EMPOWERING USERS

INTELE TRAINING

OFFICE 365 STARTER PACK TRAINING

Our Starter Pack Training package is designed for training users before their Office 365 implementation or for users who use Office 365 daily and want a better insight of what the cloud-based software has to offer.

The training session covers 4 of the key products in Office 365, we cover the functions that users will use on a day to day basis with additional helpful features and setups, this way ensuring return on your investment in Office 365.

Total Course Length: 2 hours and 15 minutes

MICROSOFT OUTLOOK – 35 MINS

- Introduction
- Accessing Outlook
- Create new Email message
- Attaching files to an Email
- Inserting images into an Email
- More mail options
- Using the Search bar
- Creating Email folders
- Inbox message options
- Replying to and forwarding an Email
- Creating Email handling rules
- Creating Email Signature
- Creating an Out-of-Office auto-reply
- Create Contacts in Outlook
- Viewing and using the Calendar
- Creating and editing Calendar events
- Review and Questions

MICROSOFT SHAREPOINT – 25 MINS

- Introduction
- Accessing SharePoint
- Overview of layout
- Creating a new site
- Adding content to a site
- Creating a document library
- Adding files and folders to a library
- Creating a new list
- Adding items to a list
- Navigation options
- Search from within SharePoint
- Creating new documents
- Review and Questions

MICROSOFT TEAMS – 40 MINS

- Introduction
- Accessing Teams
- Chat options
- Creating a Team
- Adding Channels
- Conversations
- Scheduling a meeting from within Teams
- Joining a meeting online within Teams
- Meeting options
- Review and Questions

MICROSOFT ONEDRIVE – 20 MINS

- Introduction
- Accessing OneDrive
- Viewing in OneDrive
- Menu options in OneDrive
- Creating a new folder
- Creating a new online files
- Upload existing document for storage or collaboration online
- File synchronization and file naming convention
- Renaming a file
- Downloading a file
- Moving a file
- Sharing a file or folder
- Search in OneDrive
- Review and Questions