



Microsoft 365 for the Web with Teams, SharePoint, and OneDrive

Course ID #: 7000-997-ZZ-Z

Hours: 7

Course Content

Course Description:

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.

Course Objectives:

Upon course completion, student will be able 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.

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).

Target Student:

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.



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Topics:

Getting Started with Microsoft 365 for the Web

- Sign In to Microsoft 365 Online
- Navigate the Microsoft 365 Web Environment
- Integrate the Microsoft 365 Web Apps

Using Outlook on the Web

- Send and Receive Email on the Web
- Access the Outlook Calendar Online

Using Teams on the Web

- Access Teams Features
- Create and Configure Teams and Channels
- Chat and Post in Teams
- Call and Meet in Teams

Storing Documents on the Web

- Organize Documents in SharePoint
- Organize Documents in OneDrive
- Work with Documents in Teams
- Select a File Storage Location

Working with Files Online

- Edit Documents in Microsoft 365 Online
- Collaborate on Files Online
- Find Shared Resources Online