

Office 365 Cloud (1 day)

Office 365 is a Cloud service from Microsoft that offers access to all your applications and files from any location and any device. Office365 in the Cloud is more than just Office 2016. Microsoft developed all kinds of brand new software tools to especially for working together as a team. If you want to learn how you can use this platform with all of its components this training is for you. Keyword is Working together as a Team.

Audience

This training is for everyone who uses Office365 and wants to get more out of it. Most of the possibilities will be covered in this day

Prerequisites

To follow this course it is best to have a basic understanding of the Office products, and you must be able to work on the internet with a modern browser.

Content

Introduction to Office 365

- The different subscriptions of Office 365
- Applications within Office 365
- Sharing documents
- Configuration and settings

Office Web Apps

The 3 best known applications online

- Word Web App
- Excel Web App
- PowerPoint Web App

Outlook Web App

- Your mail online advantages/ disadvantages
- Your mail in the Outlook mobile app

OneDrive

- Save your personal files in the cloud, advantages and options
- Version control, sharing, access anywhere, mobile access, safe, delete policies, archive policies

SharePoint and Office 365

- Navigating SharePoint
- Lists and libraries in SharePoint
- Integration with SharePoint and Office 365
- Search for content

OneNote

- Your all notes and reports, access online and share with others if you want, as team or within a project.

Delve

- Find documents that are important to you with the help of Delve
- Your own documents and the documents that are shared with you can easily be found

Groups

- Outlook groups what are they and how can I use them?
- Create a group
- Subscribe to a group

Yammer

- Sharing information with Yammer
- Use of Yammer and advantages of using it

Teams

- The last product from Microsoft to collaborate with your colleagues, what is it?
- Using Teams
- Teams will eventually replace Skype for Business (former Lync)

Skype for business

- Skype for business what is it?
- SFB in the Outlook web app (chrome not supported)
- Set your status
- Instant messaging and telephony with SFB
- Sharing desktop and Applications
- Attend a meeting with SFB
- SFB will be replaced by the new developed Microsoft Teams.

Planner

- Make to do lists and delegate them to a person
- Sync these tasks with Outlook with Apps4Pro (separate license)

Video

- With Office 365 your company has its own video portal.
- Uploading video to the portal
- Sharing video's in the portal
- This app will be replaced by teams in the near future

Streams

- Sharing video gets an update with new features.
- Same as Video, replacement of video by Streams is already happening

Short subjects if there is enough time

Sway

- An alternative for PowerPoint.
- Useful on tablets

Power BI

- Creating and sharing reports and dashboards.
- Separate training available for Power BI

Power Apps

- make mobile apps for your own company?
- Not for the average user

Flow

- Mmake use of flows
- Example save email attachments automatically in OneDrive

Forms

- What are Forms?
- Example take a poll and analyze it in Excel?

Newsfeed

- The newsfeed from SharePoint will be deprecated
- Yammer will replace the newsfeed

Security and Compliance

- This is for the administrator of Office365

Admin

This is for the administrator of Office365

Questions

- if there is still time we will answer any questions about Office 365