

## Microsoft 365 Office for the Web (with Teams)

---

### Course Summary

#### Description

This course is an introduction to Microsoft 365 Office for the Web with Teams in a cloud-based environment. It can be used as an orientation to the full suite of Microsoft 365 cloud-based tools, or the Teams lessons can be presented separately in a seminar-length presentation with the remaining material available for later student reference.

Using the Microsoft 365 suite of productivity apps, users can easily communicate and collaborate together through Microsoft Outlook mail and Teams messaging and meeting functionality. Additionally, the Microsoft SharePoint team site provides a central storage location for accessing and modifying shared documents. This course introduces working with shared documents in the familiar Microsoft 365 web apps—Word, PowerPoint, and Excel—as an alternative to installing the Microsoft Office desktop applications.

#### Objectives

After taking this course, students will be able to:

- Sign in, navigate, and identify components of the Office 365 environment.
- Create, edit, and share documents with team members using the Office Online apps, SharePoint, OneDrive for Business, and Delve.
- Collaborate and work with colleagues using the Yammer and Planner apps.
- Use email and manage contacts with Outlook on the web.
- Collaborate using Teams.
- Configure Teams.

#### Topics

- Getting Started with Office 365
- Collaborating with Shared Files
- Using Productivity Apps
- Using Outlook on the Web
- Collaborating with Teams
- Configuring Teams

#### Audience

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft Office 2010, 2013, or 2016 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

#### Prerequisites

To ensure your success, you will need to be familiar with the Windows operating system and a web browser. You also need competence in using the locally installed version of Microsoft Outlook for sending email and interacting with calendar events, and should be familiar with at least one of the primary applications in the Microsoft Office suite (Microsoft Word, Microsoft PowerPoint, and Microsoft Excel).

To meet these prerequisites, you can take any one or more of the following courses:

- *Using Microsoft® Windows 10*
- *Microsoft® Office Outlook 2019: Part 1*

And any one or more of the following:

- *Microsoft Office Word 2019: Part 1*
- *Microsoft Office Excel 2019: Part 1*
- *Microsoft Office PowerPoint 2019: Part 1*

#### Duration

One Day

## Microsoft 365 Office for the Web (with Teams)

---

### Course Outline

- I. Getting Started with Office 365*
  - A. Sign In to Office 365
  - B. Navigate the Office 365 Environment
- II. Collaborating with Shared Files*
  - A. Work with Shared Documents in SharePoint
  - B. Edit Documents in Office Online
  - C. Collaborate on the SharePoint Site
  - D. Work with OneDrive for Business and Delve
- III. Using Productivity Apps*
  - A. Work with Productivity Apps in Combination
  - B. Broadcast Messages with Yammer
  - C. Manage Tasks with the Planner App
- IV. Using Outlook on the Web*
  - A. Send and Receive Email
  - B. Manage Contacts
  - C. Schedule Appointments
  - D. Personalize Outlook on the Web
- V. Collaborating with Teams*
  - A. Overview of Microsoft Teams
  - B. Converse and Share in Teams
  - C. Call and Meet in Teams
  - D. Collaborate with Office 365 Apps and Teams
- VI. Configuring Teams*
  - A. Configure Teams
  - B. Configure Channels
  - C. Configure Tabs
- VII. Appendix A: Interacting with Mobile Devices*