



**ATS2020**  
Assessment of Transversal Skills

# Overview of available guides for Office 365

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#ATS2020

# Guides



- The following guides have been developed to help teachers start using Office 365 (click on the each guide to view):
  - [Office 365 for ATS2020](#)
  - [OneNote](#)
  - [OneNote Class Notebook](#)
  - [Skype for Business](#)
  - [Yammer](#)
- In the following slides you can find the table of contents for each guide.
- The last slide shows a list of selected addition online resources.



# Office 365 Guide

## Contents



### 1. About Office 365 for ATS2020

- Office 365 Education
- Administrators & Contact details
- What is included
- Duration of services

### 2. User accounts

- User registration
- Risks and legal aspects

- EU on data protection

### 3. Login and navigation

- Login to Office 365
- ATS2020's landing page
- Site collection
- Permissions
- Office 365 Apps

### 4. Useful links



# OneNote Guide

## Contents



1. About OneNote
2. Basic tasks in OneNote Online
  - Create a notebook
  - Find your notebooks
  - Share notes online
  - Work together in a notebook
3. Enhanced features in OneNote 2016
  - Search for content
  - Tag items
  - Page templates
4. Useful links

# Class Notebook Guide Contents



1. About OneNote Class Notebook
2. Launch OneNote Class Notebook
3. Create a class notebook
4. Find your class notebooks
5. Help students find their class notebooks
6. Add or remove students in existing class notebook
7. OneNote Class Notebook add-in
8. Useful links

# Skype for Business Guide Contents



1. About Skype for Business
2. Integration with Outlook Web app
  - Search for people
  - View your contacts lists
  - Start a conversation
  - Leave a conversation
  - Set up an online meeting
3. Join a Skype for Business meeting
  - With Desktop version
  - With Web app
4. Quick tour to main windows
5. Useful links

# Yammer Guide

## Contents



1. About Yammer network
2. Connect to Yammer Home and External networks
3. Yammer portal user interface
4. Configure user profile
5. Create and search for Yammer groups
6. Start or join a conversation



# Additional online resources



- [Microsoft Office Help and Training](#)
- [Microsoft Office Training Center](#)
- [Office 365 Learning Center](#)
- [Microsoft Office Blogs](#)
  
- [Online Interactive Guides for OneNote and Class Notebook](#)
- [OneNote Interactive Guides Translated in Other Languages](#)
  
- [Watch Office 15-Minute Webinars anytime](#)

