MICROSOFT OFFICE 365 – TEAMS & COLLABORATION
INTRODUCTORY LEVEL

FORMATION CAD

Duration: 3 hours
Prerequisites: Be comfortable with your work environment (Windows, Internet browser and Office)
Recognized certification: yes
Course material: provided
Technical assistance after the training: Offered free of charge for one year
Teaching resources:
- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:
General understanding of Office 365:

- Access and use the Office 365 online portal
- Learn about the apps and services available in Office365
- Positioning OneDrive Vs SharePoint and Teams
- Store and share documents on OneDrive
- Communicate and collaborate as a team in Teams (preview)

PROGRAM
Introduction to Office 365

Introduction

- What is office365?
- Benefits of the Office365 Suite

The online portal

- Sign in to the Office 365 portal online
- Getting Started with the Portal Interface
- Which tool for which use?
- Personalize your personal information

Use Onedrive
Introduction

- What is OneDrive?
- Personal File Sharing (OneDrive) VS Collaboration (SharePoint or Teams)

- Individual storage capacity offered by OneDrive
- Access your OneDrive space in different ways

Store and share documents

- Create, upload, and save documents and folders
- Share OneDrive documents
- Sharing permissions
- Simultaneous co-publishing
- Restore an earlier version or deleted document
- Search in OneDrive

Take advantage of the Onedrive synced folder

- Why sync?
- Choose which folders to sync
- Start file synchronization

- Explain "Files on Demand"
- Work offline on your documents

Collaborate with Teams

Introduction

- What is Microsoft Teams?
- Getting started with the interface
- Availability status

QUESTIONS & ANSWERS