KOENIG
step forward

Gold
Microsoft
Partner
Microsoft

Microsoft 365: Enhancing End User Productivity
(55154, 55300 and 55383)
Duration: 3 Days

Prerequisites:

Before attending this course, students must have:

- Basic understanding of Microsoft 365 administration
- Fundamental understanding of Microsoft 365 or completed MS-900 course.
- Understanding of general IT practices.

Content:

Module 1: Office 365 Overview

This module will help students understand what Office 365 is and the components that make up Office 365. Students will learn how Office 365 can increase work productivity by allowing them to work when and where they need to.

Lessons

- Office 365 Overview
- Accessing Office 365
- Managing Office 365 profiles

Module 2: Using Outlook Online

This module describes how to use Outlook Online. Students will learn how to manage their email, create contacts, create groups, manage attachments, create calendar views, and manage Outlook settings.

Lessons

- Manage Email
- Managing Calendars
- Working with calendar views
- Managing email
- Working with attachments
- Managing contacts
- Configuring Outlook Online options
- Create an email in Outlook online
- Add an attachment to an email
- Create a meeting
- Set up an Out of Office Rule

Module 3: Working together with Groups

Office 365 Groups are an integral part of Office 365. Not all organisations utilise the collaboration abilities of these groups via Outlook. We will discuss how end users can communicate and share documents directly from Outlook. There will be a demonstration of the conversation area which is a shared mailbox, the shared calendar, the notepad and Planner as part of this module. We will also discuss the other apps that are created when a 365 Group is created. Finally, we will discuss when it may be appropriate to collaborate with Groups.

Lessons

- Creating groups
- Adding files
- Using the Group Calendar
- Adding members
- Adding tasks to Planner
- Using the One Note Notebook

Module 4: Using Microsoft Teams

This module will introduce students to Microsoft teams. Students will learn how to use Skype for Business for instant messaging, web conferencing, and audio and video conferencing.

Lessons

- How to use Teams
- Creating a new Team
- An introduction to Groups
- Joining a Team
- Team permissions
- Guest permissions
- Channels
- Manage a channel
- Email a channel
- Private channels
- Private channel structure
- Channel posts
- @mentions
- Channel announcements
- Channel notifications
- Changing your status
- Peer to peer chat
- Pop out chat
- Organising chats
- Video calls
- Managing a call
- Scheduling meetings
- Schedule a meeting from Outlook
- Schedule a meeting from within Teams
- Adding a meeting to a channel
- Options during a meeting
- Accepting external guests to a meeting
- Who can present in a meeting?

- Recording a meeting
- Files in Teams
- Adding files to a channel
- Creating new files
- Uploading files
- Chat about a file
- Co-authoring
- Moving or copy files
- Sharing files
- Share an individual file
- Share a folder of files
- SharePoint document library tab
- OneDrive in Teams
- Activity alerts
- Manage notifications
- Priority access for do not disturb
- Immersive reader
- Apps
- Archiving a Team

Module 5: Using SharePoint Online

This module introduces students to SharePoint Online. Students will learn how locate and share documents in SharePoint Online. After completing this module students will be able to customize their SharePoint site, search for content, customize workflows in SharePoint Online, and configure list-based information management.

Lessons

- Working with site content and navigation
- Managing workflows in SharePoint Online
- Creating Team Sites
- Working with Document Libraries
- Adding columns
- Working with views
- How to set an alert on a document library
- Creating News Items
- Communication sites
- Editing pages
- Adding Webparts to pages

Module 6: Using OneDrive for Business and OneNote Online

This module will show students how to create, modify, save, and share documents using OneDrive for Business. Students will learn how to create and open OneNote notebooks and work with OneNote sections and pages and how to add new content to a new OneNote page.

Lessons

- Adding and organising content
- Version History
- Deleting and restoring files
- Sharing files

- File details
- Synchronising files to the device
- Create a folder
- Create and change a file in the browser
- Restore a previous version
- Delete and restore a file
- Share a file
- Manage file sharing
- Create and organize a OneNote notebook
- Take and manage notes
- Locate and share information

Module 7: Engage Colleagues with Delve, Sway and Yammer

Delve allows you to find the content that's relevant to you all in one place, whether that is something that you've created or that a colleague is sharing content with you. You can also customise your own profile to make yourself easier to find. We'll look at how we can promote ourselves in Delve and utilise the search functionality of Delve to follow colleagues. Sway lets us create visual presentations utilising templates and graphics alongside content from a wide range of sources. These webpages are then shareable internally and externally. Yammer is a corporate social area that can be used to talk to internal and external groups. Files can be shared and additional social features such as polls allow us to communicate with large groups of people and quickly gain feedback.

Lessons

- Searching for people in Delve
- Following colleagues
- Ways to create a sway
- Sharing Sway
- Yammer Groups
- Yammer Discussions
- Creating Polls in Yammer