

Days: 3

Prerequisites: No previous experience with Microsoft 365 is required. Basic computer and web-browser skills are recommended.

Audience: Microsoft 365 super users, power users, and end users who support colleagues, advise on application functionality, and help teams choose the right collaboration tools.

Description: This three-day instructor-led course helps super users and end users make the most of Microsoft 365 applications. Students learn how the apps work together, when to use each tool, and how to support collaboration across the business. Hands-on activities cover OneDrive, Office for the web, SharePoint Online, Microsoft 365 Groups, Teams, Stream, Delve, Sway, Engage, and the Power Platform.

Course Objectives: Students will learn to:

- Identify Microsoft 365 apps and select the right tools for common business scenarios.
- Manage, synchronize, share, version, delete, and restore content in OneDrive.
- Use Outlook and Office for the web to communicate and co-author content.
- Create and manage SharePoint sites, libraries, metadata, views, pages, and web parts.
- Collaborate through Microsoft 365 Groups and Teams.
- Organize and share video content with Stream.
- Engage colleagues using Delve, Sway, and Engage.
- Use Power BI, Power Apps, Power Automate, and Forms to collect, automate, and visualize data.

OUTLINE:

MODULE 1: AN INTRODUCTION TO MICROSOFT 365

- Microsoft 365 plans and apps
- Browser support
- Sign in to Microsoft 365
- Update a Delve profile

MODULE 2: MANAGING CONTENT WITH ONEDRIVE

- Add and organize content
- Version history
- Delete and restore files
- Share files and manage access
- View file details
- Synchronize files to a device

MODULE 3: WORKING WITH OFFICE APPS

- Outlook on the web
- Attachments and meetings
- Out-of-office rules
- Word, Excel, and PowerPoint for the web
- OneNote notebooks
- Co-authoring and app integration

MODULE 4: COLLABORATE WITH SHAREPOINT ONLINE

- Create team and communication sites
- Document libraries
- Metadata columns and views
- Alerts and approvals
- News items
- Edit pages and add web parts

MODULE 5: WORKING TOGETHER WITH GROUPS

- Create and manage groups
- Group files and calendar
- Add members
- Planner tasks
- OneNote notebook
- Navigate to the SharePoint site

MODULE 6: COLLABORATE WITH TEAMS

- Create teams and channels
- Add members
- Chat versus channel conversations
- Files and tabs
- Schedule channel meetings
- Team administration

MS 55283 - Microsoft 365 Super User

MODULE 7: WORKING WITH VIDEOS USING STREAM

- Upload and organize videos
- Create channels
- Share content
- Follow channels
- Use Stream content with SharePoint and Teams

MODULE 8: ENGAGE COLLEAGUES WITH DELVE, SWAY, AND ENGAGE

- Search for and follow colleagues
- Create and share Sway content
- Engage communities and discussions
- Create polls

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

- Power BI reports and templates
- Connectors
- Microsoft Forms
- Power Automate flows
- Mobile apps with Power Apps