



## INTRODUCTION TO OFFICE 365 EDUCATION AND OUTLOOK

### OVERVIEW

This This workshop will introduce the Office 365 Education which include a collection of services that allows you to collaborate and share your schoolwork. It's available for free to teachers who are currently working at an academic institution and to students who are currently attending an academic institution. The service includes Office Online applications (Word, PowerPoint, Excel, and OneNote), Outlook, unlimited OneDrive storage, Yammer, Microsoft Team, Microsoft form, Microsoft Sway and SharePoint sites. This particular workshop focuses on the basic usage of Outlook.

### LANGUAGE

English

### TIME

2.00—4.30pm

### DURATION

2.5 hours

### TARGET PARTICIPANT

All teachers

### METHODOLOGY

- ◆ Workshop Style
- ◆ Demonstration
- ◆ Practical Activities

### LEARNING OUTCOMES

At the end of the workshop, participants will be able to:

- Familiar with Office 365 Education's applications that can be use in the classroom and workplace.
- Access and log into the Office 365 Education portal.
- Maximise the usage of Office 365 account for communication; to send and receive email with Outlook.

### CONTENT

- Discover Office 365 Education's tools and how it can be useful in school and classroom.
- Login to Office 365 Education account.
- Using Outlook to send and received email.
- Using email to send, share and download attachment.
- Download & install Outlook App from Google's Play Store and Apple's App Store.
- Bind your Office 365 account with the Outlook App and app tour.
- Tips using Microsoft Outlook (2016) on your personal computer.