

Virtual Class - Getting Started with MS Office 365

Get started with the core Office 365 applications and services. The session will focus on using Office 365 in the cloud, on the desktop and on mobile devices with an emphasis on how to get up and running with the core office applications.

Other courses you may be interested in

Eager to learn more?
We recommend:
Using MS Office 365
Teams to
Conduct Meetings
and Collaborate

Snapshot

- **Duration:** 90 minutes
- **Category:** Office 365
- **Platform:** Adobe Connect
- **Level:** Beginner
- **Pre-requisites:** Basic familiarity with Windows applications
- **Version:** Office 365

Learning Outcomes

- Understand cloud computing
- Use Office 365 online applications
- Use Email, Calendar and People
- Use OneDrive for Business

Course Content

- Starting with Office 365
- Using Email, Calendar and People
- Using Office Online
- Using OneDrive for Business
- Overview of other apps and services

