

Ref. :En\_EB365MICv2n2 - Microsoft 365 niv2

# Microsoft 365

## Microsoft 365: The collaborative work environment (v2) 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 (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

## 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



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 (v3) – The basics



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

<ul style="list-style-type: none"> <li>• Replying and managing messages</li> <li>• Using mentions and tags</li> </ul>
<b>Chats and calls</b> <ul style="list-style-type: none"> <li>• The chat</li> <li>• Audio and video calls</li> <li>• Good practices for chats and calls</li> </ul>
<b>Managing team files</b> <ul style="list-style-type: none"> <li>• Reaching the files</li> <li>• Uploading, creating and editing a file in a channel</li> <li>• Managing channel files and folders</li> </ul>
<b>Online meetings</b> <ul style="list-style-type: none"> <li>• Creating and accessing an instant meeting</li> <li>• Taking part in a meeting</li> <li>• Scheduling a meeting</li> <li>• Breakout rooms</li> <li>• Meeting minutes and attendance report</li> <li>• Recording a meeting</li> <li>• Good practices for organising and taking part in remote meetings</li> </ul>


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

 Video	This module offers to view a video lasting 47 minutes.
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## Office for the web: the Microsoft 365 web apps (v3) - The basics

 Video	This module offers to view a video lasting 56 minutes.
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## Copilot for Microsoft 365 - Use cases and best practices

 Video	This module provides educational videos of a total duration of 1:53h.
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