

Ref. :En_EB365MICv1n2 - Microsoft 365 niv2

Microsoft 365

Microsoft 365: The collaborative work environment (v1) Advanced techniques

Goal

Learn to use the new environment and optimise your working methods (teamwork and information sharing) by making the most of Microsoft 365's advanced features

Target audience

Any user who would like to discover or further their knowledge concerning the Microsoft 365 features

Level required

Basic Microsoft 365 knowledge is necessary

Estimated time to complete the essential modules

5:15h
(the video sequences last 2 to 5 minutes, on average)

Course contents

► The essential modules

Microsoft 365: Environment, OneDrive for Business and SharePoint Online (v1) - Advanced techniques



MEDIAplus
eLearning

This module offers interactive training consisting of 7 training videos, 7 exercises and 2 additional resources.

File syncing and sharing with OneDrive for Business - Advanced techniques

- You need to know: Syncing OneDrive files
- Sharing files or folders
- Generating file access links

File syncing, sharing and versions with SharePoint Online - Advanced techniques

- You need to know: Syncing files from a SharePoint library
- Checking files out and in
- Managing different file versions
- Sharing files or folders
- Generating file access links
- Creating alerts for files, folders or libraries

Teams: Teamwork with Microsoft 365 (v1) - Advanced techniques



MEDIAplus
eLearning

This module offers interactive training consisting of 4 training videos.

Searches and notifications - Advanced techniques

- Searching for content and people
- Notifications and activity display

Teamworking with files - Advanced techniques

- Teamworking with files
- Using Wiki pages

Outlook for the web: the Microsoft 365 web messaging service (v2) - Advanced features



Video

This module offers to view a video lasting 26 minutes.

Managing messages

- Setting a message's importance
- Requesting receipts
- Managing messaging folders
- Managing important messages
- Managing junk mail
- Managing mail while absent

Managing contacts

- Creating and managing a contacts list
- Creating or joining a Microsoft 365 group
- Managing a Microsoft 365 group

The calendar

- Sharing a calendar
- Opening a shared calendar

Office for the web: the Microsoft 365 web apps (v3) - Advanced features



Video

This module offers to view a video lasting 21 minutes.

Sharing and co-editing files

- Sharing files with co-workers
- Finding files shared with me and shared by me
- Managing a file's share
- Discussing a file with comments
- Co-editing a file
- Working while tracking changes

OneNote for the web: Create and share your notes



Video

This module offers to view a video lasting 27 minutes.

Creating notes and notebooks

- About OneNote for the web
- Creating your first notebook
- Adding text to a note
- Inserting different items into a note
- Dictating a note
- Taking handwritten notes
- OneNote Web Clipper

Optimising notes, notes pages and notebooks

- Structuring a notes page
- Organising a notes page, section or notebook
- Finding notes
- Managing notes
- Unlocking a protected note

Teamwork on notes

- Sharing notes
- Managing a shared notebook's changes and versions
- Using OneNote in Teams

Microsoft 365: the use cases (v2)

Mobility, online meetings and collaborative work



This module offers to view a video lasting 01 hour and 25 minutes.

Working mobile

- Accessing key tools and data while out of the office using a smartphone or tablet
- Giving a presentation using a tablet
- Working offline with a portable computer or a Surface tablet
- Taking notes during an off-site meeting and exploiting them
- Desktop, mobile or web apps: which are best while mobile?

Organising, participating in and leading a remote meeting

- Organising a meeting and tracking the invitations
- Easily organising and taking part in a distance meeting
- Co-creating a meeting report

Working together on a project

- Sharing many large files
- Gathering contributor opinions and needs for a project
- Organising and planning a project's tasks
- Co-creating a project deliverable
- Proper management of project documentation using Teams

Individual efficiency

- Knowing a co-worker's availabilities and choosing the best tool to contact them
- Time management
- Finding specific information or files

► Complementary material

Microsoft 365: Environment, OneDrive for Business and SharePoint Online (v1) - Mastering the essentials



This module offers interactive training consisting of 13 training videos, 13 exercises and 5 additional resources.

Discover the Microsoft 365 environment - Mastering the essentials

- You need to know: About Microsoft 365
- The Microsoft 365 interface
- The profile page (Delve)
- Managing the details and the profile page

Manage your files in OneDrive for Business - Mastering the essentials

- You need to know: About OneDrive for Business
- Creating folders, files and adding files
- You need to know: Saving files to OneDrive from the Office applications
- Opening and editing files stored in OneDrive
- Managing OneDrive files
- Moving or copying files

Make the most of SharePoint Online's team sites and libraries - Mastering the essentials

- You need to know: About SharePoint Online
- The SharePoint team sites
- The SharePoint libraries
- Creating folders, files, and adding files to a library
- You need to know: Saving files to a library from the Office applications
- Opening and editing a library's files
- Managing a library's files
- Moving or copying files

Teams: Teamwork with Microsoft 365 (v1) - Mastering the essentials

This module offers interactive training consisting of 15 training videos, 15 exercises and 1 additional resource.

Teams and channels - Mastering the essentials

- You need to know: Introduction to Teams in the Office 365 environment
- About the Teams interface
- Membership and team creation
- Editing and deleting a team
- Team settings
- Managing team members
- Managing channels

Chats - Mastering the essentials

- Creating and taking in part in channel conversations
- Creating chats
- Using mentions
- Managing messages

Online meetings, audio and video calls - Mastering the essentials

- Creating and taking part in an online meeting
- Planning an online meeting
- Calls

Team files - Mastering the essentials

- Managing files and folders
- Adding custom tabs