

# Training “Beyond Microsoft O365” Basic

## Microsoft Exchange Online Day 1 and 2 (8 Hours)

- Creation of an email.
- Attach a file.
- Sending an email.
- Archive of an email.
- Search and delete email.
- Printing an email.
- Rules configuration.
- Mail tracking.
- Surveys through mail.
- Mail delivery schedule.
- Create an activity on the agenda, link members to the event and generate an electronic notification.

## Microsoft OneDrive Day 3 and 4 (8 Hours)

- OneDrive settings.
- Creation of folders and documents in Office online.
- Loading documents.
- Share documents.
- Generate and send links to folders and documents.
- Security at the level of folders and documents.
- OneDrive folder sync.
- Delete folders and documents.
- Version history management.
- Reclassify folders and documents.
- Copy of documents in SharePoint online.

## Microsoft SharePoint Day 5 and 6 (8 Hours)

- Login to the SharePoint application.
- Creation of a site and subsite.
- Inclusion of owners and members to a site.
- Configuration and customization of the site page.
- Inclusion of sections and events.

- Publication of the site page.
- Creation and configuration of a note-type document.
- Creation of folders, document with different extensions, uploading of files to port and synchronization of documents.
- Create a folder or document and share it with other contacts.
- Inclusion of lists, libraries, applications and page.
- Site customization.

## Microsoft Office Online Day 7 and 8 (8 Hours)

- Creating a document.
- Share and edit a document online.
- Generation of links linked to a document.
- Shared document security.
- Download and delete document online.
- Move a document online.
- Copy an online document to a new one to a site on OneDrive or SharePoint.
- Rename a document online.
- Management of version history of an online document.

## Microsoft Teams Day 9 and 10 (8 Hours)

- Creation of a team.
- Add Microsoft Teams to an Existing Office Group in SharePoint.
- Security management for administrators and team members.
- Team and profile customization.
- Management of Teams functionalities and sections
- Desktop and mobile application download.

Empowerment, Training and Collaboration

# Training “Beyond Microsoft O365” Advanced

## Microsoft Exchange Online Day 1 and 2 (8 Hours)

- Creation of an email.
- Attach a file.
- Sending an email.
- Archive of an email.
- Search and delete email.
- Printing an email.
- Rules configuration.
- Mail tracking.
- Surveys through mail.
- Mail delivery schedule.
- Create an activity on the agenda, link members to the event and generate an electronic notification.

## Microsoft OneDrive Day 3 and 4 (8 Hours)

- OneDrive settings.
- Creation of folders and documents in Office online.
- Loading documents.
- Share documents.
- Generate and send links to folders and documents.
- Security at the level of folders and documents.
- OneDrive folder sync.
- Delete folders and documents.
- Version history management.
- Reclassify folders and documents.
- Copy of documents in SharePoint online.

## Microsoft SharePoint Day 5 and 6 (8 Hours)

- Login to the SharePoint application.
- Creation of a site and subsite.
- Inclusion of owners and members to a site.
- Configuration and customization of the site page.
- Inclusion of sections and events.

- Publication of the site page.
- Creation and configuration of a note-type document.
- Creation of folders, document with different extensions, uploading of files to port and synchronization of documents.
- Create a folder or document and share it with other contacts.
- Inclusion of lists, libraries, applications and page.
- Site customization.

## Microsoft Office Online Day 7 and 8 (8 Hours)

- Creating a document.
- Share and edit a document online.
- Generation of links linked to a document.
- Shared document security.
- Download and delete document online.
- Move a document online.
- Copy an online document to a new one to a site on OneDrive or SharePoint.
- Rename a document online.
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## Microsoft Teams Day 9 and 10 (8 Hours)

- Creation of a team.
- Add Microsoft Teams to an Existing Office Group in SharePoint.
- Security management for administrators and team members.
- Team and profile customization.
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