

MICROSOFT OFFICE 365 EDUCATION TRAINING

Date : 22 - 23 November 2016

Location: Computer Lab Room (SC602), 6th Floor, Srisakdi Charmonman IT Building, Suvarnabhumi Campus

Time	Topic
9:00 - 9:30	Introduction to Office 365 <ul style="list-style-type: none">➤ Login to Office 365➤ Set Language and Time Zone
9:30 - 11:30	Office 365 Education : Key Services <ul style="list-style-type: none">➤ SharePoint Group (OneNote & Site)➤ Mail Service Group➤ Office Online Group➤ Content Creation Group (Delve & Video)➤ Enable OneDrive for Business
11:30 - 12:00	How to Create New, Edit, Access, Download/Upload Files on OneDrive
13:00 - 14:30	How to Create Personal Group and Distribution List for Team Collaboration <ul style="list-style-type: none">➤ Standard Group: Conversations, Calendar, Files Notebook➤ Professional Learning Community Group
14:30 - 16:00	Distance & Online Learning, Tutoring & Meeting: Skype for Business <ul style="list-style-type: none">➤ IM➤ Voice➤ Video➤ Content: Share Desktop, Share Program, White boarding, Poll