

Field Technology Services - IT Unit - VADOC - Microsoft 365 Training One Pager

Section 1 – Highly Recommended Mandatory Trainings for 365 Interface, Mail, Calendar and Chat/ Virtual Meetings

Highly Recommended/Mandatory Trainings				
365 Interface	Mail	Calendar	Chat/Teams	
Signing in to Office 365	Outlook Tips	Calendar Events- Replace Google Meet with Teams	Microsoft Teams - General Topics and Troubleshooting	
Navigating 365 Environment	Navigating Outlook Environment	Microsoft Teams: Restore Outlook Calendar Teams Button	Signing into Teams	
	Email From Anywhere - Outlook On The Web		Teams Basic Navigation	
			Participating in Teams Meeting	
			Chatting and Sharing Files within Teams	
			Scheduling Meeting and Live Event in Teams	

Section 2 – Optional / Advanced Trainings if needed for Shared Mailboxes, Mobile Devices, OneDrive and link to complete training catalogue.

Optional Advanced Trainings		
Outlook and Shared Mailboxes	Mobile Devices and Management	OneDrive (Google Drive Replacement)
Outlook General Guide	If you Do Not Use CORISMOBILE, Remove Google Mobile Device Management from your Mobile Phone – Step 1A or 1B First	One Drive FAQs
Add a Shared Mailbox to Outlook	1 A --> For iPhone/iOS Devices Only	Basic Navigation using One Drive
Access delegated mailbox in Outlook on the Web	1 B --> For Android Devices Only	Uploading files and folders to OneDrive
	2A If you do not have/use CORISMOBILE - -> Enroll in Intune MDM Else go to 2B	Sync Documents, Pictures, Desktop, and Fav. folders in OneDrive
	2B If you have/use CORISMOBILE --> No Action is Needed	Syncing OneDrive Files and Folders to Computer
	3 Accessing Office 365 From Mobile Device	1 Set Up OneDrive Desktop App. 2 One Drive Desktop Video
Complete Training Catalogue (Advanced DIY)		