Ref. :En_EB365MICv2n1 - Microsoft 365 niv1

# Microsoft 365

## Microsoft 365: The collaborative work environment (v2)
## Mastering the essentials

**Goal**

Take full advantage of the new work environment offered by Microsoft, in order to increase productivity by learning new work processes based on the online services, collaborative work and information sharing.

| Target audience | Level required | Estimated time<br>to complete the essential modules |
|---|---|---|
| Any user who would like to discover or further their knowledge concerning the Microsoft 365 features | No prior knowledge of Microsoft 365 is necessary | 7:55h<br>*(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) - Mastering the essentials

| **MEDIAplus eLearning** | 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

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# Teams: Teamwork with Microsoft 365 (v3) – The basics

| Video | This module offers to view a video lasting 01 hour and 11 minutes |
|---|---|

**Overview**
- Introduction to Teams in the Microsoft 365 environment
- About the Teams interface
- Good practices when using Teams

**Posting to a channel**
- Joining a team
- Channel posts
- Attachments and fun stuff
- Announcements and compliments
- Cross-posting
- Replying and managing messages
- Using mentions and tags

**Chats and calls**
- The chat
- Audio and video calls
- Good practices for chats and calls

**Managing team files**
- Reaching the files
- Uploading, creating and editing a file in a channel
- Managing channel files and folders

**Online meetings**
- Creating and accessing an instant meeting
- Taking part in a meeting
- Scheduling a meeting
- Breakout rooms
- Meeting minutes and attendance report
- Recording a meeting
- Good practices for organising and taking part in remote meetings

# Outlook for the web: the Microsoft 365 web messaging service (v2) - The basics

| Video | This module offers to view a video lasting 47 minutes. |
|---|---|

**Sending and receiving messages**
- About Outlook for the web
- Creating and sending messages
- Managing a message's recipients
- Managing a message's recipients
- Accessing received messages
- Reading a message
- Replying to and transferring a message
- Managing received attachments

**Managing messages**
- Finding messages
- Sorting/Filtering messages

- Selecting messages
- Moving or copying messages
- Deleting messages

**Managing contacts**
- About the People app
- Creating a contact
- Managing contacts
- Finding contacts
  **The calendar**
  - About the Calendar app
  - Changing the calendar display
  - Creating/Editing an appointment or event
  - Hosting and managing meetings
  - Replying to a meeting invitation

## Office for the web: the Microsoft 365 web apps (v3) - The basics

**Video**

This module offers to view a video lasting 56 minutes.

**Office for the web**
- Introduction
- Managing files in the web apps

**Word**
- About Word for the web
- The main features
- The web version's specificities
- The web version's extra features

**Excel**
- About Excel for the web
- The main features
- The web version's specificities
- The web version's extras: online surveys
- The web version's extras: scripts

**PowerPoint**
- About PowerPoint for the web
- The main features
- The web version's specificities

## OneNote for the web: Create and share your notes

**Video**

This module offers to view a video lasting 25 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 page6
- Organising a notes page, section or notebook

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- Finding notes
- Managing notes
- Unlocking a protected note

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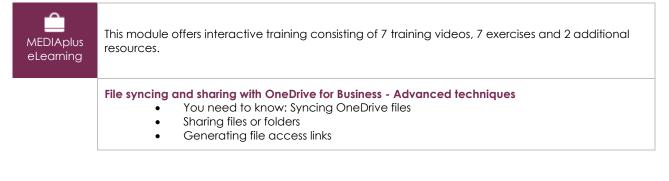- Managing a shared notebook's changes and versions
- Using OneNote in Teams

# Microsoft 365: the use cases (v2)

## Mobility, online meetings and collaborative work

| | |
|---|---|
| **Video** | 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) - 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 (v3) - Advanced features

| Video | This module offers to view a video lasting 01 hour and 02 minutes. |

**Managing teams and channels**
- Creating a team
- Editing and deleting a team
- Team setup
- Managing team members
- Channel management
- Managing tabs
- Closing a team
- Good practices: team goals, identity and management
- Good practices: structuring the team into channels
- Good practices: facilitating and closing the team
- Module 1 Exercise Statement - Managing teams and channels
- Module 1 Exercise Solution - Managing teams and channels

**Teamworking with files**
- Teamworking with files
- Notebooks
- Good practices for teamwork around files
- Module 2 Exercise Statement - Teamwork with files
- Module 2 Exercise Solution - Teamwork with files

**Increasing efficiency**
- Finding content and people
- Status, notifications and workflow
- Managing the Teams settings
- Good practices to improve personal efficiency

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