SIEGER TRAINING INDIA

Office 365

1 Day Workshop

Office 365 provides organisations with a suite of business applications including Office Online Apps, Lync Online, SharePoint Online and OneDrive. These online solutions are extended through the interface with Microsoft Office 2013.

Suitable for

- Delegates who wish to gain a deeper understanding of the individual applications in Office 365 should attend the appropriate application specific courses.
- An end user who will be required to use Office 365 and needs an understanding of its features.

Prerequisites

- It is assumed that attendees on this course are familiar with Office 2013 and Outlook or have equivalent Microsoft Business Productivity Online Suite (BPOS).
- In-depth exposure to any of the Office products is not required

Course Overview

This 1 day course is designed to assist existing Microsoft Office 2013 and SharePoint users to gain an understanding of the functionality available in Office 365. Delegates will use Office Online Apps, SharePoint Online, OneDrive and Lync Online in a cloud environment.

Course Outcomes

At the end of Office 365 course participants will be able to:

- Understand 'The Cloud' and Office 365 Applications
- Understand how to access applications and documents through a browser
- Save and share documents from within Office 2013 via Office 365
- Understand how to work collaboratively with Office 365 through SharePoint Online
- Use Lync Online to set up and join meetings
- Use Office Online Apps: the online companions to Word, Excel and PowerPoint

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Course Outline

Module 1: Office 365 Overview
- Introducing Cloud computing
- Identify and outline the component products in Office 365 including Outlook Web App, Office Online Apps, SharePoint Online, OneDrive and Lync Online
- Navigating around Office 365
- Updating your Profile in Office 365

Module 2: Using the Outlook Web Application
- Overview of Outlook Web App
- Working with email and folders
- Outlook Contacts and IM Contacts
- Using the Calendar
- Shared Calendars
- Outlook Tasks in the Web App
- Setting Outlook Options, Signatures, Automatic replies and Rules

Module 3: Using Lync Online
- Lync desctibed
- Viewing and setting presence status
- Using instant messages in business
- Understanding the interactive contact card in Microsoft Office applications
- Integration with Outlook
- Using Lync for online presentations including desktop sharing, polls and a virtual whiteboard

Module 4: Working with SharePoint Online (TeamSite)
- Using document libraries
- Sharing calendars and task lists
- Using a Team Site
- Creating Office documents and saving directly to SharePoint Online
- Setting permissions to protect documents
- Using OneDrive
- Team Discussions in SharePoint Online

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Module 5: Using the Office Online Apps

- Introduction to Office Online Apps
- Creating and editing documents in the cloud
- Sharing documents with others
- Integration with SharePoint Online

Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
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