Office 365: Getting started

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.

Snapshot

Duration: 90 minute

Level: Beginner

Pre-requisites: Basic familiarity with Windows applications

Version: Office 365

Learning Outcomes

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

Course Content

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