Office 365 business basics

Select a lesson to open

Get started

- What is Office 365 for business?
- Plan for Office 365
- Choose an Office 365 business plan

Setup

- Sign up for Office 365 Business Premium
- Install Office
- Set up Outlook for email
- Import email with Outlook
- Use a public website

Mobile

- Set up email on a phone
- Get Office on a phone
- Get the Admin mobile app

Communicate

- Get started with Outlook
- Create a calendar group
- Set up Skype for meetings
- Set up a meeting
- Create Groups for projects or clients

Store and share

- Where to store files
- Employee file storage
- Company file storage
- Project or client file storage

Manage

- Admin center overview
- Bills and subscriptions
- Reset employee passwords
- Add an employee
- Remove an employee
- Add another admin

Support

- Get help on your own
- Talk to support or a consultant
- Employee quick setup

Microsoft

Office Training Center
office.com/training