

# Office 365 and Office 2016

## 1-day Training

### AGENDA

- **Intro & Welcome**
- **Workshop Objective**
- **Activation (How to)**
- **Overview**
  - Module1 - Email and Calendar on the go - Outlook
  - Module2 - Store, Sync, and Share files - OneDrive
  - Module3 - Get It Done from Anywhere - OneNote & Office
  - Module 4 – Modern Meeting – SFB
- **DEMO**
  - Office 2016 - Take a tour (What new & Hi-light Feature / How it work with Office365)
    - Excel
    - PowerPoint
    - Word
    - Outlook
  - Module1 – Outlook / Exchange
    - Search mailbox
    - View email message > flag and delete from message list
    - Create folder and move email to folder
    - Preview file in reading pane
    - Set up signature
    - In-line reply
    - Attach file
    - Find and add contact
    - View shared calendar
    - Share calendar
    - Send meeting schedule
    - Scheduling assistant
    - Propose new time
    - Automatic replies
    - Assign task
  - Module2 - OneDrive for Business
    - Navigate to OneDrive for Business
    - Drag and drop files
    - Sync to computer
    - Share with another
    - Search
    - Sync changes from computer to OneDrive
    - Co-authoring
    - Versioning

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- Module3 - OneNote and Office  
OneNote
  - Create new Notebook
  - Navigate - notebooks, sections, pages
  - Send to OneNote
  - Attach file with updating file views
  - Print
  - Table
  - Linked Notes
  - Take meeting minute using insert meeting details
  - Record audio
  - Send email
  - Search notes and define search scope
  - Sharing
  - Export
  - Password protect section
  - Tagging and view tag summary
- Module 4 – Modern Meeting
  - Create Skype meeting from exchange
  - Shared Screen / Program / Presentation
  - Poll / Q&A / Whiteboard
  - Meeting recording