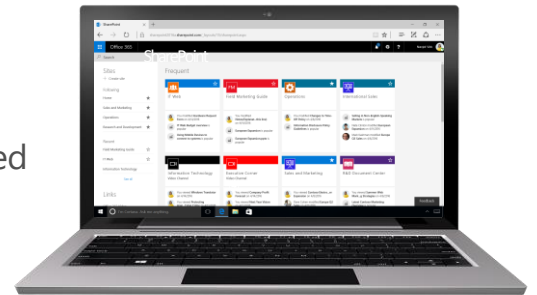


Microsoft 365 QuickStart Webinars

Introducing SharePoint

SharePoint is at the heart of Microsoft 365 and is where all your documents are stored. These four webinars are designed to quickly get you familiar with the basic features.



Training Soundbites

Our QuickStart Webinars are designed to help guide organisations towards new and better ways of working. We highlight the main features and benefits of Microsoft 365's collaboration and communication tools, discuss use cases, and show you in live demos how these tools can support remote working, empower teamwork, and help to make your people and your organisation more productive.

1. Microsoft 365 and SharePoint

Introducing Microsoft's productivity cloud

- What is Microsoft 365?
- What is SharePoint?
- Introducing SharePoint sites
- Accessing, navigating and following sites
- Security and permission management

2. Working with Documents

Create and manage your files and content

- Uploading, creating and editing documents
- Document folders vs document metadata
- Using desktop and online Office apps
- Find and discover documents
- Working with email attachments

3. Working with Lists

Managing data records – and much more

- Understanding lists
- Understanding views
- Sorting, filtering and grouping data
- Exporting data to Excel

4. Introducing OneDrive

Work with your files wherever you are

- OneDrive or SharePoint – when to use?
- How to work safely offline
- Discovering "my documents"
- Deleting, restoring and version management
- Sharing documents and managing access

QuickStart Webinars are one hour in duration and are delivered over Microsoft Teams. Attendance for each session is limited to a maximum of five participants to enable interaction and questions. All sessions include a pre-delivery consultation call to qualify the focus and main areas of interest.

QuickStart Webinars are also available for Microsoft 365 and Microsoft Teams.

Contact us now to book your session.