

# Microsoft 365 Business Training – Level 1

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## Topics

### Introduction to Office 365

- Working in the Cloud
- What Is Office 365
- Office 365 Versus Office 2016
- Choosing the Right Plan
- System Requirements
- Office 365 Apps and Services
- Additional Office 365 Apps and Services
- Glossary of Common Office 365 Terms
- Understanding Office Online
- Understanding Desktop Applications
- Devices

### Starting with Mail

- Understanding Mail
- The Mail Screen
- Navigating Mail
- Creating a New Email
- Creating Additional Emails
- Formatting Text in an Email
- Replying to Emails
- Forwarding Emails
- Inserting Email Attachments
- Opening Email Attachments
- Selecting Emails
- Sorting Emails
- Filtering Emails
- The Search Mail and People Bar

### Starting with Office 365

- Accessing Office 365
- Understanding the Office 365 Home Page
- Understanding the App Launcher
- Using the App Launcher
- Understanding the My Accounts Menu
- Delve and the My Profile Screen
- Understanding Your My Profile Page
- Editing Your My Profile Page
- Creating a Blog Post
- The Office 365 Settings Screen
- The Settings Menu
- Changing the Theme
- Signing Out

### The Calendar

- The Calendar Screen
- Navigating the Calendar
- The New Event Window
- Creating a New Event
- Scheduling a Meeting
- Working with Multiple Calendars
- Sharing Calendars
- Printing Calendars
- Deleting a Calendar

## People

- The People Screen
- Navigating People
- Sorting and Filtering Contacts
- Creating a New Contact
- Sending Emails from People
- Deleting a Contact

## The Newsfeed

- Understanding the Newsfeed
- The Newsfeed Screen
- Following People
- Posting to the Newsfeed
- Mentioning People in Posts
- Replying to Posts
- Liking Posts
- Managing Posts
- Understanding Hash Tags
- Deleting Posts

## Yammer

- What Is Yammer
- Opening Yammer from Office 365
- The Yammer Home Page
- Navigating Yammer
- Understanding Groups
- Creating a Group
- Understanding the Group Homepage
- Viewing and Joining a Group
- Posting a Message
- Understanding Conversation Options
- Understanding Topics
- Understanding the Private Inbox
- Understanding Notifications
- Understanding Files and Notes
- Uploading a File to a Group
- Attaching a File to a Post
- Deleting Posts
- Deleting Groups
- Understanding the Yammer Mobile App

## OneDrive for Business

- Understanding OneDrive
- Accessing OneDrive for Business
- The OneDrive Screen
- Uploading Files
- Syncing Files
- Opening Files from OneDrive
- Creating a New Folder
- Editing OneDrive Files
- Selecting and Moving Files in OneDrive
- Sorting and Filtering Files
- Sharing Files in OneDrive
- Opening a Shared File in OneDrive
- Using OneDrive Search
- Deleting Files and Folders
- OneDrive for Mobile

## Starting with Office Online

- Understanding Office Online
- Creating a New Document
- The Office Online Screen
- Understanding the Backstage
- Saving a Document
- Reading View vs Editing View
- Opening an Existing File
- Accessing Desktop Versions in Office Online
- Using Tell Me What You Want to Do

## Working with Mail

- Emails Required for This Chapter
- Understanding Folders
- Working with Folders
- Creating a New Folder
- Moving Emails
- Working with Drafts
- Understanding Junk Email
- Categorising Emails
- Permissions
- Email and Message Options
- Understanding Mail Add-Ins
- Using the My Templates Add-In
- Adding Mail Add-Ins
- Office 365 Groups
- Deleting Emails
- Printing an Email
- Mail and Skype for Business

## Mail Settings

- The Mail Options Screen
- Connecting Email Accounts
- Connecting Gmail Accounts
- Inbox Rules
- Setting Up Automatic Replies
- Creating a Signature
- Block or Allow