

Getting Started with Microsoft 365 Productivity Tools

Target Audience:

New or beginner-level Microsoft 365 users.

Pre-requisites:

- Basic familiarity with using a web browser
- Ability to log in to Microsoft 365

Module 1: Introduction to Microsoft 365

- Overview of Microsoft 365 ecosystem
- Signing in and navigating the Microsoft 365 home page

Module 2: Working with Outlook Online

- Navigating the Outlook web interface
- Composing, reading, and replying to emails
- Organizing with folders, categories, and flags
- Managing your calendar: creating meetings and events
- Setting up automatic replies (Out of Office)
- Searching mail and using filters
- Outlook settings and themes

Module 3: Collaborating with SharePoint Online

- What is SharePoint Online? (Team Sites vs Communication Sites)
- Navigating a SharePoint site
- Accessing and working with document libraries
- Sharing and permission basics
- Version history and file check-out
- Integrating SharePoint with Teams and OneDrive

Module 4: Managing Files with OneDrive for Business

- Introduction to OneDrive vs SharePoint
- Uploading, creating, and organizing files/folders
- Sharing files securely (people with link, org only, specific people)
- Version history and restoring files
- Syncing OneDrive to local device
- Managing storage and file access

Module 5: Communication and Collaboration with Teams

- Introduction to Microsoft Teams structure (Teams, Channels, Chats)
- Starting and replying to channel conversations
- Using @mentions, reactions, and announcements
- Scheduling and joining meetings
- Sharing files and collaborating in Teams
- Using tabs (Planner, OneNote, SharePoint integration)
- Teams settings and notifications