Microsoft 365 for the Web (with Teams, SharePoint, and OneDrive)

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This course is an introduction to Microsoft® 365 in a cloud-based environment. Using the Microsoft 365 suite of productivity apps online, users can easily communicate and collaborate through Microsoft® Teams® messaging and meeting functionality and Outlook® email. When you create a team, the Microsoft SharePoint® team site provides a central storage location for accessing and modifying shared documents. Each user also receives individual document storage through OneDrive® for Business. Teams can provide a central hub for working with shared documents in the familiar apps—Word, PowerPoint®, and Excel®—as an alternative to installing the Microsoft 365 Desktop applications.

About This Course

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Who Should Attend

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of Microsoft Office, and who are now extending Microsoft 365 to a collaborative cloud-based environment.

Prerequisites & Entry Requirements

General Prerequisites:

- Outlook 2016 - Part 1
- PowerPoint 2016 - Part 1
- Word 2016 - Part 1
- Using Microsoft Windows 10

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Navigate Microsoft 365 and integrate the online apps. Use Microsoft Outlook on the Web. Use Microsoft Teams on the web. Store documents in SharePoint, OneDrive, and Teams. Work with files online.

Detailed Course Outline

1 - Getting Started with Microsoft 365 for the Web

- Sign In to Microsoft 365 Online
- Navigate the Microsoft 365 Web Environment
- Integrate the Microsoft 365 Web Apps

2 - Using Outlook on the Web

- Send and Receive Email on the Web
- Access the Outlook Calendar Online

3 - Using Teams on the Web

- Access Teams Features
- Create and Configure Teams and Channels
- Chat and Post in Teams
- Call and Meet in Teams

4 - Storing Documents on the Web

- Organize Documents in SharePoint
- Organize Documents in OneDrive
- Work with Documents in Teams
- Select a File Storage Location

5 - Working with Files Online

- Edit Documents in Microsoft 365 Online
- Collaborate on Files Online
- Find Shared Resources Online

Upcoming Schedule

Available training dates for Microsoft 365 for the Web (with Teams, SharePoint, and OneDrive):

Start Date	End Date	Location	Delivery	Price
24 Dec 2026	24 Dec 2026	Online	Virtual	€295.00

Frequently Asked Questions

Q: What delivery options are available for Microsoft 365 for the Web (with Teams, SharePoint, and OneDrive)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft 365 for the Web (with Teams, SharePoint, and OneDrive) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft 365 for the Web (with Teams, SharePoint, and OneDrive) training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft 365 for the Web (with Teams, SharePoint, and OneDrive)?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft 365 for the Web (with Teams, SharePoint, and OneDrive). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft 365 for the Web (with Teams, SharePoint, and OneDrive)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft 365 for the Web (with Teams, SharePoint, and OneDrive) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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