Office 365

Office 365 Overview

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- What are the Requirements to Use Office 365?
- Frequently Asked Questions

Navigating Your Account

- Log into Office 365
- Navigate the Office 365 Landing Page
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Finding Help and Changing Settings

- Search for Help
- View Settings
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- Download and Install Office 365 Software
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Outlook Web App

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Configuring the Outlook Web App

- Add Signatures
- Set Up Automatic Replies
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Managing Contacts

- About Outlook Web App Contacts
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- Add and Remove Contacts
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Using the Calendar

- Open the Calendar Web App
- About the Calendar Workspace
- Create Calendar Items
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Getting Started with Microsoft Teams

- What is Microsoft Teams?
- Using the Microsoft Teams Interface
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Getting Started Skype for Business 2016

- What is Skype for Business 2016?
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Working with Office Online Apps

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- Opening and Editing an Existing Document
- Closing Word Online

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- Opening a Workbook on Your Desktop
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Using PowerPoint Online

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Using OneNote Online

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