OFFICE 365; SharePoint; OneDrive; Apps and Teams for End Users

Log in to Office 365

- User Account
- Logging in using the Portal
- Which web browser to use

Overview of Office365

- Navigating PPL/PRS Home Page
- Overview of Office 365 interface
- Overview of cloud services
- App Launcher button (waffle)
- Office 365 toolbar

Your Profile I Office 365

- Check your Profile
- Edit "About Me"
- Presence settings and indicators

OneDrive

- Your personal SharePoint document storage area
- Uploading individual files
- Uploading batches of folders and files
- Using Windows/File Explorer to drag and drop files and folders
- Navigating the OneDrive interface
- Sorting and filtering files and folders
- Creating new folders
- Creating new files – Word, Excel, PowerPoint and OneNote files using the Office365 Apps
- Editing files on line using Office 365 Apps
- Opening files in full versions of Excel, Word and PowerPoint
- Sharing Files
- Version Control
- Syncing OneDrive to devices

Office 365 Mail

- Creating new emails
- Replying and Forwarding
- Attaching files – from OneDrive as Shared files
- Attaching files – from OneDrive as copy of file

- Attaching files – from other devices
- Mail settings
- Display settings
- Organising emails within Office 365 Mail app

Calendar in Office 365

- Calendar Views
- Modify and delete a calendar event
- Create a Team or Outlook Meeting

Apps in Office 365

- Brief Overview of Delve/Yammer/Sway/OneNote

Using Teams to Collaborate with Others

- Communicate with a co-worker through instant message, call and video.
- Share a program, desktop screen, PowerPoint presentation or document with contacts.
- Create a group meeting
- Record your meetings and locate them.

Using SharePoint to locate and Share Information

- Overview of Team Sites
- Difference between SharePoint Libraries and OneDrive
- Navigate a Team Site.
- Working with library documents
- Search within a SharePoint Site.
- Document libraries – check in/check out
- Working with lists
- Setting up your own views