

MOC50588

## Office 365: A day in the life of the End-User

### MODULE 1: UNDERSTANDING OFFICE 365

- ✓ What is Office 365?
- ✓ What makes up Office 365?
- ✓ How is Office 365 integrated?

### MODULE 2: ACCESSING OFFICE 365 REMOTELY

- ✓ Access the Office 365 web screens.
- ✓ Review the general information.

### MODULE 3: WORKING WITH OUTLOOK WEB ACCESS (OWA)

- ✓ Review the User Interface.
- ✓ Learn how to send and reply to mail.
- ✓ Learn how to turn on out of office.
- ✓ Learn how work with calendar.

### MODULE 4: USING NEW FEATURES IN OUTLOOK 2010

- ✓ View Mail Tips. See when someone is out of the office when creating a message.
- ✓ Ignore a message.
- ✓ Find availability of rooms and people instantly.

### MODULE 5: USING LYNC TO COLLABORATE WITH OTHERS

- ✓ Create a locate a contact.
- ✓ Create customer contact groups.
- ✓ Communicate with a contact through instant message, call and video.
- ✓ Share a program, desktop screen, PowerPoint presentation or document with contacts.
- ✓ Create a group meeting instantly and proactively.
- ✓ Record your meetings and locate them.

### MODULE 6: USING SHAREPOINT TO LOCATE AND SHARE INFORMATION

- ✓ Navigate a Team Site.
- ✓ Working with documents and view within Outlook.
- ✓ Working with calendar and view within Outlook.
- ✓ Collaborate on Documents.
- ✓ Modify the My Site profile.
- ✓ Search within a SharePoint Site.

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## **MODULE 7: USING WEB APPS WITH DOCUMENTS**

- ✓ View a document in a web browser
- ✓ Modify a document in a web browser
- ✓ Overview of Features

**Sono previste esercitazioni pratiche su tutti gli argomenti trattati.**

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