

Using Office 365 Email, Contacts & Calendar

Course Overview

This course provides students with the knowledge and skills to use Microsoft Office 365 email, contacts, calendar, and Office Apps.

<u>Course Introduction</u>	4m
Course Introduction	
<u>Module 01 - Office 365 Overview</u>	1h 17m
Office 365 Overview	
What is Office 365	
Office 365 Extras and Add-Ons	
Demo - Office 365 Extras and Add-Ons	
Demo - Licensing with Office 365	
How to Sign on to your Office 365	
Types of Login Screens: Small Business	
Types of Login Screens: Enterprise	
Demo - What is Office 365	
How to Find Help – Small Business	
How to Find Help – Enterprise	
Demo - Finding Help	
Setting Defaults in Office 365 Options	
Demo - Customizing Your Environment	
Newsfeeds	
Demo - Newsfeeds	
How to Integrate Office 365	
SharePoint Sites	
Demo - SharePoint Sites	
Module 01 Review	
<u>Module 02 - Email, Contacts & Calendar</u>	1h
Email, Contacts & Calendar	
Using Outlook Web Access	
Using 365 for Mail	
Creating Special Options	
Demo - Working with Email	
Automating Incoming Emails	
Creating Your Email Signature	
Demo - Automatic Options	
Using Office 365 for Contacts	
Using Groups	
Demo - Using Office 365 for Contacts	
Using Office 365 for Appointments	
Using Office 365 Calendars	

Demo - Using Office 365 for Calendars
Configuring Outlook
Demo - Configuring Outlook
Module 02 Review

Module 03 - Using the Office 365 Office Apps

1h 16m

Using the Office 365 Office Apps
Lync
Filling in Your Profile
Status or Presence Information
Demo - Status or Presence Information
Adding a Contact
Changing the Default Options
Demo - Filling Out Your Profile and Adding Your First Contact
Sending and Receiving Messages
OneDrive
Demo - OneDrive
Document Storage on Office 365
Demo - Document Storage on Office 365
Demo - Configuring OneDrive to Sync
Options for Creating and Saving Documents
Excel Web App
Word Web App
PowerPoint Web App
OneNote Web App
Demo - Office Applications
Module 03 Review
Course Closure

Total Duration: 3h 38m