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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

## Microsoft Office 365: Web Apps and collaboration (MS-Off365Web)



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.

### 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

## **Course Outline:**

### **Lesson 1: Getting Started**

- Topic A: Sign In to Office 365
- Topic B: Explore the Office 365 Environment

### **Lesson 2: Collaborating with Shared Files**

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

### **Lesson 3: Using the Outlook Web App**

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

### **Lesson 4: Communicating with Microsoft Lync**

- Topic A: Use Instant Messaging
- Topic B: Make Phone Calls with Lync
- Topic C: Participate in Online Meetings

### **Lesson 5: Interacting with Mobile Devices**

- Topic A: Access Office 365 with Your Smartphone

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