



## Be More Productive with Office 365

This workshop is an introduction to Microsoft Office 365 and its cloud-based work environment. With Office 365, you can easily access and share information and files; have conversations, work together on documents, track team activities and much more using tools like MS Outlook, Office Apps, MS Teams, Groups, Planner and Skype for Business. In addition, MS SharePoint Team Sites can provide you with a central location for sharing documents and tracking projects.

In this workshop, we will introduce you to Office 365's highly collaborative work environment and discover how to leverage these collaboration tools to maximize your team's productivity.

### Workshop Learning Outcomes

Once you've completed this training, you will:

- Understand the benefits of using Office 365 to empower your Team to work from anywhere and across a variety of devices.
- Streamline communications: make effective use of the Office 365 approach to email, calendar, tasks and more.
- Collaborate on content: share and store files using SharePoint Online and OneDrive for Business.
- Improve meetings: use Skype for Business and information-sharing tools like SharePoint or OneNote to help people work together more efficiently.
- Foster teamwork with tools like OneNote, Teams & Planner.

### Introduction - Overview of the Office 365 workspace & tools

- What is Office 365?
- Tools & Apps provided in Office 365
- Connecting to the Services (Logging In & Office 365 Portal Overview)
- The Office 365 Integration

### Module 1 - Accessing & Collaborating on Shared Files

- Working with Shared Office Documents (Excel, Word, etc.)
- Understanding the Differences Between Office 365 Apps and their Desktop Versions (Office 2016)
- Editing, Co-Authoring & Tracking Documents Changes in Office 365 Apps & MS Office 2016

## **Module 2 - Storing Documents in OneDrive**

- Using your personal/business OneDrive cloud storage space
- Sharing stored documents with others
- Synchronizing your files and accessing them from every device

## **Module 3 - Using MS OneNote to Create Shared Digital Notebooks**

- Creating Shared Notebooks
- Capturing & Organizing Meeting Notes, Photos, Files, Screenshots & more
- Tagging Items for Easy Retrieval
- Discover OneNote's Integration with Outlook & the rest of MS Office

## **Module 4 - Introduction to Teams & Planner**

- Creating new Teams
- Adding Channels to Share Files, Track Conversations & Activities
- Adding other elements to the MS Teams app
- Launching an impromptu Virtual Meeting in Teams
- Creating new Plans & adding members
- Adding Task buckets
- Creating & assigning Tasks
- Working with Planner views
- Grouping & filtering tasks
- Working with the Planner Hub
- Understanding the interaction between Planner, Teams & MS Groups

## **Module 5 - Setting-up Virtual Meetings with Skype for Business**

- Understanding the Skype for Business Interface
- Making Phone Calls with Skype for Business
- Setting-up & Participating in Virtual Business Meetings

### **Workshop Formats:**

- **Classroom: 1 Day (9:00am - 4:00pm)**
- **Live Webinar: 2 three-hour sessions**

\*Includes:

- A detailed learning guide
- Unlimited complimentary coaching

### **Here are a few comments from past participants:**

- "The capacity of Office 365 and diverse application possibilities are tremendous. Despite its many faceted options Gilles broke it down to clear understandability and relevance."
- "Gilles provides a comfortable interactive environment considerate of questions and paced well to keep interest but not overwhelm."
- "Very informative. A great intro of a lot of new applications"
- "It's a great way to really understand what the tools are capable of and how they can assist us in making great gains in how we manage our work and projects."
- "Over time I can see significant time savings."
- "I think it imperative for everyone to get training on 365 - very useful tool."
- "Worth the time and cost to better understand and utilize Office 365 to it's fullest capabilities."

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