



# Microsoft Office 365

## For Business - Level 1



INFocus COURSEWARE

Product Code: INF1720

ISBN: 978-1-925526-62-2

### ❖ 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](http://www.watsoniapublishing.com).

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Product Information



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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  
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