

# Microsoft Office 365 for End Users

Learn via: **Classroom**

Duration: **1 Day**

<https://bilginc.com/en/training/microsoft-office-365-for-end-users-913-training/>

## Overview

Microsoft 365 provides organisations with a suite of business applications including Outlook Online, OneDrive for Business and Microsoft Teams. These online solutions are extended through the interface with Microsoft Office.

This 1 day course is designed to assist existing Microsoft Office users to gain an understanding of the potential new ways of working and functionality available in Microsoft 365.

## Prerequisites

- It is assumed that attendees on this course have some knowledge of Microsoft Office and Outlook 2007-2019
- In-depth exposure to any of the Office products is not required
- Dual monitor setup is required for when attending this course via Virtual Classroom or 'Attend from Anywhere' delivery method.

## What You Will Learn

At the end of this course you will:

- Have an appreciation of what Microsoft 365 is and the concept of digital transformation
- Explore and navigate around the Microsoft 365 environment
- Gain an introduction to the functionality in Outlook Online, OneDrive for Business and Microsoft Teams
- Be introduced to other M365 apps: Forms, Planner and OneNote

## Outline

Module 1: New ways of working

- What is Microsoft 365?
- Microsoft 365 Adoption Explained
- What is Digital Transformation?
- Why should Digital Transformation be a priority for your business?
- The key ingredients to successful Digital Transformation

Module 2: Exploring Microsoft 365

- Microsoft 365 Explained
- Microsoft 365 is 'Evergreen'
- How to access Microsoft 365
- Signing out of Microsoft 365
- The Core Applications
- Navigating around Microsoft 365
- The App Launcher (Waffle)
- My Day
- My Content

Module 3: Popular Microsoft 365 Apps

- Introducing Outlook Online (mail)
- Personal Document Management using OneDrive for Business
- Smart Communication and Collaboration with MS Teams

Module 4: Introducing other Productivity apps

- MS Forms
- MS Planner
- MS OneNote