

Microsoft 365 basic training

Training volume: 2h

Price: 600€*

* or as agreed

- Trainings are recorded for subsequent viewing
- Trainings can be conducted in the environment of the customer if desired
- Training includes a 'Questions and Answers' part
- The training plan is optional and can be adjusted to the needs of the company. Before the training, it is recommended to determine the exact training needs.

• Outlook

- Calendar management
- Using the address book
- 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
- Questions/answers

