

**Microsoft Outlook 365 and Teams Productivity**

**Course Number:** OFC-114  
**Duration:** 0.5 days

**Overview**

This live, online Microsoft Outlook 365 and Teams Productivity training course teaches attendees how to maximize their efficiency in both MS Outlook and Teams. Attendees also learn how to use both programs in conjunction with other Microsoft applications and services such as OneDrive and SharePoint.

**Prerequisites**

Prior work with Outlook and some prior exposure to Teams is presumed.

**Materials**

All Microsoft Outlook 365 Training participants receive comprehensive courseware.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365, including Outlook and MS Teams  
  Microsoft Teams is accessed online via [https://teams.microsoft.com](https://teams.microsoft.com/), or via the MS Teams App that will appear as an icon on your desktop

**Objectives**

* Use Outlook's automation, shortcuts, commands, and more
* Create Teams Meetings in Outlook
* Prepare for a Teams Meeting
* Share presentations and files
* Create a Team Site
* Create and manage a Team Channel
* Use OneDrive within Teams to manage files
* Integrate SharePoint and Teams

**Outline**

* Introduction
* Outlook Tips and Tricks
  + Setting up Outlook for Automation
  + Keyboard Commands
  + Favorite Shortcuts
  + Navigation Pane Tricks
  + Top Search Methods
  + Using Quick Steps & Rules
  + Creating Teams Meetings in Outlook
* Using Teams Calendar
  + Creating Meetings in Teams vs Outlook
  + Preparing for a Teams Meeting
  + Meeting Settings
  + Sharing Presentations and Files
* Microsoft Teams Tips and Tricks
  + Using the Command Bar
  + Keyboard Commands
  + Team Settings
* Using Teams and Channels
  + Creating a Team Site
  + Creating a Channel
  + Posting Messages
  + Managing Files in a Channel
  + Adding Channel tabs
    - Using Whiteboard
    - Using OneNote
    - Using Planner
    - Using Other Apps
* Managing Files in Teams
  + Using OneDrive within Teams
  + Viewing Files
  + Managing Files
* SharePoint Integration
  + View and navigate the SharePoint Site
  + Discuss Teams Site vs SharePoint Site
* Add-ins
  + Zoom Add-ins
  + Other Add-ins
* Conclusion