



SharePoint 2016, OneDrive, and Skype for Business

Course ISI-1492 1 Day Instructor-led, Hands on

Introduction

This course is an introduction to the new applications found in Microsoft Office 2016. This course focuses on locally installed programs including, SharePoint 2016, OneDrive for Business, and Skype for Business. Users will learn how to easily collaborate and meet with each other. Students will also learn how to successfully use OneDrive. Additionally, The Microsoft SharePoint Team Site provides a central location for accessing and Modifying shared documents.

In this course, you will be able to use your knowledge of the Office 2010 desktop suite to work productively in the Office 365 environment

At Course Completion

Upon successful completion of this course, students will be able to:

- Sign in to and navigate through the Office 365 environment.
- Create, edit, and share documents with team members using Microsoft SharePoint.
- Use OneDrive as a data storage utility.
- Use Skype for Business to create and join Online Meetings.

Prerequisites

This course is intended for new users of Office 365. Previous exposure to personal computers and Microsoft Office is needed.

Course Outline

Module 1: Getting Started with OneDrive for Business

- Signing in for the First Time
- Using the Tile Layout View
- Using the Quick Launch Menu

Module 2: Working with Files and Folders

- Uploading Files and Folders
- Creating New Files
- Performing a Search
- Consulting the Details Pane
- Personalizing OneDrive
- Moving Documents
- Working with Documents in Office
- Using Document Versions

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- Recovering Files from Recycle Bin
- Sharing Files
- Syncing OneDrive to File Explorer
- Selectively Syncing Folders
- Managing OneDrive from the Notification Area
- Using the OneDrive App
- Sharing Files with the OneDrive App
- Searching for Files

Module 3: Getting Started with SharePoint

- Accessing a SharePoint Site
- Navigating SharePoint

Module 4: SharePoint Lists

- Creating a New List Item
- Editing a List Item
- Assigning a Task
- Following a Site
- Following a Document/File
- Sharing Files with People
- Searching for Documents

Module 5: Document Libraries

- Using Document Libraries
- List and Library Functions
- Checking Files Out/In
- Using the Recycle Bin

Module 6: Getting Started with Skype for Business

- Signing in for the First Time
- Setting Your Availability Status

Module 7: Online Meetings

- Scheduling an Online Meeting
- Joining an Existing Online Meeting
- Launching an Unscheduled Meeting
- Taking a Poll in a Meeting
- Presenting with Skype for business
- Writing on a Whiteboard
- Sharing a Program
- Attaching a File

Module 8: Managing Settings and collaborating with Skype for Business

- Managing Phone Settings
- Connecting with Groups
- Using Skype for Business in the Office Suite
- Collaborate through Instant Messaging

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