Office 365 Fundamentals

Duration: 1 day (compressed half day option available)
Course Description Office 365 Fundamentals - This course is for end users of Office 365.
Microsoft's latest cloud-based suite platform boosts accessibility to documents, enhanced communication, mobility, team collaboration, and productivity. This course provides a first look at Office 365 and explores the core features of Office 365 and some of the more popular O365 apps and how they integrate to simplify your digital workspace.

Course Content

What is Office 365
- Logging into O365
- OneDrive, O365 Apps
- Web apps version
- Desktop versions

Introduction to Teams
- Accessing Teams
- Web browser
- Desktop app
- Notification settings
- Main navigation menu
- Adjusting your Teams view
- Show/Hide channels
- Search for a team
- Create a team
- Public or Private teams
- Add members
- Manage a team meeting
- Create channels
- Communication options
- Notifications
- Add documents to the document library
- Work with documents & OneDrive
- Add Apps shortcut tabs to Teams menu

Introduction to Planner
- View the status of a plan
- Pin a Favorite plan
- See all & recent plans
- Group task view
- Task Board
- View tasks by bucket, assigned, progress
- Filter by label, keyword
- Progress Charts
- Status by bucket
- Status by member
- Filter by member
- Add more tasks
- Deadlines and Assignees
- Add tasks
- Assign tasks
- Edit tasks
- See all tasks assigned to yourself
- Work with all my plans
- Different views
- Easily edit and modify a plan

Introduction to Stream:
A secure video service to manage who views your video content and determine how widely to share within your organization. Microsoft Stream also helps you organize content into channels and groups so it's easier to find. Stream works well with other Office 365 apps like Teams, SharePoint, OneNote, and Yammer, giving fast discovery to relevant content. Secure application access is enabled by Azure Active Directory, a leader in identity management systems, to protect sensitive corporate content.