# M365

# Intermediate Level

**Duration: 1 Day (9am – 4pm)**

**Course Pre-Requisites: Understanding of the M365 environment at a beginner level**

## Course Overview

A brief overview of what learners can expect from this intermediate course on Microsoft 365, including the tools and applications covered.

## 1. Introduction
A brief introduction to the M365 suite, it's core applications and the potential it holds for improving collaboration and productivity.

## 2. Creating a Team
Step-by-step guidance on setting up a new team in Microsoft Teams, including best practices for Teams setup and organisation.

- Create a Private Team
- Private Teams V Public Teams
- Team Members & Owners
- Structure of a Team
- Channels
- Tabs
- Keyboard shortcuts
- Personal settings

## 3. Effective Teams Setup
In this topic the learners will do a deep-dive into the functionality of Teams, from chat to channels and how to effectively collaborate and work withing the Teams workspace.

- Best practice Teams setup
- Brest practice Teams Channel setup
- Working with Teams Links
- Sharing links to Teams
- Sharing links to Channels
- Setting up links for externals

## 4. Best Practice for Teams Meetings

Strategies and tools for scheduling, organising and conducting effective and collaborative meetings.

- How to make a test call
- Sending a meeting link
- Setting meeting options
- Setting up a meeting lobby
- Set up Polls pre meetings
- Set up meeting notes
- How to use the whiteboard for effective meeting collaboration
- Recording meetings
- Setting up Breakout Rooms
- Meeting content ownership and delivery – Attendance Reports, Meeting Recordings etc.

## 5. Using Applications in Teams

An exploration of M365 and third party applications and integrations within MS Teams and how it can improve the collaborative experience.

- What apps can be used?
- How to setup applications in Teams
- Effective Chat and Channel tab application setup
- Creating a channel calendar for collaboration
- Adding MS Forms to channels

## 6. Managing a Team Effectively

Best practices for Teams management, including managing members roles, permissions and effective Team communications.

- Managing new and existing team members
- How to manage requests
- How to add guests in Teams
- Restricting guest access to content

- Adjusting settings for a Team
- Tools and tips for easy communication

## 7. Using Microsoft Lists

An introduction to MS Lists with a focus on creating, sharing and managing lists to help you organise work and track work items.

- What is MS Lists
- How to create a new List and create a List from templates
- Create a List view
- Editing a List
- Sharing a List
- Deleting a List
- How to use Lists in Teams

## 8. Using Microsoft Forms

A guide to creating surveys, quizzes and polls using MS Forms with insights into data collection and analysis.

- What is MS Forms?
- How to create a Form
- The MS Forms portal
- Creating Forms in Teams
- Editing a Form
- Different question types in Forms
- Adjusting the Forms settings
- How to share a Form

## 9. Using SharePoint Online

A comprehensive look at using SharePoint online for document management, collaboration and intranet functionality.

- Viewing the SharePoint / Teams site
- Creating different types of SharePoint sites
- Creating a new SharePoint library
- How Teams files and SharePoint Libraries work together
- How to upload a document to a SharePoint Library.
- Adding a SharePoint Library to the Teams environment.

## 10.   Using Sway

An introduction to the world of Sway, Microsofts digital storytelling tool. Learn how to create interactive reports, presentations and newsletters that look great on desktop or mobile devices.

- What is Sway?
- How to access and setup a new Sway
- Sway examples
- How to create a Sway from:
  - An existing document
  - A template
  - Scratch
- Adding formatting and images to a Sway
- Adding heading cards to a Sway
- How to share a Sway
- Delete a Sway

## 11.   M365 Groups

Explore the collaborative potential of M365 Groups.  Understand how to create, manage and leverage MS Groups for improved team communication and resource sharing.

- What is a M365 Group?
- How to create a new M365 Group
- Create a new team from a M365 Group
- Creating a M365 Group Calendar
- Creating a M365 Group Email Inbox
- How M365 Groups work with SharePoint
- How to delete a M365 Group