

Welcome to Microsoft 365 at UoM



Course Outline

Purpose

To share ideas and techniques for how to deliver more engaging presentations and produce high quality accessible materials that result in impactful communication.

Learning Outcomes

By the end of this course delegates will be able to:

- Understand the differences and benefits to working in the cloud
- Understand what to use when for the core M365 applications
 - Teams, OneDrive, SharePoint, etc
- Store and access files using OneDrive
- Share files with colleagues
- Use accessibility tools in different applications

Content

- What is Microsoft 365?
 - Cloud-based working
 - Overview of Microsoft365
- Why use Microsoft 365?
 - Personal and shared workspaces
 - Best practice
- How to use Microsoft 365
 - Searching
 - Storing
 - Sharing
 - Accessibility

