

## Microsoft 365 Basic Training

### Training volume: 2h

Introductory Training for Microsoft Teams up to 25 participants €900

Introductory Training for Microsoft Teams from 26 participants €1,500

- The training session will be recorded for later review.
- Trainings can be conducted in the environment of the customer if desired.
- Training includes a Q&A session.
- The training agenda is flexible and can be tailored to meet the specific needs of your company.
- It is recommended to map out the specific training needs in a 30-minute pre-meeting with the trainer before the training.



Microsoft 365 provides a comprehensive suite of productivity tools and cloud services.

It is designed to help individuals, businesses, and organizations create, collaborate, and communicate efficiently across devices.

### By the end of the training, users have the necessary knowledge:

- For managing email, calendars, contacts, and tasks in Outlook.
- For efficient use of a collaboration platform Microsoft Teams that integrates chat, file sharing, joint cooperation with documents and management of video meetings.
- For independent use of Microsoft OneDrive that allows users to store, sync, and share files across devices.
- For end-users to manage documents smartly in SharePoint.

## Outlook

- Calendar management
- Setting up signatures
- Monitoring the availability of colleagues and rooms
- Different view options in Outlook
- Out Of Office settings
- Determination of mailbox rules
- Filtering, folders, flags, and categories

## Microsoft Teams

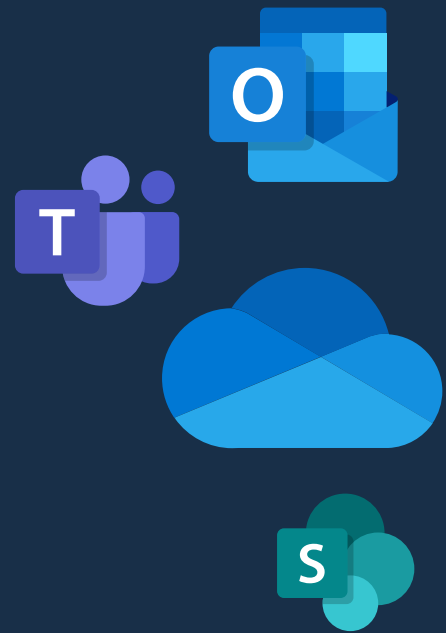
- Principles of creating teams and channels
- Sharing of team files
- Joint editing of documents
- Chat, i.e., one-to-one communication
- Organisation and management of video meetings
  - Creating a meeting
  - Meeting settings
  - Adding guests
  - Screen sharing

## OneDrive

- Storing and sharing files
- Creating back-up copies of files in the computer

## SharePoint

- Management of the shared files of a company
- Synchronisation with own computer



### Contact Us:

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