

Microsoft 365 Super User



Days: 3

Prerequisites: No previous Microsoft 365 experience is required.

Audience: The intended audience for this course are super users who will need to support the user base, advise on functionality and when to use what tool for the right collaboration need.

Description: The course is designed to help Power Users and end users make the most of the Microsoft 365 apps. Teaching you how to collaborate across the business and understand when to use what and maximize your business adoption of Microsoft 365.

Course Objectives: In this course, you will:

- You will be able to understand the various apps available to you through your subscription.
- You can prioritize which apps to use for various business scenarios.
- You will understand how the different apps integrate with each other.
- You will have hands on experience configuring and using the apps
- You will be able to make informed decisions based on your own business requirements.

OUTLINE:

MODULE 1: AN INTRODUCTION TO MICROSOFT 365

- What is Microsoft 365?
- Microsoft 365 Plans
- Microsoft 365 Apps
- Browser Support
- Getting started – Login to Microsoft 365
- Update your Delve Profile

LAB: GETTING STARTED WITH MICROSOFT 365

- Login to Microsoft 365
- Update your Delve Profile

MODULE 2: MANAGING CONTENT WITH ONEDRIVE

- Adding and organizing content
- Version History
- Deleting and restoring files
- Sharing files
- File details
- Synchronising files to the device

LAB: MANAGING CONTENT WITH ONEDRIVE

- Create a folder
- Create and change a file in the browser

- Restore a previous version
- Delete and restore a file
- Share a file
- Manage file sharing

MODULE 3: WORKING WITH OFFICE APPS

- Working with emails in Outlook online
- Managing attachments
- Meeting creation
- Out of Office Rule
- Word / Excel and PowerPoint Online
- OneNote notebooks

LAB: WORKING WITH OFFICE APPS

- Create an email in Outlook online
- Add an attachment to an email
- Create a meeting
- Set up an Out of Office Rule
- Create a Word online Document

MODULE 4: COLLABORATE WITH SHAREPOINT ONLINE

- Creating Team Sites
- Working with Document Libraries
- Adding metadata columns
- Working with views

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- How to set an alert on a document library
- Creating News Items
- Communication sites
- Editing pages
- Adding Webparts to pages

LAB: COLLABORATING WITH SHAREPOINT ONLINE

- Create a new Team site
- Create a new Document Library
- Add a column
- Create a view
- Setting up an alert
- Create a news page
- Create a Communication site
- Edit the home page
- Add a news web part

MODULE 5: WORKING TOGETHER WITH GROUPS

- Creating groups
- Adding files
- Using the Group Calendar
- Adding members
- Adding tasks to Planner
- Using the OneNote Notebook
- Navigating to the SharePoint Site

LAB: COLLABORATING WITH GROUPS

- Create a new group
- Upload a file
- Add a meeting to the group calendar
- Add members
- Add tasks to Planner
- Navigate to the OneNote notebook

MODULE 6: COLLABORATE WITH TEAMS

- Creating Teams
- Adding members to the Team
- Adding Channels
- Chat vs Conversations
- Adding files
- Tabs
- Scheduling Meetings

LAB: COLLABORATING WITH TEAMS

- Create a new Team
- Add members to the Team
- Add a new Channel
- Start a conversation within a Channel
- Add some files
- Create a Tab from a file
- Schedule a new meeting in a Channel

MODULE 7: WORKING WITH VIDEOS USING STREAM

- Uploading videos
- Channels in Stream
- Sharing content
- Following Channels

LAB: WORKING WITH VIDEO USING STREAM

- Upload a video to Stream
- Create a Channel
- Add your video to the Channel
- Follow a Channel

MODULE 8: ENGAGE COLLEAGUES WITH DELVE, SWAY AND YAMMER

- Searching for people in Delve
- Following colleagues
- Ways to create a sway
- Sharing Sway
- Yammer Groups
- Yammer Discussions
- Creating Polls in Yammer

LAB: ENGAGE COLLEAGUES WITH DELVE, SWAY & YAMMER

- Navigate to Delve
- Follow a colleague
- Create a Sway from a word document
- Share the Sway with a colleague
- Set up a group in Yammer
- Create a Poll

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MODULE 9: WORKING WITH DATA USING POWER BI, POWER APPS, POWER AUTOMATE AND FORMS

- What is Power BI and what does it look like
- Using Connectors
- Using Microsoft Forms
- Using Flow and the Connectors available
- Creating Mobile Apps with Power Apps

LAB: WORKING WITH DATA USING POWER BI, POWER APPS, POWER AUTOMATE & FORMS

- Look in Power BI and investigate some of the templates available to you
- Create a feedback form
- Create a flow that sends an email based on your form