

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



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Microsoft 365	Instructor Led	NA

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 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.

COURSE CONTENT

Lesson 1: Getting Started with Microsoft 365 for the Web

- Topic A: Sign into Microsoft 365 Online
- Topic B: Navigate the Microsoft 365 Web Environment
- Topic C: Integrate the Microsoft 365 Web Apps

Lesson 2: Using Outlook on the Web

- Topic A: Send and Receive Email on the Web
- Topic B: Access the Outlook Calendar Online

Lesson 3: Using Teams on the Web

- Topic A: Access Teams Features
- Topic B: Create and Configure Teams and Channels
- Topic C: Chat and Post in Teams
- Topic D: Call and Meet in Teams

Lesson 4: Storing Documents on the Web

- Topic A: Organize Documents in SharePoint

- Topic B: Organize Documents in OneDrive
- Topic C: Work with Documents in Teams
- Topic D: Select a File Storage Location

Lesson 5: Working with Files Online

- Topic A: Edit Documents in Microsoft 365 Online
- Topic B: Collaborate on Files Online
- Topic C: Find Shared Resources Online

ASSOCIATED CERTIFICATIONS & EXAM

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