

ME-M365FTW: MICROSOFT 365 FOR THE WEB (WITH SHAREPOINT, ONEDRIVE & TEAMS)

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	CERTIFICATION
1 Day	Introduction	Office 365	Instructor-led	Attendance Certificate

INTRODUCTION

This course is an introduction to Microsoft® 365 in a cloud-based environment. Using the Microsoft 365 suite of productivity apps online, users can easily communicate and collaborate through Microsoft® Teams® messaging and meeting functionality and Outlook® email. When you create a team, the Microsoft SharePoint® team site provides a central storage location for accessing and modifying shared documents. Each user also receives individual document storage through OneDrive® for Business. Teams can provide a central hub for working with shared documents in the familiar apps—Word, PowerPoint®, and Excel®—as an alternative to installing the Microsoft 365 Desktop applications.

AUDIENCE PROFILE

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of Microsoft Office, and who are now extending Microsoft 365 to a collaborative cloud-based environment.

PREREQUISITES

To ensure your success in this course, you will need to be familiar with the Windows® operating system and a web browser. It would also be beneficial to have familiarity with at least one common software application (email, word processing, spreadsheet, or presentation software).

COURSE CONTENT

Module 1: Getting Started with Microsoft 365 for the Web

- Sign into Microsoft 365 Online
- Navigate the Microsoft 365 Web Environment
- Integrate the Microsoft 365 Web Apps

Module 3: Using Teams on the Web

- Access Teams Features
- Create and Configure Teams and Channels
- Chat and Post in Teams
- Call and Meet in Teams

Module 5: Working with Files Online

- Edit Documents in Microsoft 365 Online
- Collaborate on Files Online
- Find Shared Resources Online

COURSE OBJECTIVES

By the end of this course, users will know how to:

- Navigate Microsoft 365 and integrate the online apps.
- Use Microsoft Outlook on the Web.
- Use Microsoft Teams on the web.
- Store documents in SharePoint, OneDrive, and Teams.
- Work with files online.

Module 2: Using Outlook on the Web

- Send and Receive Email on the Web
- Access the Outlook Calendar Online

Module 4: Storing Documents on the Web

- Organize Documents in SharePoint
- Organize Documents in OneDrive
- Work with Documents in Teams
- Select a File Storage Location

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course, students will receive an attendance certificate