

# Collaboration in Microsoft 365

GoSkills online course syllabus

Thursday, May 9, 2024

**Skill level**

Beginner

**Lessons**

36

**Accredited by**

CPD

**Pre-requisites**

None

**Versions supported**

Microsoft 365

**Video duration**

3h 18m

**Estimated study time**

12h for all materials

**Instructor**

Deborah Ashby

## Introduction

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1

### Course Introduction

An introduction to the course and your instructor.

2

### Understand Microsoft 365's Services

Understand the different types of accounts available in Microsoft 365 and which services and applications are part of each plan.

3

### Create a Free Outlook Account

Create a free Outlook account so you can work through this course with the instructor.

4

### Create a Free Microsoft 365 E5 Trial Account (Optional)

Create an E5 sandbox trial account so you can work through this course without using your real personal or work account.

## Collaboration Essentials

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### Work with Microsoft 365 Groups

Understand what Microsoft 365 groups are and how they relate to other applications.

6

### Get to Grips with SharePoint

Understand how SharePoint Document Libraries integrate with other applications in Microsoft 365.

7

### Send Mail to an Outlook Group

Send emails to multiple recipients using Microsoft groups in Outlook.

8

## Shared Calendars in Outlook

Understand how to view and work with personal and group calendars in Microsoft 365.

9

## Invite Others to Outlook Meetings

Create appointments and use the Scheduling Assistant to invite others to meetings.

10

## Communicate with Viva Engage (Yammer)

Explore the Viva Engage (Yammer) interface and understand how it can be used to build communities.

11

## Manage Conversations, Members and Channels in Teams

Learn how to start and manage conversations, members and channels in Teams.

12

## Join Teams and Start Video and Audio Calls

Learn how to join or create a meeting and chat with other team members via video/audio.

13

## Manage Tasks with Planner

Learn how to create and manage tasks using Microsoft Planner.

14

## Microsoft Lists

Create functional and feature-rich lists and share them with others.

15

## Work with OneNote Notebooks

Learn how to create shared notebooks in Microsoft 365 to brainstorm ideas with your team.

16

## Collaborate with Microsoft Forms

Create surveys and quizzes to collect feedback from others.

# File Storage and Sharing

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17

## Explore the OneDrive Interface

Learn how to use OneDrive to securely store and share files anywhere, anytime.

18

## Sync OneDrive Files to your Computer

Synchronize OneDrive Files so they are accessible on our computer.

19

## Create, Save and Share Files in OneDrive

Create new files and folders within OneDrive, save the files, and share them with others.

- 20** Join Teams and Work with Files  
Learn the different ways to join public and private teams and how to work with files within those teams.
- 21** File Libraries and Groups  
Understand how file libraries in Microsoft 365 are connected.
- 22** Share Files in Viva Engage (Yammer)  
Learn how to share files in Viva Engage (Yammer) communities and how file libraries are linked together across Microsoft 365 applications.

## Collaborate on Word, Excel and PowerPoint Files

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- 23** Work with Files and Documents Online  
Understand the difference between Office Online and Office Desktop and how to work with files in both of them.
- 24** Co-Authoring Files and Documents Online  
Work with multiple people in real-time in Office Online documents.
- 25** Add Comments to Word, Excel or PowerPoint Files  
Add comments, replies, and mentions to a document in Office Online.
- 26** Track Changes to Documents  
Markup a document using Track Changes and learn how to accept or reject changes from colleagues.

## Bring It All Together in Teams

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- 27** Add Cloud Storage to Teams  
Add additional cloud storage systems to Teams to make files available that are not stored in OneDrive.
- 28** Add Documents as Tabs  
Add a useful document as a tab in a Teams channel.
- 29** Display SharePoint Pages in Teams  
Add a SharePoint site or SharePoint site page as a tab in Microsoft Teams.
- 30** Display Lists in Teams  
Display a list from Microsoft Lists as a tab in Microsoft Teams.

31

### Display a Yammer Community in Teams

Display a Yammer (Viva Engage) community in a channel tab in Microsoft Teams.

32

### Co-Author PowerPoint and Excel Files Live in Meetings

Work with meeting participants on a PowerPoint presentation or Excel spreadsheet in Teams.

33

### Brainstorm Ideas and Collaborate on Whiteboards

Use the Whiteboard application in Teams meetings.

## Microsoft Loop

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34

### Introduction to Microsoft Loop

Getting familiar with Microsoft Loop and creating your own workspace.

35

### Workspaces and Loop Components

Explore the features of Microsoft Loop workspaces and Loop Components.

## Course Close and Next Steps

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36

### Course Close

Course Close and Final Goodbyes

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