

77-891: Microsoft Office 365

Audience Profile

The audience profile for the Microsoft Office 365 Exam is a student, office worker or instructor who needs to navigate Office 365 at the feature and functionality level.

The Office 365 User should be able to navigate Office 365 software at the feature and functionality level, including:

- Outlook Web App (OWA)
- Lync collaboration functionality
- SharePoint online
- Office web apps

They should be familiar with and know how to use at least 80% of the features and capabilities of Office 365, including but not limited to:

- Simultaneously edit documents with colleagues
- Conduct online meetings with colleagues, partners, and customers, including audio, video, and screen sharing
- Share calendar with colleagues, partners, and customers
- Manage and share documents, task lists, and schedules to keep workgroups in sync using My Sites and TeamSites

Users would include people from a wide variety of job roles from almost all areas of professional, student, and personal life. Some of the roles users might take on include, but are not limited to, the following:

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|--------------------------------------|---|
| • Accountants | • Marketing personnel |
| • Consultants | • Office professionals, office support |
| • Desktop support | • Product developers |
| • Educators | • Public administration |
| • Executives/Managers | • Sales |
| • Field personnel (mobile workforce) | • Students |
| • Help desk personnel | • Writers |
| • Instructors/Trainers | • Other members of the general population |
| • IT/Tech support | |
| • Lawyers | |

Tasks that might be undertaken or work products created by members of the Office 365 User Target Audience might include, but are not be limited to, the following:

- **All the time (80% of the time)**
 - E-mail
 - Calendaring
 - Publish
 - Share
 - Meetings
 - Video conferencing
 - Create documents
 - Share documents
 - Document permissions
 - Edit documents
 - Task Management
 - Calls
 - Instant Messaging
- **Rarely (20% of the time)**
 - Site Permissions
 - Assign Alerts
 - Create web parts
 - Create a site template
 - Create workflows
- **Never**
 - Add a domain
 - Configure site collections
 - Manage errors
 - Code
 - Archive sites
 - Monitor site usage

Objective Domain

1. Navigate Office 365

- 1.1. Navigate Office 365 Features
- 1.2. Navigate in Applications

2. Communicate by using Office 365 Outlook Web Application

- 2.1. Manage E-mail
- 2.2. Organize Calendars
- 2.3. Manage Contacts
- 2.4. Manage Tasks
- 2.5. Configure Outlook Web Application Options

3. Collaborate by using Lync Online

- 3.1. Configure Lync Options
- 3.2. Employ Collaboration Tools and Techniques
- 3.3. Manage Lync Contacts
- 3.4. Use Lync Tools

4. Manage Sites in SharePoint Online

- 4.1. Search for Site Content
- 4.2. Manage Sites
- 4.3. Manage Site Content