

# MICROSOFT Office 365

## USER GUIDE

A Step-by-Step Handbook for Beginners to Master  
these Programs for Efficient Workflow



MICHEL M. DUNCAN

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**Book Description** Microsoft Office 365 combines the popular Office suite with next generation cloud computing capabilities With this user guide you'll be able to implement its software features for effective business communication and collaboration This book begins by providing you with a quick introduction to the user interface UI and the most commonly used features of Office 365 After covering the core aspects of this suite you'll learn how to perform various email functions via Exchange Next you will learn how to communicate using Skype for Business and Microsoft Teams To boost your productivity this book will help you learn everything from using instant messaging to conducting audio and web conferences and even accessing business information from any location In the final chapters you will learn to work in a systematic style using file management and collaboration with OneDrive for Business using SharePoint By the end of this book you'll be equipped with the knowledge you need to take full advantage of Office 365 and level up your organization's productivity What you will learn Understand the UI of Office 365 Perform a variety of email functions through Exchange Communicate using Skype for Business and Microsoft Teams Explore file management using OneDrive for Business Collaborate using SharePoint Understand how to leverage Office 365 in your daily tasks Who this book is for If you are an IT professional who wants to upgrade your traditional Office suite this book is for you Users looking to learn configure manage and maintain an Office 365 environment in their organization will also find this book useful Some understanding of Microsoft Office Suite and cloud computing basics will be beneficial

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learning about since it is the latest version of the Microsoft operating system This OS brings us to a new level by providing more updates and knowing how to navigate the various items both old and new in this new OS may bring its little share of problems The guide provided in this book will teach you the recent tricks on navigating your ways through a lot of options many of which you may not even know exist within the Microsoft Windows environment The guide starts from the most basic step of either upgrading or installing the Microsoft Windows 10 Other things you will learn include how to navigate the desktop how to create a Microsoft Account how to open several applications how to run your Windows 10 on the virtual machine etc Since users are looking for better ways to operate their devices seamlessly this user guide provides many shortcuts in various operation stages to easily access any of the items like folders documents apps etc thereby facilitating quick and simple operation We expect that this manual will help you be proficient in using your Microsoft Windows 10 operating system with all its new and hidden features Scroll up and hit the BUY NOW WITH 1 CLICK button to get started

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