Microsoft 365 – sharing and collaboration

Course code: MSOFF365-1

Currently, many companies are addressing the increased demands on the remote cooperation of their employees. Whether because of the benefits of a home office or because of frequent business trips, employees must always be able to work together remotely, as if they were in the office together, all under the strict security rules of the GDPR. The solution for such companies can be Microsoft 365, which allows all this and much more.In this basic course, participants will be introduced to the Microsoft 365 online environment and we will show you its basic settings. Each course participant will learn to use Microsoft 365 for personal work and team collaboration, and will find out when it is appropriate to use the online variant and when the desktop variant of individual applications.In this course, we will focus on basic use, especially OneDrive and SharePoint cloud storage, we will point out the differences between desktop and web applications Excel, Word, Powerpoint, OneNote and Teams.Participants will learn to communicate with each other through Microsoft 365, share files and folders, collaborate on files in real time with selected people and groups.

Who is the course for
- The course is aimed at beginners who are just getting acquainted with the new Office 365 environment. The environment is new in many ways compared to the existing Microsoft Office suites, and at the same time the philosophy of work has changed due to the nature of work.

What we teach you
- We will teach you how to think in Office 365 and introduce new tools for effective use of Microsoft Office and associated online services for team collaboration, so that your work is efficient.
- If you already own an Office 365 license, we can help you with the basic settings of your profile.

Required skills
- Only basic knowledge of working with a PC is required to participate in the course. Your own purchased Office 365 license is not required!

Course Outline
Introduction to Office 365
- Introduction
- Philosophy of use
- Availability
- Cooperation
- Sharing
- Independence
- Use of an Internet browser in the context of Off365
- Basic settings for proper functionality

Cloud storage in general
- What is Cloud Storage?
- Advantages and disadvantages
- Safety
- Types of cloud storage and their properties

Work with OneDrive practically
- Sharing files or folders
- Document versions
- Working with the Recycle bin
- Options
- Synchronization and offline access to documents

Concurrent work on the same document
- Word, Excel, PowerPoint, OneNote

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MS Teams

- Introduction to the application and its philosophy for practical use
- Using Web vs. Desktop Versions of MS Teams
- Activity monitoring
- Chat - communication (Skype replacement)
- Chat
- Audio, Video
- File sharing
- Screen or window sharing
- Transfer of control
- Team work
- Creating and organizing teams (basic settings and team options)
- The goal of channels
- Channel settings (tracking, moderation)
- Policies, tips and tricks for team conversation
- File sharing
- Relation to SharePoint
- Practical skills with SharePoint and differences against OneDrive
- Channel adjustment according to team needs
- Calendar - Schedule appointments
- Meeting settings
- Integration with MS Outlook
- Calls
- Speed dials
- Contacts
- History
- Voice mail
- Files
- Last opened files
- Files in Teams
- Files for download
- Cloud storage control

Mobile application

- Presentation of possibilities
- How to download and install
- Practical help and demonstration of use

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