

Functional management of Office365

Duration: 2 Days **Course Code: GKFB0365** **Delivery Method: Virtual Learning**

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.

Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

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/