



Microsoft Office 365 End User

This course is for end users who have migrated to Office 365 and wish to learn how to work on MS 365 making the most of the new features offered as well as understanding the differences when working on the cloud. The course covers Email, One Drive, SharePoint, and Microsoft Teams and how to work in Office apps online or desktop apps for of sharing, collaborating and saving on the cloud.

A lot of businesses have migrated to Microsoft 365. Although the users may know how to use the basic Office desktop applications (Word, Excel, PowerPoint and Outlook), they lack knowledge and skills on the new features when working on the cloud, such as sharing, collaborating and saving on the cloud.



CODE: ED25B22



DURATION: 7 hours



START DATE: 27/11/2025



AUDIENCE PROFILE:

Professionals from any sector working with Microsoft 365



TRAINING LANGUAGE:

Greek or English



TRAINING MATERIALS:

Step by Step training materials in the English Language



METHODOLOGY:

Lecture, discussion, demonstration and practice.



SKILLS GAINED:

The objectives of this course are:

In terms of Knowledge:

- Describe the benefits of cloud computing
- Enlist the new features in Outlook, Office and Teams
- Enlist the differences of Online apps vs Desktop Apps
- Describe Teams features
- Enlist Best Practices when working on the cloud with MS 365

In terms of Skills

- Send emails using links
- Organize meetings with Shared Calendars
- Setup Tasks in Outlook
- Setup Outlook Options, Signatures, Automatic Replies and Rules
- Saving, Accessing, Sharing Files in OneDrive and Share-Point
- Saving, Accessing, Sharing Files in Teams
- Saving, Accessing, Sharing Files in Office Apps
- Using Chat in Teams
- Adding Apps in teams to extend functionality

In terms of Attitudes

- Adopt best practices when working with MS 365 on the cloud

Contact us

77 77 72 52

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VENUE:
Webinar

DATES & TIMES:



Thursday, 27th of November 2025, 14:30 - 18:15
Friday, 28th of November 2025, 14:30 - 18:15



PARICIPATION COST:

The cost incudes the course notes and certificate.
In the event of classroom led training, coffee, snacks and lunch (only for full day courses) are offered complimentary.

Participation Cost

- Total Cost: €235
- HRDA Subsidy: €140
- Net Cost: €95

For Unemployed

- Please contact us

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Microsoft Office 365 - End User

COURSE TOPICS

Unit 1: Office 365

Overview

- Introducing Cloud Computing
- Licensing Overview
- Application overview in Office 365 including Outlook Web App (email), Office Online Apps, SharePoint, OneDrive and Delve and Teams
- Navigating around Office 365
- Customizing the Office 365 Nav Bar

Unit 2: Outlook Online

- Overview of Outlook Online
- Working with Email and Folders
- Sending attachments as links
- Outlook People and IM Contacts
- Using the Calendar
- Shared Calendars
- Outlook Tasks in the Web App
- Setting Outlook

Options, Signatures, Automatic Replies and Rules

Unit 3: SharePoint, OneDrive

- What are the applications and how do they interact?
- Navigating around OneDrive
- Saving to One Drive from Office
- Accessing Content in OneDrive
- Sharing Documents and Collaborating
- Creating Office Documents and Saving Directly to OneDrive
- Using the One Drive Desktop App
- SharePoint – a basic understanding of collaboration and document management

Unit 4: Office Online

- Working Online with Office Apps
- Opening in Desktop Apps
- Check in/ Check out Documents – What does it mean?

Unit 5: Teams

- Understanding Teams
- Teams and Channels – What are they?
- Working with Files in Teams
- Adding Apps in Teams
- Organizing a meeting
- Using Chat for discussions
- Teams and Conversations

Course Closure

Summarization Best Practices when Working on the cloud with MS 365

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Registration Form

Seminar Code: ED25B22 — Title: Microsoft Office 365 - End User
Start Date: 27/11/2025

A. Organization's details (if applicable)

Company/Organization:		Size:	☐ Small	☐ Medium	☐ Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

B. Participant's details (1)

☐ Mr ☐ Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:
Reasons for participating in the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)

☐ Fasting ☐ Vegetarian ☐ Vegan

C. Participation Cost

PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)

Please invoice ☐ The participant ☐ The company Credit Customer Number (if applicable):

☐ For participants entitled the Human Resource Development Authority (HRDA) € 95

☐ For participants **not entitled** the Human Resource Development Authority (HRDA) € 235

Cheques must be issued to **EDITC Ltd** and payment can be made directly through deposit to the account of the company

Account Name: EDITC LTD

IBAN: CY19 0050 0115 0001 1501 0686 9601

Account Number: 115-01-068696-01

SWIFT/BIC: HEBACY2N

D. Terms and conditions for participation on EDITC seminars

- The company accepts registrations for participation in the seminars at least 5 working days prior to the start of the seminar. EDITC does not commit to accept any registrations received in less than 5 working days before the start of the training program.
- Written cancellations received 5 working days before the start of the training program are accepted and in the case where a payment has been made by the client, the full amount is reimbursed to the client. Cancellations that do not meet the above term are invoiced. The client may replace the participants) provided that they meet the criteria for participation on this program.
- The company has the right to cancel or postpone a training program up to one day before the start date of the program. All prepayments are returned to clients.
- All registrations are strictly prepaid except credit customers. EDITC will not allow the entry of participants in the class unless their financial obligations have been settled.
- EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program. **Participants are encouraged to contact the company in case they did not receive the confirmation.**
- Participants with less than 75% attendance cannot be subsidized by the HRDA and in this case the participants (or their company) will have to pay the amount of the subsidy (in addition to their own payment amount).
- In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program. EDITC will not allow the entry of participants in the class unless the HRDA forms have been submitted to EDITC.
- Certificates of participation will be given to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled. Otherwise certificates will be mailed as soon as the above obligations are settled.

☐ **We agree with the above terms and conditions**

Signature:

Date:

Stamp (in case of company):

Registration Form

B. Participant's Details (2)

☐ Mr	☐ Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:		Fax:
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
☐ Fasting ☐ Vegetarian ☐ Vegan					

B. Participant's Details (3)

☐ Mr	☐ Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:		Fax:
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
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B. Participant's Details (4)

☐ Mr	☐ Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:		Fax:
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
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B. Participant's Details (5)

☐ Mr	☐ Ms	Name		Surname	
Title/ Job Position:				Email:	
Job description:			Telephone/Mobile:		Fax:
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
☐ Fasting ☐ Vegetarian ☐ Vegan					

☐ **We agree with the above terms and conditions**

Signature:

Date:

Stamp (in case of company):