

Microsoft Office 365 is a subscription-based online office and software services suite that incorporates access to online services such as cloud storage, with the portability of Office Online. This course aims to teach users of Office 365 how to learn basic tasks using the included apps and services, such as the Outlook Web App; Newsfeed; Word, Excel, PowerPoint and OneNote Online. Experienced users who have little to no experience with Office Online, Skype for Business 2016, and Microsoft Teams, will also benefit greatly from this course.

Lesson 1: Getting Started

- Topic A: About Office 365
- Topic B: Navigating Your Account
- Topic C: Finding Help and Changing Settings
- Topic D: Using Desktop Apps with Office 365

Lesson 2: Communicating with the Outlook Web App

- Topic A: Getting Started with the Outlook Web App
- Topic B: Configuring the Outlook Web App
- Topic C: Managing Contacts
- Topic D: Using the Calendar

Lesson 3: Communicating with Colleagues

- Topic A: Using the Newsfeed
- Topic B: Getting Started with Yammer
- Topic C: Getting Started with Microsoft Teams

Lesson 4: Using Skype for Business 2016

- Topic A: Getting Started with Skype for Business 2016
- Topic B: Making Calls with Skype for Business 2016

Lesson 5: Working with Office Online Apps

- Topic A: Use Word Online
- Topic B: Using Excel Online
- Topic C: Using PowerPoint Online
- Topic D: Using OneNote Online