

# Microsoft End User Productivity with Outlook, Teams & One Drive

**Duration: 8 Hours (1 Day)**

## Overview

The Microsoft End User Productivity with Outlook, Teams & OneDrive course is designed to empower learners by enhancing their proficiency in utilizing these critical Microsoft 365 tools for daily productivity and collaboration. Through this comprehensive course, participants will gain mastery over essential features such as managing email, calendars, and contacts in Outlook, fostering effective teamwork through creating and managing Teams, and efficiently handling content with OneDrive. Learners will discover how to optimize their email organization with Outlook Online, leverage Teams for seamless collaboration, and manage files securely in OneDrive. By the end of the course, participants will be adept at streamlining communication, scheduling, file management, and team coordination. This will result in increased productivity, better time management, and a more organized digital workspace. The course includes hands-on lessons on email management, calendar sharing, contact organization, and Outlook configuration. Additionally, it delves into team creation, file collaboration, and meeting scheduling in Teams, as well as content management, file sharing, and co-authoring in OneDrive, equipping learners with the skills to navigate the modern workplace effectively.

## Audience Profile

Learn to enhance your productivity with Microsoft's essential tools. This course is ideal for modern professionals seeking efficient digital collaboration.

- Administrative Assistants
- Project Managers
- Sales Professionals
- Marketing Teams
- Human Resources Personnel
- Customer Support Representatives
- Educators and Academic Administrators
- IT Support Staff
- Team Leaders
- Remote Workers
- Business Analysts
- Consultants
- Non-Profit Organization Staff
- Government Employees
- Freelancers who collaborate with clients and teams

## Course Syllabus

### Module 1: Using Outlook Online

This module describes how to use Outlook Online. Students will learn how to manage their email, create contacts,

## 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 organization.

## 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, organizations 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 synchronized 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 organizing content
- Version History
- Deleting and restoring files
- Sharing files
- File details
- Synchronizing files to the device
- Co-authoring

