Sylbert
EFFICIENCY CREATOR

OFF-101-365

Discover the essential 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

Duration	3 hours
Level	Beginner
Number of participants	7 participants
Languages available	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*

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