Overview of Microsoft 365

Audience
For senior managers and key stakeholders who need to have the awareness of what Microsoft 365 is in order to make decisions on which tools are the main priority to focus on and roll-out.

Outcomes
At the end of the session you will have a high-level understanding of what the main suite of tools do and how they can be applied to your organisation. You will understand key advantages of using O365 over existing applications and platforms.

Course Content
Overview of Teams, channels & tabs
SharePoint & OneDrive
Office 365 Desktop Apps
Planner for Team Tasks
Online Forms
Microsoft Search
Stream for storing videos
Power BI for Visualising Data
Power Automate to automate workflows
Office 365 Portal

Duration
2 hours with lots of opportunity for questions

Price
£310 per class of 8 people
£38 per person per additional place