

Office 365 Productivity Introduction (Intermediate)

This session will include:

- Outlook
- OneDrive
- SharePoint
- Office 365 Core Applications
- Wider Product Overview

Audience:

Many of our customers feel that they have staff who are already competent with the basics of Office 365. For these participants, we can provide a more in-depth session that provides additional support in how to fully utilise the core technologies within Office 365.

Objectives:

Where the primary goal of our introductory session is to get new users of Office 365 up and running as quickly as possible, our intermediate session is about supporting those users to get the best out of the new products and services that are available to them. Examples of this include setting up rules in outlook or co-authoring documents across OneDrive and SharePoint.

Audience Pre-Requisites:

This session assumes an already established basic knowledge of Office 365 and thus it is recommended that users with little to no experience begin with our introductory session before participating in this more advanced session.

Location:

This session is carried out at the customer's site of choice or remotely via webinar.

Duration:

This session can be tailored to some extent but is typically 3 hours in length. 2 sessions per day.

Participants:

In order to allow participants a chance to ask their questions, we recommend that a maximum number of 12 participants attend the session.

Costings:

To request a quote resellers must contact Westcoast Cloud. To send them an email, click the logo below.

