

# Microsoft Office 365



## For Business - Level 1

Product Code: INF1720 ISBN: 978-1-925526-13-4

| * | General     |
|---|-------------|
|   | Description |

The skills and knowledge acquired in Microsoft Office 365 - For Business - Level 1 are sufficient to be able to understand how Office 365 works and perform basic tasks.

Learning Outcomes At the completion of this course you should be able to:

- understand what Office 365 is and how it can be used
- understand how to start working with Office 365
- create, send and receive emails using Mail
- use *Calendar* to manage meetings, events and appointments
- understand and work with People
- create and join groups, post and interact with messages, and work with files using **Yammer**.
- use the **Newsfeed**
- access and navigate OneDrive
- start working with Office Online
- perform more complex email operations using Mail
- configure and personalise *Mail* settings to suit your needs

Prerequisites

Microsoft Office 365 - For Business - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Topic Sheets

141 topics

Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

Formats Available A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Companion Products There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at **www.watsoniapublishing.com**.

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#### **Contents**

### **Introduction to Office 365**

Working in the Cloud What Is Office 365 Office 365 Versus Office 2016 Choosing the Right Plan **System Requirements** Office 365 Apps and Services Additional Office 365 Apps and Services Glossary of Common Office 365 Terms **Understanding Office Online Understanding Desktop Applications** 

#### **Starting With Office 365**

Accessing Office 365 Understanding the Office 365 Home Understanding the App Launcher Using the App Launcher Understanding the My Accounts Delve and the My Profile Screen Understanding Your My Profile Page Editing Your My Profile Page Creating a Blog Post The Office 365 Settings Screen The Settings Menu Changing the Theme Signing Out

#### **Starting With Mail**

**Understanding Mail** The Mail Screen **Navigating Mail** Creating a New Email **Creating Additional Emails** Formatting Text in an Email Replying to Emails **Forwarding Emails Inserting Email Attachments Opening Email Attachments Selecting Emails Sorting Emails Filtering Emails** The Search Mail and People Bar

#### The Calendar

The Calendar Screen Navigating the Calendar The New Event Window Creating a New Event Scheduling a Meeting Working With Multiple Calendars **Sharing Calendars Printing Calendars** Deleting a Calendar

#### **People**

The People Screen **Navigating People** Sorting and Filtering Contacts Creating a New Contact Sending Emails From People **Deleting a Contact** 

#### **Yammer**

What Is Yammer Opening Yammer From Office 365 The Yammer Home Page **Navigating Yammer Understanding Groups** Creating a Group Understanding the Group Homepage Viewing and Joining a Group Posting a Message **Understanding Conversation Options Understanding Topics** Understanding the Private Inbox **Understanding Notifications Understanding Files and Notes** Uploading a File to a Group Attaching a File to a Post **Deleting Posts Deleting Groups** Understanding the Yammer Mobile App

## The Newsfeed

Understanding the Newsfeed The Newsfeed Screen **Following People** Posting to the Newsfeed Mentioning People in Posts Replying to Posts **Liking Posts** 

**Managing Posts Understanding Hash Tags Deleting Posts** 

#### **OneDrive for Business**

**Understanding OneDrive** Accessing OneDrive for Business The OneDrive Screen **Uploading Files** Syncing Files Opening Files From OneDrive Creating a New Folder **Editing OneDrive Files** Selecting and Moving Files in OneDrive Sorting and Filtering Files Sharing Files in OneDrive Opening a Shared File in OneDrive Using OneDrive Search **Deleting Files and Folders** OneDrive for Mobile

#### **Starting With Office Online**

**Understanding Office Online** Creating a New Document The Office Online Screen Understanding the Backstage Saving a Document Reading View vs Editing View Opening an Existing File Accessing Desktop Versions in Office Using Tell Me What You Want to Do

#### **Working With Mail**

**Emails Required for This Chapter Understanding Folders** Working With Folders Creating a New Folder **Moving Emails** Working With Drafts Understanding Junk Email Categorising Emails Permissions **Email and Message Options Understanding Mail Add-Ins** Using the My Templates Add-In Adding Mail Add-Ins Office 365 Groups

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Deleting Emails Printing an Email Mail and Skype for Business

#### **Mail Settings**

The Mail Options Screen Connecting Email Accounts Connecting Gmail Accounts Inbox Rules Setting Up Automatic Replies Creating a Signature Block or Allow



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