Office 365, Part 1 of 5: What is Office 365

Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with Office 365 is assumed.

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Course description: Discover Microsoft's full productivity platform that leverages a multitude of programs and apps, Office 365. Dive into the portal in the cloud and explore what Office 365 is and what it provides to you as a user. Explore how the subscription model works, how to sign in, navigate and customize your own experience in the Office 365 portal, as well as how you can update and manage your own profile using Office 365's machine learning app, "Delve." Finally, find and leverage all the great products you already know, including Exchange, SharePoint, and Office, to be the most productive user you can be.

Course outline:

Signing On
- Introduction
- What is Office 365 Cloud
- Who Uses Office 365
- Business Types
- Subscription Model
- How to Sign In to Office 365
- What is Required to Log In
- What Office Versions Work
- Let's Now Explore
- Demo: Log In to the Portal
- Demo: Log In to Office
- Summary

Platform
- Introduction
- What IS Office 365
- Integrated Platform
- Office to One Drive
- SharePoint to Video Channels
- Dynamics CRM to Azure
- Summary
- Summary

Identifying Products
- Introduction
- Office 365 Product Details
- Office Suite (2010, 2013, 2016)
- Skype for Business
- SharePoint Online
- OneDrive for Business
- Yammer
- Exchange Online
- Groups
- Planner
- Delve
- Let's Take a Closer Look
- Summary

Identifying Products Demo
- Introduction
- Demo: Office 365 Start Page
- Demo: Excel Online
- Demo: Office Features
- Demo: Outlook, SharePoint, and Yammer
- Demo: Groups
- Demo: The Planner and Tasks
- Demo: Video Channel, Delve, and More
- Summary

Navigating Office 365
- Introduction
- Navigating Office 365
- About Me
- Breadcrumb and Quick Launch Navigation
- Access Through Links
- Open in a New Tab
- Let's Now Explore
- Demo: Quick Navigation
- Demo: Settings
- Summary

Customize Office 365
- Introduction
- Customize Office 365
- Customize Office 365 Settings
- Demo: The Quick Launch Menu
- Demo: The Navigation Bar
- Demo: The Settings
- Demo: Your App Settings
- Summary

Updating the Profile in Delve
- Introduction
- Updating Your Profile in Delve
- More About Me
- Demo: About Me in Delve
- Demo: Projects, Skills, and More
- Demo: Other People
- Demo: Delve Push
- Summary