

# *Microsoft® 365 for the Web (with Teams®, SharePoint®, and OneDrive®)*

## *Bridge Document for 3.0 Edition*

This bridge document is written for instructors who have used Logical Operations' *Microsoft® 365 Office for the Web (with Teams®)* Edition 2.0 courseware (091094) and want to quickly and efficiently identify the significant changes in the 3.0 edition of this course, which has been renamed to *Microsoft® 365 for the Web (with Teams®, SharePoint®, and OneDrive®)*.

Since the release of the 2.0 edition of the course in 2020, Microsoft has made numerous changes in Microsoft 365, necessitating significant changes to the course. To take best advantage of the need to re-align the material with the Microsoft 365 web apps' technical environment, we used the update as an opportunity to make other improvements. While the new course covers instructional objectives that are similar to the scope of the objectives of the 2.0 edition, the course outline has changed significantly.

The following sections describe the substantive changes that have been made to this new version of the course.

### Overview of Changes

In the new *Microsoft® 365 for the Web (with Teams®, SharePoint®, and OneDrive®)* course:

- The initial course configuration has been simplified to make setup faster.
- Activities and other content have been updated to reflect changes in Microsoft 365.
- Content and activities have been added to cover features only available in the web apps.
- The slides have been updated with a wide screen layout, more graphics, and color.

### Content Changes

The following table compares the general outline of the 2.0 and 3.0 editions of the course.

2.0 Course Edition	New 3.0 Course Edition
<b>Lesson 1: Getting Started with Microsoft 365</b> Topic A) Sign in to Microsoft 365 Topic B) Navigate the Microsoft 365 Environment	<b>Lesson 1: Getting Started with Microsoft 365 on the Web</b> Topic A) Sign in to Microsoft 365 Online Topic B) Navigate the Microsoft 365 Web Environment Topic C) Integrate the Microsoft 365 Apps
<b>Lesson 2: Collaborating with Shared Files</b> Topic A) Work with Shared Documents in SharePoint Topic B) Edit Documents in Office Online Topic C) Collaborate on the SharePoint Site Topic D) Work with OneDrive for Business Topic E) Find Shared Resources	<b>Lesson 2: Using Outlook on the Web</b> Topic A) Send and Receive Email on the Web Topic B) Access the Outlook Calendar Online
<b>Lesson 3: Using Productivity Apps</b> Topic A) Work with Productivity Apps in Combination Topic B) Broadcast Messages with Yammer	<b>Lesson 3: Using Teams on the Web</b> Topic A) Access Teams Features Topic B) Create and Configure Teams and Channels Topic C) Chat and Post in Teams Topic D) Call and Meet in Teams
<b>Lesson 4: Using Outlook on the Web</b> Topic A) Send and Receive Email Topic B) Manage Contacts	<b>Lesson 4: Storing Documents on the Web</b> Topic A) Organize Documents in SharePoint Topic B) Organize Documents in OneDrive

Topic C) Schedule Appointments Topic D) Personalize Outlook on the Web	Topic C) Work with Documents in Teams Topic D) Select a File Storage Location
<b>Lesson 5: Collaborating with Teams</b> Topic A) Overview of Microsoft Teams Topic B) Converse and Share in Teams Topic C) Call and Meet in Teams Topic D) Collaborate with Microsoft 365 Apps and Teams	<b>Lesson 5: Working with Files Online</b> Topic A) Edit Documents in Microsoft 365 Online Topic B) Collaborate on Files Online Topic C) Find Shared Resources Online
<b>Lesson 6: Configuring Teams</b> Topic A) Configure Teams Topic B) Configure Channels Topic C) Configure Tabs	

Major changes from the 2.0 edition of the course are described below.

- The Outlook content is now in lesson 2 and the content on contacts was removed.
- The content on Teams:
  - was combined into one lesson.
  - is now in Lesson 3.
  - uses Teams on the Web instead of the desktop application.
    - *For more extensive Teams coverage, please consider either of Logical Operations' desktop Teams courses: Microsoft® Teams® Essentials (091160) or Microsoft® Teams® for Business Users (091173).*
- Lesson 2 was split into two new lessons, with the new lesson 4 covering document storage, and the new lesson 5 covering working with files.
- The Yammer topic was removed as it is outdated.