

Course 40041 A: Introduction to Office 365®

Four (4) hours, Instructor Led

About this course

This Microsoft clinic provides an introduction to Office 365. It focuses on the business considerations and economics of Office 365 and Windows Azure. This clinic highlights the features and functionality of Microsoft's cloud offerings. It uses a case study approach to illustrate various Office 365 deployment scenarios.

Audience profile

This course is intended for business decision makers who are contemplating implementation of Office 365 and/or Windows Azure in their business environment.

At course completion

After completing this course, students will be able to:

- Describe the basic concepts of cloud computing.
 - Describe cloud-based communication and collaborations solutions with Exchange Online, Lync Online, and SharePoint Online.
 - Describe the differences between Office 365 and Windows Azure.
 - Describe each product available in Office 365 and use the basic functions of each.
 - Make an informed decision on your cloud computing needs in Office 365.
 - Describe three key Office 365 migration scenarios.
 - Explain the common approaches used for an Office 365 Hybrid environment.
 - Describe the basics of moving applications to Windows Azure.
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Pre-requisite

Before attending this course, students must have:

- A general concept of cloud computing.
 - A basic understanding of how software has traditionally been deployed.
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Course Details

Module 1: Overview of Cloud Computing with Office 365

This module discusses basic cloud computing concepts, as well as introduces a general overview of the offerings found in Microsoft Office 365.

Lessons

- The Basics of Cloud Computing
- Cloud Computing with Office 365
- Cloud Computing with Windows Azure

After completing this module, students will be able to:

- Describe the basics of cloud computing.
- Describe cloud-based communication and collaborations solutions with Exchange Online, Lync Online, and SharePoint Online.
- Describe the differences between Office 365 and Windows Azure.

Module 2: Features and Functionality of Microsoft Office 365

This module will provide an overview of each product in the Office 365 lineup, and offer resources for further information.

Lessons

- Office 365 products
- Why choose Office 365

After completing this module, students will be able to:

- Describe each product available in Office 365.
- Use the basic functions of each product.
- Make an informed decision on your cloud computing needs in Office 365.

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes

Module 3: Migration Road Map to Microsoft cloud services

In this module we will discuss how to perform some common tasks in the new Microsoft Office 365 environment, and start thinking about some issues you are likely to encounter during the transition.

Lessons

- Types of Migrations to Office 365
- Hybrid Environments with Office 365
- Moving applications to Windows Azure

After completing this module, students will be able to:

- Describe three key Office 365 migration scenarios.
- Explain the common approaches used for an Office 365 Hybrid environment.
- Describe the basics of moving applications to Windows Azure.