

Digital Workplace Fundamentals (£3000 plus VAT)



OFFICE 365: PLAN B

If you've moved to Office 365 and you're looking to leverage your investment and get the most out of it, the Digital Workplace Fundamentals package is perfect for you.

We'll take a look at your business, how it operates, the key products you have in place, and your high-level goals. From that, we'll deliver a tailored programme that will show you how your business can use Office 365 to improve your processes.

We'll look at setting your business some digital transformation goals and discuss your specific areas of interest, as well as set up a proof of concept example.

Following this session, we'll set up a follow-up appointment to assess the success of the proof of concept example we set up for you.

Day 1



Morning:

- *Understanding your business*

Afternoon:

- *Understanding Office 365*
- *The Microsoft 'Big Picture'*
- *Overview of licence structures*
- *Technology and structure, including Azure, Active Directory and SharePoint*

Day 2



Morning:

- *SharePoint, Microsoft Teams and Planner structure*
- *Office Groups and OneDrive*

Afternoon:

- *Modern Team Sites (SharePoint)*
- *Sites and sub-sites*
- *Document Libraries*
- *The power of workflow*
- *Custom Lists*
- *Other Office 365 apps*

Day 3



Morning:

- *Planner*
- *Conversations and charts*
- *Members, plans, tasks, calendar*

Afternoon:

- *Teams*
- *Members, roles, channels, files*
- *Agreeing areas of interest for day 4 and digital transformation*

Day 4



Morning:

- *Solving your specific business requirements with Office 365*
- *Mobile apps rollout*
- *Intro to PowerApps*
- *Creating and sharing documents*