

# Collaboration in Microsoft 365

GoSkills online course syllabus

Tuesday, April 15, 2025

**Skill level**

Beginner

**Lessons**

36

**Accredited by**

CPD

**Pre-requisites**

None

**Versions supported**

Microsoft 365

**Video duration**

3h 18m

**Estimated study time**

12h for all materials

**Instructor**

Deborah Ashby

## Introduction

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### Course Introduction

An introduction to the course and your instructor.

2

### Understand Microsoft 365's Services

Understand the different types of accounts available in Microsoft 365 and which services and applications are part of each plan.

3

### Create a Free Outlook Account

Create a free Outlook account so you can work through this course with the instructor.

4

### Create a Free Microsoft 365 E5 Trial Account (Optional)

Create an E5 sandbox trial account so you can work through this course without using your real personal or work account.

## Collaboration Essentials

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### Work with Microsoft 365 Groups

Understand what Microsoft 365 groups are and how they relate to other applications.

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### Get to Grips with SharePoint

Understand how SharePoint Document Libraries integrate with other applications in Microsoft 365.

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### Send Mail to an Outlook Group

Send emails to multiple recipients using Microsoft groups in Outlook.

- 8** **Shared Calendars in Outlook**  
Understand how to view and work with personal and group calendars in Microsoft 365.
- 9** **Invite Others to Outlook Meetings**  
Create appointments and use the Scheduling Assistant to invite others to meetings.
- 10** **Communicate with Viva Engage (Yammer)**  
Explore the Viva Engage (Yammer) interface and understand how it can be used to build communities.
- 11** **Manage Conversations, Members and Channels in Teams**  
Learn how to start and manage conversations, members and channels in Teams.
- 12** **Join Teams and Start Video and Audio Calls**  
Learn how to join or create a meeting and chat with other team members via video/audio.
- 13** **Manage Tasks with Planner**  
Learn how to create and manage tasks using Microsoft Planner.
- 14** **Microsoft Lists**  
Create functional and feature-rich lists and share them with others.
- 15** **Work with OneNote Notebooks**  
Learn how to create shared notebooks in Microsoft 365 to brainstorm ideas with your team.
- 16** **Collaborate with Microsoft Forms**  
Create surveys and quizzes to collect feedback from others.

## File Storage and Sharing

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- 17** **Explore the OneDrive Interface**  
Learn how to use OneDrive to securely store and share files anywhere, anytime.
- 18** **Sync OneDrive Files to your Computer**  
Synchronize OneDrive Files so they are accessible on our computer.
- 19** **Create, Save and Share Files in OneDrive**  
Create new files and folders within OneDrive, save the files, and share them with others.

- 20** **Join Teams and Work with Files**  
Learn the different ways to join public and private teams and how to work with files within those teams.
- 21** **File Libraries and Groups**  
Understand how file libraries in Microsoft 365 are connected.
- 22** **Share Files in Viva Engage (Yammer)**  
Learn how to share files in Viva Engage (Yammer) communities and how file libraries are linked together across Microsoft 365 applications.

## Collaborate on Word, Excel and PowerPoint Files

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- 23** **Work with Files and Documents Online**  
Understand the difference between Office Online and Office Desktop and how to work with files in both of them.
- 24** **Co-Authoring Files and Documents Online**  
Work with multiple people in real-time in Office Online documents.
- 25** **Add Comments to Word, Excel or PowerPoint Files**  
Add comments, replies, and mentions to a document in Office Online.
- 26** **Track Changes to Documents**  
Markup a document using Track Changes and learn how to accept or reject changes from colleagues.

## Bring It All Together in Teams

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- 27** **Add Cloud Storage to Teams**  
Add additional cloud storage systems to Teams to make files available that are not stored in OneDrive.
- 28** **Add Documents as Tabs**  
Add a useful document as a tab in a Teams channel.
- 29** **Display SharePoint Pages in Teams**  
Add a SharePoint site or SharePoint site page as a tab in Microsoft Teams.
- 30** **Display Lists in Teams**  
Display a list from Microsoft Lists as a tab in Microsoft Teams.

**31** Display a Yammer Community in Teams  
Display a Yammer (Viva Engage) community in a channel tab in Microsoft Teams.

**32** Co-Author PowerPoint and Excel Files Live in Meetings  
Work with meeting participants on a PowerPoint presentation or Excel spreadsheet in Teams.

**33** Brainstorm Ideas and Collaborate on Whiteboards  
Use the Whiteboard application in Teams meetings.

## Microsoft Loop

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**34** Introduction to Microsoft Loop  
Getting familiar with Microsoft Loop and creating your own workspace.

**35** Workspaces and Loop Components  
Explore the features of Microsoft Loop workspaces and Loop Components.

## Course Close and Next Steps

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**36** Course Close  
Course Close and Final Goodbyes

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