

Updated on 09/29/2026

Sign Up

Microsoft 365 Training for Users

2 days (14 hours)

Overview

Microsoft 365 brings together the key productivity and collaboration tools used in businesses to communicate, share documents, organize work, and collaborate effectively on a daily basis.

This Microsoft 365 training course will help you become more independent in using OneDrive, SharePoint, Teams, Outlook, Planner, Loop, Forms, OneNote, and Sway.

You'll learn how to store and share your documents using OneDrive and SharePoint, collaborate on files in real time, and manage sharing permissions and version history.

You'll also be able to organize a team's work with Microsoft Teams, communicate effectively, schedule video conferences, and use Outlook to manage your meetings and professional communications.

Finally, you'll discover how to use Planner and Loop to organize group work, as well as Forms, OneNote, and Sway to meet various needs for communication, information gathering, and sharing.

By the end of this training, you'll be able to use the main Microsoft 365 tools independently and know how to choose the right application for every professional situation.

Like all our training courses, this one will introduce you to **the latest stable version** of the technology and its new features.

Objectives

- Store, organize, and share documents with OneDrive and SharePoint
- Collaborate and communicate effectively with Microsoft Teams
- Organize meetings and video conferences with Teams and Outlook
- Manage and track team work with Planner and Loop
- Create and share content with Forms, OneNote, and Sway
- Choose and combine the right Microsoft 365 tools for your professional needs

Target Audience

- Anyone who wants to become proficient with the main Microsoft 365 tools
- Users who work and collaborate in a Microsoft 365 environment

Prerequisites

- Know how to use a computer and browse the Internet with a modern web browser
- No advanced knowledge of Microsoft 365 is required

Curriculum for our Microsoft 365 training course for users

[Day 1 - Morning]

Getting Started with the Microsoft 365 Environment

- Explore the Microsoft 365 ecosystem and its main applications
- Understand the uses of Teams, OneDrive, SharePoint, Outlook, Planner, Forms, OneNote, and Loop
- Identify how the various Microsoft 365 applications interact with one another
- Understand the principles of cloud storage and collaboration
- Organize your work environment and quickly find your content
- Hands-on workshop: Explore the Microsoft 365 environment and identify the applications best suited to different professional needs.

[Day 1 – Afternoon]

Store, share, and collaborate with OneDrive and SharePoint

- Understand the differences between OneDrive and SharePoint and choose the right storage space for your content
- Upload, download, organize, and locate documents in the cloud
- Share files and manage internal or external access permissions
- Collaborate on documents simultaneously using co-editing
- Use version history and restore a previous version of a document

- Hands-on workshop: Upload, share, and co-author a document, then manage its permissions and version history.

Communicate and work as a team with Microsoft Teams

- Get familiar with the Microsoft Teams interface and organize your teams and channels
- Create teams, channels, and collaboration spaces tailored to your projects
- Use posts, conversations, mentions, and notifications
- Share and co-edit files directly from Teams
- Understand how Teams integrates with other Microsoft 365 apps
- Hands-on workshop: Create and structure a project team, organize channels, and collaborate on shared files.

[Day 2 – Morning]

Organize meetings and communications with Teams and Outlook

- Schedule and organize a Teams meeting from Teams or Outlook
- Set up participants and key meeting settings
- Participate in a video conference and share your screen, a window, or content
- Use the calendar and schedule appointments in Outlook
- Effectively manage emails, attachments, notifications, and key email features
- Hands-on workshop: Schedule a Teams meeting, invite participants, and use collaboration features during the video conference.

[Day 2 - Afternoon]

Plan and track work with Planner and Loop

- Discover Microsoft Planner and organize individual and team tasks
- Create a shared plan, assign tasks, and track their progress
- Use Planner views and features integrated into Microsoft Teams
- Discover Microsoft Loop, its workspaces, pages, and components
- Use Loop components to collaborate in Teams, Outlook, and compatible apps
- Hands-on workshop: Build a shared work plan with Planner and use a Loop component to track project information.

Leverage Microsoft 365's complementary apps

- Create and distribute surveys and forms with Microsoft Forms
- Organize and share work notes with OneNote
- Create interactive presentations with Sway on the web
- Identify the Microsoft 365 apps best suited for different communication and collaboration needs
- Combine multiple tools to build a collaborative workflow

- Hands-on workshop: Create a survey with Forms, organize the results, and use Microsoft 365 apps designed for sharing and tracking.

Target Audience

This training is intended for both individuals and companies—large or small—that wish to train their teams in new, advanced IT technologies or to acquire specific business knowledge or modern methods.

Assessment at the Start of Training

The pre-training assessment complies with Qualiopi quality standards. Upon final registration, the learner receives a self-assessment questionnaire that allows us to evaluate their estimated proficiency with various types of technologies, as well as their expectations and personal goals for the upcoming training, within the limits imposed by the selected format. This questionnaire also allows us to anticipate certain connection or internal security issues within the company (intra-company or virtual classroom) that could pose challenges for monitoring and ensuring the smooth running of the training session.

Teaching Methods

Hands-On Training: 60% Practical, 40% Theoretical. Training materials distributed in digital format to all participants.

Organization

The course alternates between theoretical input from the instructor—supported by examples and reflection sessions—and group work.

Assessment

At the end of the session, a multiple-choice quiz is administered to verify that participants have successfully acquired the skills.

Certification

A certificate will be issued to each trainee who has completed the entire training program.