PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Training Part 2 - Online Instructor-led Training

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

This Office 365 Part 2 course is intended to help Office 365 users understand how to complete more advanced tasks using its various apps and services. Topics will include file storage and collaboration with OneDrive and SharePoint, using cloud-exclusive tools such as Delve and Planner, and managing users and security within Office 365.

Microsoft Office 365 Training Course Part 2 are available now in the United States, Australia, New Zealand, Singapore, Hong Kong, Malaysia.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

Participants will learn how to use the Office 365 cloud-based storage and collaboration with SharePoint and OneDrive as well as how to manage users, security, compliance and domains.

Outcomes

After completing this course, participants will be able to:

- File Storage and Collaboration with OneDrive for Business
- File Storage and Collaboration with SharePoint Online
- Organise with Office 365
- Manage Users
- Manage Security, Compliance, and Domain Settings

Modules

Lesson 1: Storage and Collaboration with OneDrive for Business

- Getting Started with OneDrive for Business
  - What is OneDrive for Business?
  - Open OneDrive for Business
  - Add Files to OneDrive
  - Create Files
  - Organise Files
  - Delete Files
  - Activity 1-1
- Collaborating Using OneDrive for Business
  - Use the Discover Feature
  - Share Files
  - What is Syncing?
  - Configure OneDrive for Business Sync
  - Sync OneDrive for Business to Your Computer
  - Activity 1-2
- Using Delve
  - What is Delve?
  - Search Using Delve
  - Add Results to Favorites
  - Share with Delve
  - Use Boards
  - Activity 1-3
- Summary
- Review Questions

Lesson 2: File Storage and Collaboration with SharePoint Online

- Getting Started with SharePoint
  - What is Microsoft SharePoint Online?
  - What is a SharePoint Team Site?
  - Navigate to a SharePoint Team Site
  - Components of a SharePoint Team Site
  - Activity 2-1
- Getting Started with Document Libraries
  - What are Document Libraries?
  - View a Document Library
  - Upload Files
  - View and Edit Files
  - Create Files
  - Delete Files
  - Sort and Filter a Document Library
  - Activity 2-2
- Working with Document Libraries
  - Use the Checkout System
  - Share Files with Others
  - View File Version History
  - Roll Back File Version History
  - Delete Versions
  - Activity 2-3
- Summary
- Review Questions

Lesson 3: Organising with Office 365

- Working with Tasks
  - What is Tasks?
  - View Your Tasks
  - Add Tasks
  - Mark Tasks Complete
  - Delete Tasks
  - Activity 3-1
- Getting Started with Planner
  - What is Planner?
  - View the Planner Hub
  - Mark Plans as a Favorite
  - View Plan Details
  - View Your Assigned Tasks
  - View Task Details
  - Manage Your Tasks
  - Activity 3-2
- Working with Planner
  - Create a New Plan
  - Add Buckets to Plans
  - Add Tasks to Buckets
  - Modify Tasks
  - Planner Views
  - Activity 3-3
- Summary
- Review Questions

Lesson 4: Managing Users

- Getting Started as an Administrator
  - What is an Administrator?
  - Open the Admin Center
  - Navigate the Admin Center
  - Use the Message Center
  - Use the Service Health Center
  - Activity 4-1
- Managing Users
  - Add a User
  - Edit a User
  - Reset a User Password
  - Delete a User
  - Add Contacts
  - Activity 4-2
- Managing Groups
  - Add a Group
  - Edit a Group
  - Delete a Group
  - Create a Distribution List
  - Add Members to a Distribution List
  - Create Shared Mailboxes
  - Activity 4-3
- Managing Resources
  - Add Rooms or Equipment
  - View Sites
  - Change Site Sharing Settings
  - Add Sites
  - Activity 4-4
- Summary
- Review Questions

Lesson 5: Managing Security, Compliance, and Domain Settings

- Managing Domains
  - What is a Domain?
  - View Current Domains
  - Add a Domain
  - Add a Domain to Email Accounts
  - Activity 5-1
- Security and Compliance
  - Open the Security & Compliance Center
  - Navigate the Security & Compliance Center

  - Create Alerts
  - Manage Alerts
  - Manage User Permissions for the Security & Compliance Center
  - Manage Data Loss Prevention Policies
  - Activity 5-2
- Summary
- Review Questions

Talk to our expert team

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