



 Course Management

## ✓ Course Description

Microsoft 365 Basics

## ✓ Content

### ✓ Microsoft 365 for business Quick Start

Learn the basics of Microsoft 365 with our tutorials that will help you Get Started, Create and Save Files, Share and Collaborate, and work with Microsoft Teams.

- ☐ Collaborate
- ☐ Set up your mobile apps
- ☐ Create
- ☐ Save
- ☐ Learn more
- ☐ Microsoft 365 for business
- ☐ Confirmation

Not Started

0%

 Start

### ✓ Get started with Microsoft 365

Understand Microsoft 365 basics including Signing in and Getting Started at Office.com.

- ☐ What is Microsoft 365?
- ☐ Sign in
- ☐ Office.com
- ☐ Confirmation

Not Started

0%

▶ Start

## ✓ Create and save ⓘ

Learn how to Use Desktop Apps, Use Office.com Apps, Save Files to the Cloud, and Sync Files on Demand with OneDrive.

- ☐ Using the Desktop Apps
- ☐ Using Office.com apps
- ☐ Save files to the cloud
- ☐ Sync Files on Demand with OneDrive
- ☐ Confirmation

Not Started

0%

▶ Start

## > Share and collaborate ⓘ

Share files in Microsoft 365 and also learn how to Co-Author Files, Use @mentions, and Follow-ups.

Not Started

0%

▶ Start

## ✓ Work with Microsoft Teams ⓘ

Work with Microsoft Teams to collaborate with your team, help your team stay organized, and have conversations – all in one place. Learn how to create teams and channels, add a tab, pin a channel, create and format a post, start and pin a chat, make calls, join a Teams meeting, and learn tips and best practices to schedule, start, and run an effective meeting.

- ☐ Welcome to Microsoft Teams
- ☐ Overview of teams and channels
- ☐ Create and format a post
- ☐ Start and pin chats
- ☐ Make Calls
- ☐ Join a Teams meeting
- ☐ Tips for better meetings
- ☐ Confirmation

Not Started

0%

▶ Start

Get the most out of Windows ⓘ

Get the most out of Windows by learning how to Find your Stuff in Windows 10, Use Microsoft Edge, and Search with Bing.

- Find your documents, apps, and more with Search
- Microsoft Edge
- Microsoft Search in Bing
- Confirmation

Not Started

0%

▶ Start

Work from anywhere ⓘ

Learn how to Work from anywhere by using the OneDrive Mobile App and the Outlook Mobile App.

- Outlook mobile app
- OneDrive mobile app
- Confirmation

Not Started

0%

▶ Start

Cool Microsoft 365 features ⓘ

Learn about Cool Microsoft 365 features such as PowerPoint Designer, Ideas in Excel, Editor in Word, and Making your Content Accessible.

- PowerPoint Designer
- Ideas in Excel
- Editor in Word
- Make your content accessible
- Confirmation






Not Started

0%

▶ Start

Information

★★★★★ 1 ratings

-  e-Learning
-  Products
-  Microsoft 365 Basics
-   IT Department

Enroll to course

## Certificates








 Complete the course to acquire the certificate










## Leaderboard






 All Time 

### CEUs Earned











1	 Adrian Rowe	0.00
2	 Albert Meyers	0.00
3	 Andre Bermudez	0.00
4	 Anthony Sullivan	0.00
5	 Anthony@ Sullivan	0.00
6	 Arthur Croak	0.00
7	 Autumn Applegate	0.00

### Training Completed







1	 IT Department	20
2	 June Michel	19
3	 Kirk Zeller	18
4	 Philip Thornton	17
5	 Walter Whitson	16
6	 Colin Murray	16
7	 Jonathan Balbuena	16

8	 Backup User	0.00	8	 Autumn Applegate	16
9	 Carlos Sandoval	0.00	9	 James Munchel	16
10	 Carmen Brooks	0.00	10	 Nicolette Chaffins	4
		IT Department	0.00		

Certificates Acquired

1	 June Michel	18
2	 Kirk Zeller	16
3	 Philip Thornton	16
4	 Autumn Applegate	15
5	 Colin Murray	15
6	 James Munchel	15
7	 Jonathan Balbuena	15
8	 Walter Whitson	15
9	 IT Department	14
10	 Albert Meyers	3

Important links

-  Manager resources
-  Technology help
-  Library
-  Forms
-  HR resources
-  Leadership handbook

Documents

See all

 New  Upload  Edit in grid view  Sync  Export to Excel

 All Documents 

 Name	Modified	Modified By
 Announcements	October 19	IT Department
 Annual reports	October 19	IT Department
 General	October 19	IT Department
 Projects	October 19	IT Department

Annual leadership conference

97152752


dayshrsminsec


With over 5000 attendees this is one of the best conferences to attend

Apply to attend

News

 Add



 Add News


Create a news post

Keep your audience engaged by sharing your latest updates.




Keep your team updated with news on your team site

From the site home page you'll be able to quickly author a news post – a status update, trip report, or...



What is a team site?

A SharePoint team site connects you and your team to the content, information, and apps you rely on...



Add a page to a site

Using pages is a great way to share ideas using images, Excel, Word and PowerPoint documents, video...