Teams Training

Delivered by Symity

Teams Training

Teams Basics
30 Mins (20 Mins + 10 Q&A)

Teams Calling
45 Mins (30 Mins + 15 Q&A)

Teams Conferencing
45 Mins (30 Mins + 15 Q&A)

Getting More from Teams
60 Mins (45 Mins + 15 Q&A)

Teams Mobile
45 Mins (30 Mins + 15 Q&A)

Teams Desk Phone
25 Mins (15 Mins + 10 Q&A)

Microsoft Teams Room Training

Microsoft Teams Room Essentials
40 Mins (30 Mins + 10 Q&A)

Learn about the Microsoft Teams room experience.

Microsoft Teams Room - Complex Rooms
50 Mins (40 Mins + 10 Q&A)

Learn about the Microsoft Teams room experience in divisible and townhall spaces.

Microsoft 365 Training
Delivered by Symity

M365 Copilot
45 Mins (35 Mins + 10 Q&A)

Discover the power of Microsoft's latest technology using artificial intelligence right in the flow of work.

Task Management
40 Mins (30 Mins + 10 Q&A)

Need to plan your tasks or the tasks of others? This course provides a good foundation for using To Do and Planner.

OneDrive Online Essentials
40 Mins (30 Mins + 10 Q&A)

Brand new to OneDrive? This session is aimed at introducing OneDrive and providing the basics around personal document management.

SharePoint Essentials - Documents
40 Mins (30 Mins + 10 Q&A)

New to SharePoint? This session is aimed at introducing SharePoint and providing the basics around document management.

SharePoint Team Owner Foundation
45 Mins (30 Mins + 15 Q&A)

It is important to know the basic responsibilities of being a site owner.

Teams & SharePoint Better Together
30 Mins (20 Mins + 10 Q&A)

Have a good knowledge of SharePoint & teams, - learn how to use them together.

Forms Essentials
50 Mins (40 Mins + 10 Q&A)

This session is aimed at introducing Forms and how it can be used within Teams.

Outlook Tips & tricks
40 Mins (30 Mins + 10 Q&A)

Think you already know Outlook? This session is aimed at adding knowledge around useful, timesaving features in Outlook.