

Functional management of Office365

Duration: 2 Days **Course Code: GKFB0365** **Delivery Method: Company Event**

Overview:

This 2-day training course provides more insight into the activities and processes associated with the functional management of Office365. With functional management you can tailor the Office365 environment to the requirements of your organization. This course deals with matters such as document management and workflows.

Company Events

These events can be delivered exclusively for your company at our locations or yours, specifically for your delegates and your needs. The Company Events can be tailored or standard course deliveries.

Target Audience:

System and application managers who take on the functional management of Office365.

Objectives:

- After this training you can carry out the basic operational and functional management of office 365. You will also know where to go for further support of specific tasks and opportunities within Office365.

Prerequisites:

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Content:

Collaboration possibilities within Office 365:

- SharePoint architecture and apps;
- ID management: authorization and authentication;
- Groups, Team sites and Yammer;
- Management of users and groups;
- External access;
- OneDrive;
- Collaborate and share;
- New publishing;
- Meeting;
- Document management and metadata
- Content types and site columns;
- Create Office365 templates;
- OneNote

Administrative possibilities within Office 365:

- Exchange: group e-mail, calendar, tasks, contacts;
- Shared e-mail and calendars;
- The use of Word, Excel, PowerPoint Office365;
- Working with forms;
- Working with lists
- Forms;
- Flows: online workflows;
- SharePoint DMS;
- Power Apps;

PowerBI.

Further Information:

For More information, or to book your course, please call us on 0800/84.009

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www.globalknowledge.com/en-be/