Microsoft Office 365: Microsoft Office Web Apps and Collaboration

Course Summary

Description

This course is an introduction to the Microsoft® Office 365™: Microsoft Office Web Apps and Collaboration in a cloud-based environment. Using Office 365, users can easily communicate with each other through Microsoft® Outlook® mail and Lync® instant messaging and online meetings. Additionally, the Microsoft® SharePoint® Team Site provides a central location for accessing and modifying shared documents. The Office Web Apps enable users to perform basic tasks, such as opening, editing, printing, and saving documents without requiring an installation of the full desktop version of Microsoft® Office 2010 on the local computer.

Objectives

By the end of this course, students will be able to:

- Log in to and navigate in the Office 365 environment
- Create, edit, and share documents with team members using Office Web Apps and Microsoft SharePoint
- Use email and manage contacts with the Outlook Web App
- Use instant messaging and online meetings with Microsoft Lync
- Set up your mobile devices to work with Office 365

Topics

- Getting Started
- Collaborating with Shared Files
- Using the Outlook Web App
- Communicating with Microsoft Lync
- Interacting with Mobile Devices

Audience

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 the Microsoft® Office 2007 or 2010 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

Prerequisites

To ensure your success, you will need competence in at least one of the primary applications in the 2007 or 2010 edition of the Microsoft Office suite (Microsoft® Word, Microsoft® PowerPoint®, and/or Microsoft® Excel®), and also competence in using the locally installed version of Microsoft Outlook 2007 or 2010 for email and calendaring. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Microsoft® Office Word 2010: Part 1
- Microsoft® Office Excel® 2010: Part 1
- Microsoft® Office PowerPoint® 2010: Part 1

Duration

One day
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Course Outline

I. Getting Started
   A. Topic A: Sign In to Office 365
   B. Topic B: Explore the Office 365 Environment

II. Collaborating with Shared Files
    A. Topic A: Connect Desktop Apps to Office 365
    B. Topic B: Work with Shared Documents on the Team Site
    C. Topic C: Collaborate on the SharePoint Team Site

III. Using the Outlook Web App
     A. Topic A: Use Email in the Outlook Web App
     B. Topic B: Manage Contacts
     C. Topic C: Use the Calendar
     D. Topic D: Personalize Your Outlook Web App

IV. Communicating with Microsoft Lync
    A. Topic A: Use Instant Messaging
    B. Topic B: Make Phone Calls with Lync
    C. Topic C: Participate in Online Meetings

V. Interacting with Mobile Devices
   A. Topic A: Access Office 365 with Your Smartphone
   B. Topic B: Access Office 365 Documents from a Mobile Device