Microsoft End User Productivity with Outlook, Teams & OneDrive

Duration: 1 Day

Prerequisites:

Before attending this course, students must have:

- Basic understanding of Microsoft 365.

Content:

Module 1: 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
- Managing Contacts
- Configuring Outlook Options
- Working with attachments
- Create, send, and reply to email
- Search and filter email
- Create appointments
- Manage reminders
- Add and share calendars
- Add and update contact information
- Import contacts, create groups, and search contacts
- Use automatic rules to manage and organize email
- Manage distribution groups

Module 2: Collaborate with Teams

Microsoft Teams is the new way to collaborate, providing, amongst other things, functionality from Skype for Business. It is the area where end users can work on documents with other members of a team, have conversations about the documents, set up meetings and discuss the meeting in the Team's Channel. You can also chat directly with colleagues, have video or voice calls and record meetings. The idea around Teams is to be able to find all the information relating to a specific aspect of a project or team in one place. During this module there will be a demonstration of each aspect of Teams and a discussion on why and how you may utilise it as an organisation.

Lessons

- Creating Teams
- Adding members to the Team
- Chat vs Conversations
- Adding files
- Joining a Team
- Team permissions
- Guest permissions
- Channels
- Private channels
- Private channel structure
- Channel posts
- @mentions
- Channel announcements
- Channel notifications
- Manage a channel
- Email a channel
- 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
- Benefits of saving a meeting to a channel

Module 3: Managing Content with OneDrive

Typically, organisations work on shared drives and may also have a drive for personal files. OneDrive replaces that personal drive. We will discuss when you should use OneDrive and importantly when staff should not be using OneDrive. We will show you how OneDrive can be accessed and synchronised with your devices. We will discuss the options for sharing files and folders as well as the benefits of versions and the recycle bin.

Lessons

- Adding and organising content
- Version History
- Deleting and restoring files
- Sharing files
- File details
- Synchronising files to the device
- Co-authoring