

# Microsoft Office 365



Office 365  
Transition Briefing

# Learning Objectives

- Gain a basic understanding of Office 365 and its benefits
- Know what the Office 365 capabilities mean to you
- Understand the 'ribbon' user interface
- Know how to save and retrieve your documents on the OneDrive
- Have sufficient knowledge of Office 365 to do your job effectively.
- Be introduced to some collaboration concepts

# Agenda

- Office 365 Services
- Office 365 Applications
- Ribbon Interface
- OneDrive
- Moving PST files
- Collaboration with Office 365
- Tools and Support

# Objectives Review

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The End