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 in the OneDrive

Be introduced to some collaboration concepts

Have sufficient knowledge of Office 365 to do your job effectively.

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