



Corso Base Office 365 8h

HORSA® GROUP

HORSA® TECH



- L'ecosistema Office 365
- Accedere a office 365
- Il Login In Desktop/App/Web



- Teams: le Riunioni Personali «e di canale»
- Teams: Webinair / Live Event
- Teams: I gruppi/Canali
- Teams: utenti/Guest
- Teams: le Applicazioni



- Utilizzo di Ondrive
- Differenze con Sharepoint
- Condivisione documenti in OneDrive
- Vantaggi nell'utilizzo di Onedrive
- Recuperare i documenti
- Versioning



- Utilizzo di Sharepoint
- Best Practice di utilizzo
- Condivisione dei documenti interno/esterno
- Legame con teams
- Gestione dei documenti



- Calendario
- Planner
- Bookings



- Forms
- Lists
- Power Automate

<p>Enterprise collaboration</p>	 <p>SharePoint Content-centric collaboration</p>	 <p>Yammer Enterprise & team forum</p>	 <p>Microsoft Teams Chat & video conferencing</p>	<p>Office applications</p>
<p>Project management</p>	 <p>Planner Teamwork management</p>	 <p>To-Do Task management</p>	 <p>Project Online Full-cycle project management</p>	
<p>Analytics & reporting</p> <p><small>*paid subscriptions</small></p>	 <p>PowerBI Interactive data visualization</p>	 <p>MileIQ Mileage tracking & reporting</p>	 <p>MyAnalytics Personal productivity stats</p>	
<p>Emailing</p> <p><small>Additional Outlook capabilities</small></p>	 <p>Exchange Online Hosted email services</p>	 <p>Outlook Online Personal emailing</p>	<p>Extra capabilities</p>	<p>Business process automation</p>
	 <p>People Aggregated contact list</p>	 <p>Calendar Schedule management</p>	 <p>Bookings Appointment scheduling</p>	
<p>Search & user profiles</p>	 <p>Delve Content discovery</p>	<p>File management</p>	 <p>OneDrive Cloud file storage</p>	<p>Media content</p>

