

# Office 365 Foundation

Complete 2-day course covering all Office 365 fundamentals and services

Duration: 2 Days | Classroom Based, Instructor Led Training

Microsoft Office 365 is revolutionising the digital workplace, through the commoditisation of core digital services that all organisations rely on to conduct day-to-day business activities. Offered via a Software-As-A-Service model, Office 365 empowers organisations to retain and grow employee talent by providing anywhere, anytime, any device access, collaboration and security protection services to colleagues, partners and clients.

In response, ALC offers a complete 2-day course covering all Office 365 fundamentals and services. Candidates will build an understanding of all the key Office 365 services as well as broad capabilities of the Microsoft Azure platform.

## Who Should Attend

This course is designed for:

- Individuals and organisations seeking a sound understanding of cloud computing
- Technical employees who wish to validate fundamental knowledge needed to begin building a career using Microsoft technologies. This program provides an appropriate entry point to a future career in technology and assumes some hands-on experience or training but does not assume on-the-job experience
- Technical employees involved in Office 365 initiatives or projects, such as project managers, business analysts, architects, engineers and developers
- Managers responsible for employees working on cloud computing initiatives or projects.

## Prerequisites

It is assumed that participants have a working knowledge of Office 365 along with some technical knowledge.

## Learning Outcomes

The objective of this course is for participants to:

- Understand Cloud Computing concepts and definitions based on the ISO/IEC 17788 and NIST standards
- Understand and articulate the key features and benefits for all the key services on the Office 365 platform
- Gain knowledge around how key security and legal concepts apply to Office 365
- Be aware of the organisational challenges when moving to Office 365
- Form a basic understanding of the Office 365 subscription plans and be confident in locating further information
- Gain awareness and understanding of how the Office 365 fast track service can be utilised to reduce costs and improve agility
- Be aware of the key concepts relating to Microsoft Azure
- Gain a good understanding of the Microsoft InTune product and how it can manage mobile devices
- Gain a good insight into the types of challenges that end-users can face when using Office 365 product.

## Course Contents

### 1. Understanding Cloud Computing

- Overview of cloud computing benefits, characteristics, service models and deployment models
- Understanding cloud security service definitions, requirements and policies
- Understanding cloud availability and release management best practices.

### 2. Enabling Microsoft Cloud Services

- Analyse and understand Office 365 readiness
- Enabling Microsoft Office 365 and Microsoft InTune
- Overview of subscription plans
- Describe the function of the following Office 365 services: Exchange Online,

SharePoint Online, OneDrive, Skype for Business Online, Yammer, Workplace Analytics, Microsoft InTune, PowerBI, Project Online, Microsoft Dynamics 365, Office 365 Pro Plus Apps, Planner, Sway, Office 365 Video, Microsoft Teams, Flow

- Overview of the Office 365 fast track service
- Understanding Microsoft Azure.

### 3. Administering Office 365 and Microsoft InTune

- Administering Office 365
- Administering Microsoft InTune
- Overview of Windows PowerShell

### 4. Using and Configuring Microsoft Cloud Services

- Overview of Active Directory
- Deeper understanding and usage of key Office 365 services: Exchange Online, SharePoint Online, OneDrive, Skype for Business Online, Microsoft InTune

### 5. Supporting Cloud Users

- Resolving common issues related to:
  - Installing Office Applications
  - Office Sign In
  - Emails & Calendaring
  - SharePoint Online
  - OneDrive
  - Skype for Business Online

