

OFF-101

# Discover the essentials components of Microsoft 365 at the office



## Objectives

With this training, participants will be able to:

- Understand what it means to work in the cloud
- Access their Microsoft 365 tools at any time
- Create and save documents in Microsoft 365
- Know and identify Microsoft 365 applications that will help their teams be more efficient
- Use cases with SharePoint and Teams

## Practical information

<b>Duration</b>	3 hours
<b>Level</b>	Beginner
<b>Number of participants</b>	7 participants
<b>Languages available</b>	English - French

## Prerequisites

General knowledge of the Windows environment

## Target audience

All staff members using Microsoft 365

## Content

### 1- Introduction to the Microsoft 365 ecosystem

- Particularities of working in cloud mode
- Discover the Office portal
- Using Outlook online and OneDrive

### 2-What's new in Microsoft 365

- Compare local and online versions of Microsoft 365 applications
- Saving files to the M Microsoft 365 cloud
- Using Help

### 3-Using Microsoft 365 apps

- Ways to access them
- Overview of common apps

### 4- SharePoint and Teams use cases

## Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months