread

#### Private Chat

One-on-one chat  
Group private chat

### Activities Feed

Review activities in Teams  
Filter feed  
My Activity Feed  
Follow a channel  
Favourite a channel

### File Management

Understanding file storage  
Team files  
Create a file  
Upload files  
Find files  
Chat about files  
Editing files  
Make the file a tab  
Private chat files  
Additional cloud storage  
Quick access to recent files

### Calendar Management

Create a meeting  
Managed Scheduled events

### Calls

Video calls  
Audio calls

Conference calls  
Share Desktop

### Search

Search Teams  
Search commands  
Integrate apps  
Personal view  
Integration types  
Channel tabs

### Teams & O365 Groups

Create a Group  
Create a Team for an existing group  
Group conversation vs conversation in Teams  
Group Calendar  
Group Notebook (OneNote)  
Group Planner  
Group Site  
Delete a Group

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## SHAREPOINT ONLINE

Introduction to SharePoint  
SharePoint Site Collections

## SharePoint Sites

Team Sites  
Creating a new Team Site  
Site Contents and Settings  
Deleting a site

## SharePoint Libraries

Creating a new document library  
Creating a folder  
Create a new file  
Upload an existing file

## SharePoint Lists

Creating a new list  
Adding items to a list  
Adding list columns  
Editing list items  
Delete a SharePoint Site

## Teams and SharePoint

Group site vs Team site  
Team document library  
Additional SharePoint libraries/lists Pages  
Delete the Team

## OFFICE ONLINE & ONEDRIVE

What is Office Online  
What is OneDrive  
Accessing Office Online  
Word Online  
Creating a New Word Doc  
Using OneDrive to manage files  
Editing a document  
Sharing a document

Co-authoring a document  
Delete files and folders

## FLOW

Introduction to Flow  
Purpose of Flow  
Why use Microsoft Flow?  
What kind of tasks can Flow perform? How should you use Microsoft Flow?  
Accessing Flow

## Flow interface

Suite Bar  
My Flows  
Team Flows  
How to view Team Flows  
Approvals  
How to view approval requests  
Templates & Connectors

## Designing a Flow

What's in the gallery of templates?

## Flow 1: save email attachments

Creating a flow from the gallery  
Editing a flow  
Building blocks of the flow  
Testing the flow

## Flow 2: regular reminders

Create the flow  
Run now feature  
Disabling a flow

## Flow 3: sync calendars

Add a condition to a flow

## Flow 4: send a newsletter

Fixing failed flows  
Deleting Flows

## ONENOTE ONLINE

What is OneNote?  
Accessing OneNote Online

## Creating and using OneNote

The OneNote Online Interface  
Sections & Pages  
Working with text  
Images in OneNote  
Drawing in OneNote  
Delete OneNote file

## PLANNER

What is Planner?  
Accessing Planner

## The Planner Hub

Creating a New Plan  
Managing team members  
Creating Tasks  
Managing Tasks  
Working with Buckets  
Moving Tasks into Buckets  
Planner Views  
Charts and Schedules  
Deleting Tasks  
Deleting Plans