

Evolve 365

Microsoft Learning and Adoption Services



Webinar & Training Course Catalog

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Training Types

Learning comes in many formats and how users best consume information can vary from person to person and company to company. Because of this, Evolve 365 and Train 365 incorporate several different types of training into their subscriptions. This allows you to select the type of training that works best for you and your users – tailored and customized for you!



A Planet Technologies Service

- ✓ **Webinars**
- ✓ **Classroom Training**
- ✓ **Ask Me Anything Sessions**
- ✓ **Open Office Hours**
- ✓ **White Glove Training Sessions**
- ✓ **Executive, VIP Training Sessions**
- ✓ **Train-the-Trainer Sessions**
- ✓ **Feature Consultation Sessions**
- ✓ **IT Support Staff Training**
- ✓ **App-in-a-Day Workshops**
- ✓ **Full Day Training Workshops**

Webinars & Classroom Training

What option is best for your users?



45 – 60 Minute Sessions for large audiences.
Demos, examples and general Q&A.



Once or twice a month throughout your
Evolve 365 Subscription.



Minimal Customizations



Any Duration and Audience Size. Content
Customized to the specific audience.



Custom schedule based on selected
courses, dates and session types.



Customizations Included



Webinars & Virtual Classroom Training



| Title | Description | Audience | Application |
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| Accessibility Solutions | <p>There is no limit to what people can achieve when technology reflects the diversity of all who use it. This course shows how people can achieve more with the built-in accessibility tools and features in Microsoft technologies. It focuses on features for those who need to customize their settings for hearing, sight, mobility, and neurodiverse needs, as well as for those that wish to be more inclusive in the content they create and the way they present.</p> | All Levels | Windows 11; Office 365 |
| Advanced SharePoint Libraries | <p>What are libraries? How do we utilize libraries and their features? What is metadata and how do we use it? How do we make useful views? How do we share our content? What is versioning? Can we set up automated alerts when things change in a library? What are best practices with all these features?</p> <p>In this webcast, we look at how to create library, reviewing metadata, applying metadata to build views, exploring ways to share content, learn about versioning, examining automated notifications, and reviewing best practices for each feature</p> | Intermediate | SharePoint |
| AI for Education with Microsoft | <p>Explore the intersection of artificial intelligence and education. This webinar will provide insights into how AI can be leveraged in educational settings, offering new possibilities for personalized learning, analytics, and educational technology.</p> | All Levels | Office 365; Windows 11 |
| Ask Me Anything (AMA) | <p>No question too big. No question too small. Bring all of your Microsoft 365 application questions to this one-hour session.</p> | All Levels | Office 365 |
| Azure DevOps for Project Management | <p>Companies around the globe are experiencing a major shift to Agile, as the adaptive project management approach allows faster delivery of working software, provides more flexibility to meet the changing needs, and allows for early feedback from customers.</p> <p>Azure DevOps provides technologies and processes used by development and business teams to enhance the product development process. This combination of tools gives enterprises the ability to deliver products at a high speed, creating the perfect environment for a project. Today we will be covering an application overview of Azure DevOps in relation to project management.</p> | Intermediate | Azure DevOps |



Webinars & Virtual Classroom Training



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| Blended, Remote, and Hybrid Learning | Navigate the evolving landscape of education with insights into blended, remote, and hybrid learning models. This webinar will provide strategies, tools, and best practices to effectively adapt and thrive in diverse learning environments. | All Levels | Office 365; Teams |
| Bookings: Mastering Microsoft Bookings | <p>Are you tired of the scheduling chaos, missed appointments, and endless back-and-forth? Imagine a world where managing your appointments is a breeze, where your colleagues and clients can effortlessly schedule to meet with you without any hassle. Enter Microsoft Bookings – your ticket to streamlined scheduling success!</p> <p>If you are interested in learning more about Microsoft Bookings and revolutionizing the way you manage appointments, please register with the link below. We look forward to seeing you there!</p> | Fundamental | Bookings |
| Clipchamp Overview | <p>Clipchamp is an innovative M365 video editing tool. Learn how to create stunning videos in minutes, collaborate with your team, and manage your video assets with ease.</p> <p>This webcast will guide you through the process of creating professional videos using Clipchamp’s user-friendly interface and rich features. Discover how Clipchamp can enhance your communication and productivity in the workspace.</p> | Fundamental | Clipchamp |
| Copilot: Interactive Prompt-a-Thon | Join us for a collaborative Prompt-a-Thon, where creativity meets innovation! This interactive session is designed to help you tackle real-world challenges and enhance your AI prompt-building skills. Through guided activities and group discussions, you’ll have the opportunity to generate impactful prompts, share insights with industry peers, and discover new ways to leverage AI in your daily tasks. Don’t miss this chance to ignite your creativity and take your prompt-building expertise to the next level! | Intermediate | Copilot |
| Copilot: Introducing Microsoft Copilot - Your AI-Powered Assistant | Learn about Microsoft Copilot, the AI-powered assistant designed to enhance your productivity across various Microsoft applications. This session will cover key features, benefits, and a comprehensive overview of how Copilot can support your daily tasks. | Fundamental | Copilot |



Webinars & Virtual Classroom Training



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| Copilot: Microsoft Copilot for Microsoft Teams | Explore how Microsoft Copilot integrates with Microsoft Teams to facilitate better collaboration and communication. Learn how to use Copilot for scheduling meetings, managing team tasks, and enhancing real-time collaboration during team discussions. | Intermediate | Copilot; Teams |
| Copilot: Microsoft Copilot for Outlook | Discover how Microsoft Copilot can streamline your email management and communication in Outlook. Topics include automating routine tasks, managing your inbox more effectively, and leveraging AI to prioritize important emails. | Intermediate | Copilot; Outlook |
| Copilot: Using Microsoft Copilot in Edge | <p>Join us for a live training session where you'll discover the transformative power of Copilot in Microsoft Edge, a revolutionary search and AI-powered communication tool. This introductory session will equip you with the essential knowledge and skills to seamlessly integrate AI into your workflow, unlocking a world of enhanced productivity and creativity.</p> <p>Bing Chat is a powerful tool that can help you with various tasks such as web search, content creation, information retrieval, and more. In this webcast, you will learn how to interact with Bing Chat Enterprise, how to switch between different modes, validate results, and leverage its capabilities as your personal assistant and collaborator.</p> | All Levels | Copilot |
| Copilot: Using Microsoft Copilot in Excel | Enhance your data analysis and management skills with Microsoft Copilot in Excel. This class covers automating data entry, generating insights, and creating complex formulas and charts with the help of AI. | Intermediate | Copilot; Excel |
| Copilot: Using Microsoft Copilot in PowerPoint | Learn how Microsoft Copilot can assist you in creating engaging and professional presentations in PowerPoint. Topics include designing slides, generating content, and using AI tools to improve the visual appeal and effectiveness of your presentations. | Intermediate | Copilot; PowerPoint |
| Copilot: Using Microsoft Copilot in Word | This session focuses on utilizing Microsoft Copilot in Word to improve your document creation and editing processes. Learn how to generate content, format documents, and use AI-driven suggestions to enhance your writing. | Intermediate | Copilot; Word |



Webinars & Virtual Classroom Training



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| <p>Data Loss Prevention for End-Users</p> | <p>All organizations are striving to maintain control of sensitive data. To help protect this sensitive data and reduce the risk from oversharing, they need a way to help prevent their users from inappropriately sharing sensitive data with people who shouldn't have it. This practice is called data loss prevention (DLP).</p> <p>In this webcast, we'll explore features throughout Microsoft 365 apps and services to assist us with maintaining practical protections over the sensitive data we encounter in our roles.</p> | <p>All Levels</p> | <p>Office 365</p> |
| <p>Data-Driven Decision Making: Mastering Power BI for Educational Insights</p> | <p>Uncover the power of data-driven decision-making in education. This webinar will guide you through mastering Power BI for educational insights, enabling educators and administrators to make informed decisions based on data analysis.</p> | <p>All Levels</p> | <p>Power BI</p> |
| <p>Digital Storytelling in the Classroom: Using Sway and PowerPoint for Impactful Lessons</p> | <p>Dive into the world of digital storytelling! Join us to explore creative ways of using Sway and PowerPoint to craft impactful lessons. Learn how to engage students through compelling narratives and visually stunning presentations.</p> | <p>All Levels</p> | <p>PowerPoint; Office 365; Sway</p> |
| <p>Edge: Microsoft Edge Browser</p> | <p>Microsoft Edge is a more modern browsing experience with a variety of built-in tools to provide better security, faster performance, and increased privacy. Customize how your browser looks and feels with themes and toolbar features. Use built-in learning and accessibility tools to customize your browsing experience and make it easier to find the information you need.</p> <p>In this browser overview webcast, we will discuss the settings, accessibility features, and built-in tools included with Edge Browser.</p> | <p>Fundamental</p> | <p>Edge</p> |
| <p>Elevating Education with Assessment Tools in M365 for EDU</p> | <p>Elevate your educational practices with a deep dive into Microsoft 365's assessment tools. This webinar will guide you through leveraging the assessment features in Microsoft 365 for Education, providing insights into student progress, and enhancing the overall educational experience.</p> <p>In this webinar we will explore Microsoft Sway, Microsoft Forms, Microsoft Teams for Education, and OneNote Class Notebook.</p> | <p>All Levels</p> | <p>Office 365; Forms; OneNote; Teams; Sway</p> |



Webinars & Virtual Classroom Training



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| Empowering Learning: A Deep Dive into Microsoft Teams for EDU | Microsoft Teams for education makes it possible to bring everyone together for in-person and remote learning. Learn about the core features of Teams for EDU, the different types of teams, how to manage virtual, hybrid and in-person class meetings, and how to use assignments in Teams. | Fundamental | Teams |
| Engaging your Community with Yammer | <p>Yammer allows you to collaborate with your colleagues in a way that best suits your workflow.</p> <p>In this webcast, we will dive into an overview of Yammer and its key features. We will demonstrate how to access your profile, adjust your settings, and collaborate within Yammer communities.</p> | Fundamental | Office 365 |
| Evolve 365: An End User Look at the Portal | <p>Evolve 365 is a service that offers on demand self-help training with thousands of easily searchable videos and regularly updated content, so you can keep up with the evolving nature of Microsoft 365. Whether you are interested in finding a quick answer to a question or looking for self-paced courses to enroll in, Evolve 365 has you covered.</p> <p>In this webcast, we look at the Evolve 365 training portal home page, navigation, and the different ways the site can help you learn.</p> | Fundamental | Evolve 365 |
| Excel: 01 Introduction to Excel Basics | <p>Microsoft Excel is the industry-leading spreadsheet software program - a powerful data visualization and analysis tool. You can easily create spreadsheets from templates or on your own and use modern formulas to perform calculations.</p> <p>In this webcast, we will review overall navigation, formatting, working with data, and an overview of collaboration.</p> | Fundamental | Excel |
| Excel: 02 Essential Features and Functions | <p>Microsoft Excel is the industry leading spreadsheet software program – join us to gain valuable insights into the core features of Excel. Whether you’re a beginner or looking to enhance your existing skills, this session introduces essential functions and formulas.</p> <p>In this session we’ll cover practical topics such as writing basic formulas, using autofill features, and calculation tools.</p> | Fundamental | Excel |



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| Excel: 03 Data Manipulation and Formatting | <p>Unlock the full potential of Excel and transform your data handling skills. Dive into the details of Microsoft Excel, focusing on techniques to organize and present data effectively.</p> <p>In this webinar, we'll explore sorting, filtering, conditional formatting, data validation, and grouping data. Whether you're a beginner or looking to refine your expertise, this course will empower you to streamline your workflows and make data work for you.</p> | Fundamental | Excel |
| Excel: 04 Intermediate Formulas and Functions | <p>Unlock the full potential of your spreadsheets with our upcoming webcast! Dive deep into the world of logical and lookup functions, and discover more advanced techniques to streamline your data analysis and reporting.</p> <p>In this webcast we'll explore advanced formulas and functions to enhance your skills. This session is designed to elevate your command of Excel to new heights and powerful data insights!</p> | Intermediate | Excel |
| Excel: 05 Tables, Charts, and PivotTables | <p>Excel has many powerful built-in features you can use to manage your data. You can create an Excel table to make managing and analyzing your data easier. You can use Charts to help you visualize your data. You can also leverage PivotTables, one of Excel's most powerful features. PivotTables allow you to summarize, sort, reorganize, group, count, and even more!</p> <p>In this webcast we'll review Tables, Charts, and PivotTables and different ways you can organize and manipulate your data to create maximum impact.</p> | Intermediate | Excel |
| Excel: 06 Create Engaging Dashboards | <p>A dashboard is a visual representation of key metrics that allow you to quickly view and analyze your data in one place. Dashboards not only provide consolidated data views, but a self-service business intelligence opportunity where users are able to filter the data to display only what's important to them.</p> <p>In this webcast, we look at how to create dashboards in Excel using impactful visualizations and charts.</p> | Advanced | Excel |
| Excel: Doing More with Excel: Tables, Charts, & Data Tools | <p>Microsoft Excel is the industry leading spreadsheet software program - a powerful data visualization and analysis tool. The charts and graphs features help you present your data in compelling ways, with tables to help better understand your data. In this webcast, we review some Excel basics and then dig into tables, charts, and other data tools for those who are ready for some advanced features.</p> | Fundamental | Excel |



Webinars & Virtual Classroom Training



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| Excel: Excel Online & Desktop Differences | <p>Microsoft Excel is the industry leading spreadsheet software program - a powerful data visualization and analysis tool and it's now available online! Use modern formulas to perform calculations or charts and graphs to help present your data in compelling ways from anywhere.</p> <p>In this webcast we will be exploring the main differences when using Excel Desktop and Excel Online and when to use each!</p> | Fundamental | Excel |
| Forms & Flow: Introducing Power Automate | <p>Using Forms, we'll give you an introduction to Power Automate by creating an email notification when a Form is completed.</p> <p>Power Automate is a component of Microsoft 365 that allows you to create automated workflows between your applications and services to synchronize files, send notifications, collect data, and automate tasks.</p> <p>It helps you to be more efficient and makes life a bit easier. You don't have to be a programmer or know how to write code. This is considered no-code or low-code component of Microsoft 365.</p> | Intermediate | Forms; Power Automate |
| Forms: Create & Manage Microsoft Forms | <p>Microsoft Forms allows you to create custom surveys, polls, and questionnaires. Forms has built in themes and question branching, making it easy to quickly create visually appealing and intuitive Forms. The application collects responses in real time and automatically provides charts to visualize the data for easy analysis.</p> <p>In this webcast, we will review how to create an effective Form, share it with the audience, and analyze the results.</p> | Fundamental | Forms |
| Inclusive Education with Microsoft: Accessibility Features for Every Learner | <p>Unlock the potential of inclusive education with Microsoft's accessibility features. This webinar will showcase tools and features within Microsoft's suite that cater to diverse learning needs, ensuring an inclusive educational experience for every learner.</p> | All Levels | Office 365 |
| Learning Accelerators for Student Success | <p>Accelerate student success with innovative learning strategies. Join our webinar to explore effective learning accelerators, techniques, and tools that can enhance student engagement, understanding, and overall academic success.</p> | All Levels | Office 365 |



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| Lists: Get Started with Microsoft Lists | <p>Microsoft 365 Lists are your smart information tracking app in Microsoft 365. Configure your lists to better organize events, issues, assets, and more. Start quickly with ready-made templates, see recent and favorite lists, track and manage lists wherever you're working and easily share lists with others.</p> <p>In this webcast, we share a quick overview of what M365 Lists are and where to access them, as well as, how to create and manage your personal and collaborative lists.</p> | Fundamental | Lists |
| M365 for Admin Assistants | <p>Our roles as administrative assistants are fraught with many responsibilities and challenges. We're working hard to not only accomplish our own tasks and engage colleagues, but support others and aid them in achieving success.</p> <p>In this webcast, we'll explore apps like Outlook, Teams, and SharePoint to make the most of their features, and include additional M365 apps in our workflows to fine tune our efficiency.</p> | Intermediate | Outlook; Teams; SharePoint |
| M365: Accessibility Solutions | <p>Explore the built-in accessibility tools and features in Microsoft technologies. We'll highlight features and how to customize settings for hearing, sight, and neurodiverse needs, as well as ways you can make the content you create and present more inclusive.</p> | Fundamental | Windows 10; Windows 11; Office 365; Teams |
| M365: Applications to Enhance Collaboration | <p>Microsoft 365 is a suite of cloud-based productivity tools that helps teams collaborate, communicate, and create content. It includes a variety of tools, such as OneNote, Planner, and Forms where you can improve teamwork and productivity.</p> <p>In this webcast, we will explore OneNote, Planner, and Forms as part of the M365 tools and how to use them to improve your collaborative experience.</p> | Fundamental | Office 365; OneNote; Planner; Forms |
| M365: Collaboration & Sharing | <p>This course gives a high-level overview of working with files stored in Office 365, with a focus on OneDrive. If you have had a file share migrated to Office 365, or are new to OneDrive this class will help you master your new file locations.</p> <p>You will learn how to access your online files, how to sync files to your computer, how to make files "always available" on your computer even if you are offline, and how to share files.</p> | Fundamental | OneDrive; Office 365; SharePoint; Teams |



Webinars & Virtual Classroom Training



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| M365: Common Collaboration Questions | <p>Want to ensure you are spending time in the most valuable ways? Join us to uncover the common problems people face with M365 collaboration and how to solve them. Gain insights to know how to recover files, manage access, troubleshoot syncing errors and more!</p> <p>In this webcast we will explore the most common questions faced in the M365 collaborative environment and how to avoid or resolve them.</p> | Advanced | Teams; OneDrive; Outlook |
| M365: Day One in M365 | <p>Join us for “Day One in Microsoft 365,” an engaging webinar designed to help you get started with Microsoft 365. Whether you’re new to M365 or need a refresher, this session will provide essential tips to make the most of Microsoft 365 in your daily work.</p> <p>From accessing the M365 portal to navigating Teams and using Outlook, you’ll gain the confidence to enhance your productivity. Don’t miss out!</p> | Fundamental | Outlook; Teams |
| M365: Demystifying Task Management in M365 | <p>So many applications to choose from and so little time to choose. Learn about how each of the task management tools available in M365 work and connect. Then we dive into the tricky “When to Use What” scenarios. Join us as we take on the task of task management. You’re not going to want to use your pen and paper any longer.</p> | Fundamental | Excel; OneNote; To Do; Planner; Project |
| M365: Digital Housekeeping in M365 | <p>We should all be vigilant throughout the year in keeping our files updated and secure. The end of the year is a great time to catch up on these tasks. Take some time to clear out files you no longer need from OneDrive, create rules in Outlook to automate processes for the coming year, and don’t forget to clear your browser cookies and update Windows.</p> | Intermediate | Office 365 |
| M365: Integrated Automation Features | <p>Simplify your day and save time with your M365 tools. Optimize your workflow with repetitive tasks and stay up-to-date by using the features in your favorite apps like Outlook, Lists, and Teams.</p> <p>In this webcast we will explore what built in automation tools are available and how to use them to improve your everyday activities!</p> | Intermediate | Lists; Outlook; Teams |
| M365: Introduction to Teams, Meetings, & Cloud Storage | <p>In this live training we cover the introductory basics of Teams communication and collaboration, Meetings in Teams and Cloud Storage with OneDrive.</p> | Fundamental | Office 365; Teams; OneDrive |



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| <p>M365: Know Your Choices - Apps in Microsoft 365</p> | <p>Create your best work on all your devices—from desktop to web—using the tools you need from home or the office. Whether you need to connect with colleagues or partners, work remotely, or collaborate with your team, there’s an Microsoft 365 app to meet your needs.</p> <p>In this webcast, we go over the apps available to you through Microsoft 365, what they can do, and which apps would work best for your business needs.</p> | <p>Fundamental</p> | <p>Office 365</p> |
| <p>M365: Leading by Example in Microsoft 365</p> | <p>Lead your team on an adoption journey of Microsoft 365 by using the applications, finding simple solutions, and sharing them with your team. In this webcast, we give you 14 small actions you can do in Microsoft 365 that will Wow! your team. By simply “getting caught” using Microsoft 365 you are helping others realize the benefits of the tools available to them.</p> <p>Become a mentor in the adoption journey with these simple tips and tricks.</p> | <p>Fundamental</p> | <p>Office 365</p> |
| <p>M365: Microsoft 365 Overview</p> | <p>Discover how OneDrive simplifies file storage and sharing, empowering you to access your documents anytime, anywhere. Learn how Teams streamlines communication and enhances team collaboration with its integrated chat, video conferencing, and project management features. Uncover the potential of Planner, a fantastic tool for organizing and managing tasks effortlessly. Finally, explore the possibilities of OneNote, a versatile digital notebook that revolutionizes notetaking and information organization.</p> <p>Register now and gain valuable insights to supercharge your work efficiency. We look forward to seeing you there!</p> | <p>Fundamental</p> | <p>Office 365</p> |
| <p>M365: Navigating Your Workday in M365</p> | <p>Join us for an engaging webinar designed to boost your productivity using Microsoft 365 tools. Learn to manage your morning routine, set daily goals, and handle emails efficiently with Outlook. Discover how to collaborate seamlessly with your team using Microsoft Teams.</p> <p>With live demonstrations and hands-on practice, this session is perfect for optimizing your workday. Register now to enhance your efficiency and teamwork!</p> | <p>Fundamental</p> | <p>Outlook; Teams; To Do; Planner</p> |



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| <p>M365: Navigation & Personalization</p> | <p>Microsoft 365 is designed to help you achieve more with innovative Office apps, intelligent cloud services, and world-class security. The Microsoft 365 landing or home page is your entry point into the services you use most.</p> <p>In this webcast, we discuss how to access Microsoft 365, navigate the home page layout, and how to personalize your experience by changing your settings.</p> | <p>Fundamental</p> | <p>Office 365</p> |
| <p>M365: On the Go with Mobile Apps</p> | <p>Get to your files from anywhere, at work, at home, or on the go. Microsoft mobile solutions help people access their documents and files from any location and work productively. Available apps include, Outlook, Office apps, OneDrive, Teams, SharePoint, and more. All Microsoft mobile apps work on the devices you prefer, whether it's Android, iOS, or Windows 10.</p> <p>In this webcast, we look at the features Microsoft mobile apps have to offer and teach you how to start access files and collaborate on the go.</p> | <p>Fundamental</p> | <p>Office 365; Mobile Apps</p> |
| <p>Mastering Classroom Organization: OneNote for EDU</p> | <p>Microsoft OneNote is a digital note-taking application that can be used in all facets of education. Dive into the world of organizational excellence with sections and pages, where each page is an infinite canvas to click and type wherever you want. Use OneNote for your own notes or create notebooks to collaborate with staff and students.</p> <p>Staff and Class Notebooks are split into sections that make sense for the modern educator: a content library, a collaboration space, and a private notebook for each user, all in one location. During this webinar, learn how to master classroom organization, streamline lesson planning, share resources, and foster a more structured and efficient learning environment for both educators and students.</p> | <p>Fundamental</p> | <p>OneNote</p> |



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| <p>Metadata & Folders - Better Together</p> | <p>When you start using SharePoint everyone says, "Don't use folders." If that is true, how do we organize and find the stuff we put into SharePoint? Metadata.</p> <p>In this session, we will explore what metadata is, how to use it, and how to get our co-workers to use it. Recreate this demo when you get back to the office to win your users over to the metadata side.</p> <p>This demo works in SharePoint Online and On-Premises.</p> <p>Key Take Aways:</p> <ul style="list-style-type: none">• What is metadata?• When to use metadata• Choices for metadata• When to use folders | <p>Fundamental</p> | <p>SharePoint</p> |
| <p>Microsoft Loop Overview</p> | <p>Microsoft Loop seamlessly integrates teams, content, and tasks across a range of essential tools including Teams, Outlook, Word, and Whiteboard. By creating adaptable Loop pages that can be easily shared across various Microsoft 365 applications, users can efficiently organize project information and collaborate effectively. With Loop workspaces facilitating streamlined project management, teams can enhance their productivity and communication like never before!</p> | <p>All Levels</p> | <p>Loop</p> |
| <p>OneDrive: Get Started with OneDrive</p> | <p>OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices.</p> <p>In this webcast, we will discuss how to access OneDrive for Business, creating and uploading files, sharing with others, and syncing your files locally.</p> | <p>Fundamental</p> | <p>OneDrive</p> |



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| <p>OneNote: Get Started with OneNote</p> | <p>OneNote is a digital note-taking application provided to you through Microsoft 365. Notebooks help you stay organized with sections and pages. With easy navigation and search, you'll always find your notes right where you left them. Revise your notes with type, highlighting, or ink annotations. With OneNote across all your devices, you'll never miss a flash of inspiration.</p> <p>In this webcast, we look at the OneNote interface and how you can get started by creating and managing your notebooks. We will also look at how OneNote integrates with SharePoint and Teams so you can collaborate on notes with colleagues.</p> | <p>Fundamental</p> | <p>OneNote</p> |
| <p>Outlook & Teams: Calendars and Meetings</p> | <p>Microsoft lets you connect with anyone you need to get your job done. This course will cover the different options for Calendars & Meetings in Office 365:</p> <ul style="list-style-type: none">-Calendar Permissions, Sharing, & Delegates-Calendar Settings including time zones, work hours, and categories/color coding-Meeting options including Teams, Teams Live, and best practices | <p>Fundamental</p> | <p>Outlook; Teams</p> |
| <p>Outlook: Finding Efficiencies in Outlook</p> | <p>With Outlook, you can access email, meetings, contacts, and more. There are several ways to be more efficient with Outlook by adjusting your view settings, making changes to how you review messages and setting up folders and categories.</p> <p>In this webcast, we explore different ways to improve your productivity within Outlook.</p> | <p>Fundamental</p> | <p>Outlook</p> |
| <p>Outlook: Get Started with Outlook Desktop</p> | <p>Email is an integral part of our daily work. When working from home we still need to monitor email and respond, as we would if we were in the office. With Outlook you can stay connected and access your email, schedule meetings, create and edit contacts, and more.</p> <p>In this webcast, we will show you how to get started with Outlook email and calendar with a few tips to help you personalize your experience.</p> | <p>Fundamental</p> | <p>Outlook</p> |



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| <p>Outlook: Get Started with Outlook Online</p> | <p>Email is an integral part of our daily work. When working from home we still need to monitor email and respond, as we would if we were in the office. With Outlook Online you can stay connected and still access your email, schedule meetings, create and edit contacts, and more with any internet browser.</p> <p>In this webcast, we will show you how to access Outlook Online and a few tips to help you personalize your experience on the web.</p> | <p>Fundamental</p> | <p>Outlook</p> |
| <p>Planner: Get Started with Planner</p> | <p>Planner makes it easy for you and your team to create new plans, organize and assign tasks, share files, chat about what you're working on, and get updates on progress all in one place. Planner is integrated with Microsoft Teams and allows you to create a plan for a specific Team.</p> <p>In this webcast, we will discuss how to create a plan, assign tasks and different filter views to see your progress.</p> | <p>Fundamental</p> | <p>Planner</p> |
| <p>Power Apps: Get Started with Power Apps</p> | <p>Power Apps is a suite of apps, services, and connectors, as well as a data platform, that provides a rapid development environment to build custom apps for your business needs. Let's take a look at Power Platform and Power Apps place within it. We will craft an App based on a List, design your screens, and create default values in the app.</p> | <p>Fundamental</p> | <p>Power Apps</p> |
| <p>Power Automate: Automate Task Management</p> | <p>Using the Work Progress Tracker list in SharePoint, we will dive into Power Automate to make our lives easier.</p> <ul style="list-style-type: none"> * Notify someone when they are assigned a task. * Notify management when tasks are overdue * And other automation as time permits | <p>Intermediate</p> | <p>Power Automate</p> |
| <p>Power Automate: Fundamentals</p> | <p>Power Automate is a tool designed to create workflows to help you automate processes. Connect to hundreds of data sources, craft triggers to initiate flows, and build the actions you want the flow to take!</p> <p>In this session we will review the building blocks of Power Automate and build an approval flow.</p> | <p>Fundamental</p> | <p>Power Automate</p> |



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| Power BI: 01 Introduction to Power BI | <p>Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. In this session we will show you:</p> <ul style="list-style-type: none">• What Power BI can do for you• Why to use Power BI to view and analyze your data• How to access and navigate reports <p>This training introduces all of Power BI, but uses the online version (Power BI service) for demonstration. Power BI Desktop will be covered more in depth in future sessions.</p> | Fundamental | Power BI |
| Power BI: 02 Get Started Using Power BI | <p>Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. In this session we will show you:</p> <ul style="list-style-type: none">• Getting data in the Power BI Desktop• Creating Visualizations to showcase data• Publishing and sharing reports | Fundamental | Power BI |
| Power BI: 03 Next Steps Using Power BI | <p>Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. In this session we will show you:</p> <ul style="list-style-type: none">• Formatting Visualizations• Organization and personalization• Creating Dashboards | Intermediate | Power BI |
| Power BI: 04 Advanced Power BI Concepts | <p>Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. In this session we will show you:</p> <ul style="list-style-type: none">• Cleaning and transforming data• Data modeling• Managing data relationships | Advanced | Power BI |
| Power BI: Accessing and Preparing Data | <p>Power BI lets you easily unify data from many sources to create interactive, immersive dashboards and reports that provide actionable insights and drive business results. This course will demonstrate loading data from Microsoft Excel and CSV sources, manipulating that data to prepare it for reporting and preparing tables in Power Query to load them into the data model.</p> | Intermediate | Power BI |



Webinars & Virtual Classroom Training



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| Power BI: Dashboard in a Day (DIAD) | <p>Microsoft Power BI is a business intelligence platform that provides tools for aggregating, analyzing and visualizing data. It can be used to find insights within an organization's data to easily discover what's important to make informed decisions quickly. Publish reports and dashboards, collaborate with your team, and share insights inside and outside of your organization with Power BI.</p> <p>In this full-day workshop, attendees will be working to build a set of reports and a dashboard.</p> | Intermediate | Power BI |
| Power BI: Data Visualizations | <p>Power BI lets you easily unify data from many sources to create interactive, immersive dashboards and reports that provide actionable insights and drive business results. This course will demonstrate how to create visualizations for a data set that has already been cleaned.</p> | Intermediate | Power BI |
| Power BI: Empowering Users with Data Visualizations and Insights | <p>Power BI is a collection of software services, apps, and connectors that work together to turn your unrelated sources of data into coherent, visually immersive, and interactive insights. In this session we will show you how to:</p> <ul style="list-style-type: none">• Create visualizations to showcase data• Analyze data insights to make more sense of your data• Publish and share reports <p>This training introduces all of Power BI but uses the online version (Power BI service) for demonstration.</p> | Intermediate | Power BI |
| PowerPoint: 01 - Getting Started with PowerPoint | <p>PowerPoint empowers you to create visually stunning slideshows for any occasion, from business pitches to educational lectures. Whether you're a novice or looking to enhance your skills, this session will equip you with the knowledge to confidently navigate PowerPoint's basic features and deliver impactful presentations that captivate your audience.</p> <p>In this webcast we'll cover the basics of creating a new presentation, adding content to your slides, and presentation tools!</p> | All Levels | PowerPoint |



Webinars & Virtual Classroom Training



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| PowerPoint: 02 - Design and Layout | <p>PowerPoint empowers you to create visually stunning slideshows for any occasion, from business pitches to educational lectures. Elevate your presentations by learning how to thoughtfully design your slide decks using images, custom slide layouts, available templates, and more!</p> <p>In this webcast we'll cover the importance of design, starting from templates to help save time, inserting images and icons that help us illustrate our talking points, and how to manage our slide with Slide Master and arranging tools.</p> | Intermediate | PowerPoint |
| PowerPoint: 03 - Adding Interest with Animations and Transitions | <p>PowerPoint empowers you to create visually stunning slideshows for any occasion, from business pitches to educational lectures. Elevate your presentations by learning how to thoughtfully design your slide decks using images, custom slide layouts, available templates, and more!</p> <p>In this webcast we'll cover the importance of design, starting from templates to help save time, inserting images and icons that help us illustrate our talking points, and how to manage our slide with Slide Master and arranging tools.</p> | Intermediate | PowerPoint |
| PowerPoint: 04 - Advanced Features and Tips | <p>PowerPoint empowers us to create visually stunning slideshows for any occasion, from business pitches to educational lectures. Successful presentations do more than just provide a message – they engage the audience with rich imagery, immersive media, and timely pacing paired with professional delivery.</p> <p>In this webcast we explore features in PowerPoint beyond text and images – including features enabling us to practice our presentation skills, add interactive links and elements, collaborate with colleagues, and take animations to the next level.</p> | Advanced | PowerPoint |
| PowerPoint: Build Better Briefings | <p>Learn how to plan, create and deliver memorable briefings. We will also learn some tips and tricks when it comes to using PowerPoint.</p> | Fundamental | PowerPoint |



Webinars & Virtual Classroom Training



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| PowerPoint: Creating Engaging Presentations | <p>Whether you are new to PowerPoint or trying to learn new ways to create powerful and engaging presentations, we have some tips for you. Using slide masters to create a template foundation and design elements for interest are just the beginning. We will help you create well-designed, impactful slides with the help of Designer and Ideas in PowerPoint.</p> <p>In this webcast we will walk through some of the best features to help you create engaging presentations.</p> | Fundamental | PowerPoint |
| PowerPoint: How to Present | <p>This class will equip you with the tools you need to deliver a successful presentation on a Microsoft topic. We'll discuss preparing your environment and presentation, reviewing and timing your presentation, promoting your presentation, and best practices for during and after your presentation.</p> | Fundamental | PowerPoint |
| PowerPoint: Powerful Presentations in PowerPoint | <p>PowerPoint is a Microsoft program that allows you to present slide shows of important information. Enhance your experience by learning to create presentations to provide the most impact to your audience.</p> <p>In this webcast we explore animations, QR codes, rehearsal coach, and recording features in PowerPoint.</p> | Fundamental | PowerPoint |
| SharePoint Online: Advanced List with Business Scenarios | <p>Get ready to supercharge your skills with our comprehensive training on advanced libraries and smart list management! In this course, we're not just teaching you the basics – we're diving into real-world business scenarios. Learn how to create and customize lists that work seamlessly for tasks, approvals, and more. Discover the magic of metadata to organize your data like never before. Streamline your work with views, and save valuable time with our ready-to-use templates, tailored for scenarios like task management and simple approvals. By the end of this journey, you'll be a pro at making your lists work for you, no matter the challenge. Join us and let's make your work life easier and more exciting!</p> | Advanced | Office 365 |



Webinars & Virtual Classroom Training



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| SharePoint: Advanced Libraries with Best Practices | <p>What are libraries? How do we utilize libraries and their features? What is metadata and how do we use it? How do we make useful views? How do we share our content? What is versioning? Can we set up automated alerts when things change in a library? What are best practices with all these features?</p> <p>In this webcast, we look at how to create library, reviewing metadata, applying metadata to build views, exploring ways to share content, learn about versioning, examining automated notifications, and reviewing best practices for each feature.</p> | Advanced | Office 365; SharePoint |
| SharePoint: Build a Document Library | <p>In this session, we will learn how to build a document library in SharePoint Online from scratch. We will work together to determine what metadata to use to describe the documents based on a Shared Drive folder structure. Finally, we will create views of the documents that will show your user just how limiting folders really are.</p> | Fundamental | SharePoint |
| SharePoint: Build a Tasking Tool | <p>In this session, we will build a tool for managing tasks within your team. This tool will include a shared calendar, reporting for tasks completed, and creating custom views for tasks. We will explore ways you can customize this tool so you can create one that will work for your team or organization.</p> | Intermediate | SharePoint |
| SharePoint: Building & Managing Lists & Libraries | <p>SharePoint can hold large sets of information in lists and libraries. In fact, it can hold up to 30 million items in a list or library. It can be used as a central location for the storage of files and is ideal for being shared among teams.</p> <p>In this webcast we look at how to build and manage lists and libraries in your SharePoint sites. We also share tips and best practices for working in these apps</p> | Intermediate | SharePoint |
| SharePoint: Calendar Options in SPO | <p>SharePoint Online has many benefits, including modern webparts that replace many of the classic applications we are used to working with. In this webcast, we'll explore the different options you have for creating calendars in SPO, from the Events webpart, Group Calendar webpart, Lists templates, and also the classic Calendar app.</p> | Intermediate | SharePoint |



Webinars & Virtual Classroom Training



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| SharePoint: Communication Sites | <p>What are communication sites and how do they compare to team sites? How do we utilize templates and customize our site design for my audience? What is a Hub and how do I connect to it?</p> <p>In this webcast, we look at how to create a communication site, main features of the site, reviewing and utilizing templates, applying customizations to a site, connecting with a Hub or registering as a Hub.</p> | Intermediate | SharePoint |
| SharePoint: Driving End User Adoption with JSON | <p>You don't need to know JSON to use JSON. We use JSON to make it easier for the end user to use SharePoint, therefore increasing end user adoption. We will start the session by using Conditional Formatting to color code a SharePoint Calendar. Then we will use JSON to:</p> <ul style="list-style-type: none">* Add an Approve/Reject button to a list.* Add a Run Flow button to kick off a manual flow.* Allow a user to edit list text without going into Edit in Grid View.* Limit row height for multi-line of text columns.* Count down to due date | Intermediate | SharePoint |
| SharePoint: Engaging SharePoint News Posts | <p>With SharePoint news, you can bring your organization's news stories to life with rich formatting, images, and dynamic content. Your news posts will look great on any device and bring your stories to your users, even inside Microsoft Teams. SharePoint news includes simple methods to distribute and promote your news, including automatic news distribution and promotion to specific audiences.</p> <p>In this webcast, we will discuss creating and designing a news post as well as reviewing page analytics.</p> | Fundamental | SharePoint |



Webinars & Virtual Classroom Training



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| SharePoint: Get Started with SharePoint Online | <p>SharePoint Online is a cloud-based service that helps organizations share and manage content, knowledge, and applications to:</p> <ul style="list-style-type: none">Empower teamworkQuickly find informationSeamlessly collaborate across the organization <p>In this webcast, we will go over how to access, follow, and share sites, as well as discuss the different navigation options. SharePoint also integrates with Teams seamlessly to offer your team the best collaboration experience.</p> | Fundamental | SharePoint |
| SharePoint: Manage SharePoint Online as a Site Owner | <p>Creating a SharePoint site is just the first step! Once you create a SharePoint site, someone should be responsible to manage the site. This welcomes the role of a SharePoint site owner. A SharePoint Site owner is the user who will have full control of a particular SharePoint site.</p> <p>In this webcast we discuss important topics to be aware of and manage as a SharePoint site owner.</p> | Advanced | SharePoint |
| SharePoint: Managing Permissions in SharePoint Online | <p>SharePoint Online is a cloud-based service that helps organizations share and collaborate with colleagues, partners, and customers. With SharePoint Online, you can adjust the permissions to ensure the appropriate users are able to access or edit the various sites and documents.</p> <p>This course is geared to individuals who will fulfill site owner responsibilities to support a SharePoint Online site. We will cover permission management for sites, content, and the settings you need to know to get the job done.</p> | Advanced | SharePoint |
| SharePoint: Migrating to SharePoint Online | <p>We are moving to the cloud!</p> <p>SharePoint Online is a cloud-based service that helps organizations share and collaborate with colleagues, partners, and customers. Join us to learn the basics of SharePoint Online and how to start working with your files in the cloud.</p> | Intermediate | SharePoint |
| SharePoint: Moving content in SPO | <p>Learn how you can move or copy files, pages, items, lists, document libraries and sites across SharePoint Online sites. This session will focus on out of the box options and limitations.</p> | Fundamental | SharePoint |



Webinars & Virtual Classroom Training



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| SharePoint: Navigating SharePoint Intranet | <p>Are you looking for ways to improve the navigation of your SharePoint intranet? SharePoint intranet is a web-based collaboration platform that allows organizations to share information, collaborate, and communicate with each other. It is a powerful tool that can help improve productivity, efficiency, and communication.</p> <p>In this webcast, we will explore intranet navigation and how to make the most of your SharePoint Online experience.</p> | Fundamental | SharePoint |
| SharePoint: Put it All Together with Pages in SPO | <p>SharePoint Online modern pages are a great way to organize and present information on your SharePoint site. Modern pages give us the ability to create, manage, and publish information to others and easily organize the page using web parts. SharePoint Online contains a variety of different web parts to help you organize your pages.</p> <p>In this webcast, we will look at the different types of SharePoint sites, how to create and edit pages, and the different web parts that help us put it all together.</p> | Fundamental | SharePoint |
| SharePoint: SPO Hub Sites - Management | <p>SharePoint hub sites help you connect and organize related SPO sites. In this session we'll cover:</p> <ul style="list-style-type: none">-Associating a SPO site with a hub site-Applying common navigation, branding, and site structure-Searching across hub sites-Recommended web parts-Inheriting hub site permissions | Advanced | SharePoint |
| SharePoint: SPO Hub Sites - Navigation & Permissions | <p>SharePoint hub sites help you connect and organize related SPO sites. In this session we'll cover best practices for hub site navigation and also look at hub site permissions, including syncing hub site permissions across all associated sites.</p> | Advanced | SharePoint |



Webinars & Virtual Classroom Training



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| SharePoint: SPO Power Users | <p>SharePoint is a powerful web-based collaborative platform with integration into Microsoft Office. Learn to use SharePoint to access multiple collaboration tools and organization through filtering and sorting document properties rather than hiding files in nested folders.</p> <p>In this webcast, we take a deeper dive into site navigation, page management, and list and library settings.</p> | Intermediate | SharePoint |
| SharePoint: Team Sites | <p>What are team sites and how do they compare to communication sites? How do we utilize templates and customize our site design for my team? What is a Hub and how do I connect to it? What tools are integrated with a team site?</p> <p>In this webcast, we look at how to create a team site, reviewing and utilizing templates, applying customizations to a site, connecting with a Hub, and examining integrated tools you can utilize.</p> | Intermediate | SharePoint |
| SharePoint: Working with Documents in SPO | <p>With SharePoint Online you can use libraries to upload, create, edit, and collaborate on files with colleagues. Libraries can be customized to fit the needs of your team. Create custom views and alerts, co-author on documents, track versions of files, and so much more!</p> <p>In this webcast we look at library features and the ways you can organize and work on your files in SharePoint Online.</p> | Fundamental | SharePoint |
| Stream on SharePoint Overview | <p>Microsoft Stream on SharePoint is a new service that makes it easy for people in your organization to upload, view, create, and share videos securely. With Stream, you can break your recordings into chapters, add comments to videos, and refer to specific points for discussion with colleagues.</p> <p>In this webcast, we will discuss navigating the Stream hub, recording options, and playlist creation!</p> | Fundamental | Stream |



Webinars & Virtual Classroom Training



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| Stream: Get Started with Stream | <p>Microsoft Stream is an Enterprise Video service where people in your organization can upload, view, and share videos securely. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration. Microsoft Stream also makes it easy to share comments on a video, tag timecodes in comments and descriptions to refer to specific points in a video and discuss with colleagues.</p> <p>In this webcast, we will review how to upload, view, share and make comments on videos for colleagues to view. We also cover how meeting recordings currently work with Stream and how they will work in the future.</p> | Fundamental | Stream |
| Teams & Power Automate: Advanced Automation | <p>In this session we will learn some tips for keeping our Teams environment organized. We will also learn how to automate posts to select Teams Channels from a spreadsheet.</p> | Advanced | Power Automate |
| Teams and SharePoint: Working Together | <p>Teams, and SharePoint each offer us the ability to create and manage files. One question we hear often is “what are the differences between Teams and SharePoint? And when should I use which?”</p> <p>In this webcast, we will share a quick overview of each application, discuss how they work together, and their differences.</p> | Intermediate | Teams; SharePoint |
| Teams Meetings Explained | <p>Are you uncertain which Microsoft Teams meeting experience is right for you? Discover how to choose the right meeting type for every scenario from collaborative Teams Meetings to structured Webinars, engaging Town Halls, and large-scale Live Events. Whether you are an expert Teams user or just getting started, this session will provide you with practical insights into the different types of meetings in Microsoft Teams.</p> <p>In this webcast, we look at four different Microsoft Teams meeting types and their features to help you decide what meeting type is best for your use case scenarios.</p> | Fundamental | Teams |



Webinars & Virtual Classroom Training



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| Teams Premium Overview | <p>In this training, we delve into the advanced capabilities of Teams Premium, equipping end users with the knowledge and skills to maximize their collaboration experience. Here's what you'll learn:</p> <ul style="list-style-type: none">• Personalization and Customization• Enhanced Security and Compliance• Mastering Webinars• Virtual Appointments with Ease• AI Meeting Notes | Intermediate | Teams |
| Teams: 7 Tips to Get Your Teams Under Control | <p>Is Microsoft Teams running amuck throughout your day? Pinging and alerting you to everything even when you wish it wouldn't. It's hard to know which setting will turn off the exact notification you don't need to get.</p> <p>In this webcast, we look at 7 tips to make your day much quieter, so you are getting the notifications you need without all the extra noise.</p> | Intermediate | Teams |
| Teams: Applications to Enhance Collaboration in Teams | <p>Teams is a collaboration tool built for teamwork; you can actively connect and collaborate in real-time to get things done. Teams can simplify your access to M365 services to be the center of gravity for your collaboration and communication needs.</p> <p>In this webcast, we will review how to integrate other applications into Teams, focusing on three Office 365 tools: OneNote, Planner, and Forms.</p> | Intermediate | Teams; OneNote; Planner; Forms |
| Teams: Best Practices | <p>Microsoft Teams is a powerful collaboration tool that can help your team communicate and work more effectively. It offers a variety of features to personalize your experience, quickly find resources, and easily communicate with colleagues.</p> <p>In today's webcast, we will delve into key features that will optimize your experience with Microsoft Teams and improve your collaborative engagement.</p> | Fundamental | Teams |



Webinars & Virtual Classroom Training



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| <p>Teams: Breakout Rooms for Small Group Discussions in Large Meetings</p> | <p>Creating meaningful connection can be difficult in larger group settings. Breakout rooms allow meeting organizers to divide the attendees into sub-groups to facilitate discussions and brainstorming sessions. If you are an educational instructor, consider using breakout rooms to break students into small groups during class meetings. You can open and close rooms more than once during a session or move participants between rooms.</p> <p>In this webcast, we will dive into creating and managing breakout rooms and look at the different options available to meeting organizers.</p> | <p>Intermediate</p> | <p>Teams</p> |
| <p>Teams: Collaboration Overview</p> | <p>A Microsoft Team is a centralized place for a group of people to work together on projects. Teams include persistent conversations, team announcements and shared files. Within Teams, channels help us keep everything we are working on organized by topics.</p> <p>In this webcast, we will discuss the Teams collaboration area including, channels, files, posts and other available tools.</p> | <p>Fundamental</p> | <p>Teams</p> |
| <p>Teams: Enhancing Teamwork Organization</p> | <p>Microsoft Teams serves as a central hub for collaborative efforts, providing an organized space for groups to efficiently manage their projects. It offers features such as ongoing discussions, team announcements, and file sharing, all structured to enhance organization.</p> <p>In our upcoming webcast, we will delve into the art of organization within Teams, discussing best practices and showcasing examples of effective team and channel structures. Additionally, we will provide valuable tips on leveraging the other features that Teams offers to further enhance your team's organization and productivity.</p> | <p>Fundamental</p> | <p>Teams</p> |
| <p>Teams: Get Started with Teams</p> | <p>Teams is a collaboration tool built for teamwork; you can actively connect and collaborate in real-time to get things done. Teams can simplify your access to M365 services to be the center of gravity for your collaboration and communication needs.</p> <p>In this application overview webcast, we will discuss the navigation options, settings, and a high-level look at collaboration and meetings.</p> | <p>Fundamental</p> | <p>Teams</p> |



Webinars & Virtual Classroom Training



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| Teams: Get Started with Webinars | <p>While standard Teams meetings generally include a lot of interactions between participants, Webinars are more controlled. With Webinars one or several experts (the presenters) share their ideas or provide training to an audience (the attendees).</p> <p>In this webcast, we will explore the difference between meetings, Live Events, and Webinars in Teams and how to host one!</p> | Intermediate | Teams |
| Teams: Hosting Engaging Meetings | <p>Microsoft Teams meetings let you connect with the people you need to reach to get your job done. Teams meetings allow you to meet face-to-face, take notes and chat all in one centralized location to keep things organized. Meetings have several engaging presentation tools to ensure your meetings run smoothly.</p> <p>In this webcast, we will review how to schedule and conduct effective meetings while using the various conferencing tools to ensure everyone is on the same page.</p> | Fundamental | Teams |
| Teams: Make Meetings Better in Teams | <p>Microsoft Teams meetings let you connect with the people you need to reach to get your job done. Teams meetings allows you to meet face-to-face, take notes and chat all in one centralized location to keep things organized. Meetings have several engaging presentation tools to ensure your meetings run smoothly.</p> <p>In this training, we will review how to schedule and conduct effective meetings while using the various conferencing tools to ensure everyone is on the same page.</p> | Fundamental | Teams |
| Teams: Making and Managing Calls in Teams | <p>Calling in Teams supports basic Phone System features and allows you to utilize the same number across devices from your cell-phone to your desk phone, so you can stay connected with Teams no matter where you are. This means that instead of using your actual desk phone, you can make regular calls through the Teams application on your computer, laptop, or mobile device.</p> <p>In this webcast, we discuss how to use the calling feature in Teams and how it can help you stay connected on the go.</p> | Fundamental | Teams |



Webinars & Virtual Classroom Training



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| Teams: Meeting Types Explained | <p>Are you uncertain which Microsoft Teams meeting experience is right for you? Discover how to choose the right meeting type for every scenario from collaborative Teams Meetings to structured Webinars and large-scale Town Halls. Whether you are an expert Teams user or just getting started, this session will provide you with practical insights into the different types of meetings in Microsoft Teams.</p> <p>In this webcast, we look at three different Microsoft Teams meeting types and their features to help you decide what meeting type is best for your use case scenarios.</p> | Fundamental | Teams |
| Teams: Navigating the New Teams | <p>Are you ready for the new faster Teams? The new Teams upgrade can boost your team's productivity and being prepared for the change can optimize team satisfaction. Whether you are a team leader, a team member, or a team supporter, we can help prepare you for the new Teams upgrade.</p> <p>Join us for a webcast where we will show you how to navigate the new and updated Teams experience.</p> | Fundamental | Teams |
| Teams: Owners & Management Overview | <p>As the creator of a team, you are the team owner and can customize the team and member settings. If you don't have an existing Microsoft 365 group or team, you can start from scratch and choose how your team is organized. You can also quickly create a team from an existing Microsoft 365 group. Team owners will have more elevated privileges than regular team members.</p> <p>In this webcast, we will discuss how to create, manage, and maintain a team and its channels.</p> | Advanced | Teams |
| Teams: Schedule & Produce Teams Live Events | <p>Microsoft Teams Live Events are an extension of Teams meetings that enable you to schedule and produce events that stream to large online audiences. Live Events require a team of organizers, producers, and presenters to help create seamless events that your entire organization can join.</p> <p>In this webcast, we discuss how to create a Live Event, the roles required for an Event, and how to prepare for, start, and stop the Event.</p> | Intermediate | Teams |



Webinars & Virtual Classroom Training



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| Teams: Shared Channels | <p>Do you wish you could save time and communicate with multiple teams all at the same time? Teams often work with other teams to collaborate on projects, both inside and outside the organization. Shared channels help connect people from multiple teams seamlessly.</p> <p>In this webcast, we review when to use shared channels and how to manage them effectively.</p> | Advanced | Teams |
| Teams: Teams Meetings Explained | <p>Are you uncertain which Microsoft Teams meeting experience is right for you? Discover how to choose the right meeting type for every scenario from collaborative Teams Meetings to structured Webinars, engaging Town Halls, and large-scale Live Events. Whether you are an expert Teams user or just getting started, this session will provide you with practical insights into the different types of meetings in Microsoft Teams.</p> <p>In this webcast, we look at four different Microsoft Teams meeting types and their features to help you decide what meeting type is best for your use case scenarios.</p> | | Teams |
| Teams: Tips & Tricks | <p>Microsoft Teams is essential for modern collaboration. Whether you want better messaging or powerful meeting tools, Teams has you covered. Customize your Teams experience to match your work style and instantly boost productivity.</p> <p>Join our webcast where we'll explore productivity tips and tricks like the activity feed, meeting options, and integrated apps.</p> | Intermediate | Teams |
| Teams: Working with Files | <p>Storing your files on the cloud has never been easier. Using Microsoft Teams as a front end for SharePoint and OneDrive, you can easily store, share, and co-author files. Teams manages files in your team through SharePoint and further organized into channel folders. Chat files are stored in your OneDrive and can also be accessed through the Teams file section.</p> <p>In this webcast, we discuss storage, access, sharing, and collaboration of files stored in Microsoft Teams, and how it can keep you productive throughout your day.</p> | Fundamental | Teams |



Webinars & Virtual Classroom Training



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| <p>The Art of Collaboration: Using Teams, OneNote, & Planner for Dynamic Classroom Projects</p> | <p>Unleash the potential of collaboration in education! This webinar will guide you through the art of using Microsoft Teams, OneNote, and Planner to facilitate dynamic and engaging classroom projects. Discover seamless teamwork and project management for educational success.</p> | <p>All Levels</p> | <p>Teams; OneNote; Planner</p> |
| <p>To Do: Get Started with To Do</p> | <p>Microsoft To-Do is a task management application that makes it easy to plan and manage your day. Create customizable lists to help stay on track and accomplish your tasks.</p> <p>In this webcast we will look at the features of To-Do and learn how to assign tasks, categorize your lists, and set reminders.</p> | <p>Fundamental</p> | <p>To Do</p> |
| <p>Transformative Teaching: Harnessing the Power of Microsoft 365 in Education</p> | <p>Explore the transformative possibilities of teaching with Microsoft 365. Join us to discover how educators can harness the power of Microsoft 365 to create engaging lessons, foster collaboration, and inspire a new era of transformative teaching in education.</p> | <p>All Levels</p> | <p>Office 365</p> |
| <p>Visio: Get Started with Visio Online</p> | <p>Visio in Microsoft 365 brings core Visio capabilities to help you create flowcharts, basic network diagrams, Venn diagrams, block diagrams, and business matrices. Learn how to use this as a tool to communicate complex ideas as visual diagrams that can be understood at-a-glance.</p> <p>In this webcast, we discuss the basics of Visio on the web and explore how to create, format, and collaborate on diagrams.</p> | <p>Fundamental</p> | <p>Visio</p> |
| <p>Viva: Insights - User Experience</p> | <p>When people are empowered, they think better, they are more creative, and achieve more together. Microsoft Viva is an employee experience platform that positions everyone to be their best from anywhere. Viva is integrated into Microsoft 365 apps like Teams and Outlook, and helps us establish better work practices and maximize our potential for success.</p> <p>In this webcast, we'll explore Viva Insights, part of the Microsoft Viva platform. Viva Insights is designed to improve productivity and well-being by providing data-driven, privacy-protected insights along with actionable recommendations to understand our work habits, strengthen connections with colleagues, and enhance our work-life balance.</p> | <p>Fundamental</p> | <p>Viva</p> |



Webinars & Virtual Classroom Training



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| When to Use What: Calendar Options in M365 | There are many options for calendars in Microsoft 365. In this webcast, we'll explore the different options you have including group calendars, channel calendars, SPO calendars, and the SPO events web part. We'll also take a look at use case scenarios, best practices, and things to consider for each. | Fundamental | Office 365; Outlook; Teams; SharePoint |
| When to Use What: Excel vs. Power BI | Unsure how to make the most of your data? Join us to explore the key differences between Microsoft Excel and Power BI, focusing on their unique strengths and use cases. This session aims to equip you with the knowledge to choose the right tools for your data analysis and visualization needs. We will also discuss common scenarios that help you to know when to use what application. | Intermediate | Power BI; Excel |
| When to Use What: Microsoft Lists vs Excel | Join us as we dive into the key differences between a Microsoft List and Excel. We will explore when to use each application. This session will conclude with building a list from a template and modifying the list to fit our needs. | Intermediate | Lists; Excel |
| When to Use What: OneDrive, Teams, & SharePoint Online | Teams, OneDrive, and SharePoint each offer us the ability to create and manage files. Teams and SharePoint offer us more functionality than OneDrive when it comes to collaborating with others. One question we hear often is “what are the differences between Teams, OneDrive, and SharePoint? And when should I use which?” In this webcast, we will share a quick overview of each application, discuss how they work together, and their differences. | Fundamental | Teams; OneDrive; SharePoint |
| When to Use What: What Group Suits You | Join us as we explore what groups are available in the Microsoft eco system and which one is right for your task at hand. We'll focus on Microsoft 365 Groups and all the places they connect - from Teams to SharePoint and even Planner - but will also cover the differences between distribution groups, security groups, and shared mailboxes. | Advanced | Office 365 |
| Whiteboard: Get Started with Whiteboard | Get everyone working together on Whiteboard. Learn how to bring a whiteboard into your Teams meeting or create your whiteboard from the Whiteboard hub. After we create our whiteboard we will learn how to use the different tools and templates. You can even export the whiteboard to share with those that missed the meeting. | Fundamental | Whiteboard |



Webinars & Virtual Classroom Training



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| Windows 10: Get Started with Windows 10 | <p>Windows 10 is designed to be faster and more secure than previous versions of Windows. Built in security features mean you no longer need any third-party protection slowing down your PC. New notification features allow you to block distracting alerts to make sure you can focus on the tasks at hand. Task view and timeline provide a quick and easy way to scroll through and edit your documents. Utilize a multitude of Windows accessibility features to make Windows work for you.</p> <p>This webcast is an introductory look into Windows 10. Learn how to navigate the basics and personalize your workflow. Get a complete look at new features, as well as different settings and accessibility options.</p> | Fundamental | Windows 10 |
| Windows 11: Get Started with Windows 11 | <p>Windows 11 is designed to be faster and more secure than previous versions of Windows. Built in security features mean you no longer need any third-party protection slowing down your PC. New notification features allow you to block distracting alerts to make sure you can focus on the tasks at hand. Utilize a multitude of Windows accessibility features to make Windows work for you.</p> | Fundamental | Windows 11 |
| Word: 01 - Introduction to Microsoft Word | <p>Microsoft Word is a powerful word processing tool that is widely used for both professional and personal use, and it's included with Microsoft 365. In this live training will get users more familiar with the basic features and functions of Microsoft Word. We'll start with what it's used for and some of the benefits, go over how to access the application, basic navigation, and then move into the foundations of editing and formatting. This session and subsequent trainings in the series are focused mainly on Word Desktop.</p> | Fundamental | Word |
| Word: 02 - Next Steps in Word | <p>Microsoft Word is a powerful word processing tool that is widely used for both professional and personal use, and it's included with Microsoft 365. This is part 2 in the Word series. In this live training will show you how you can start to take your documents to the next level. We'll show you how to work with images and illustrations, advanced formatting, tables, as well as headers and footers.</p> | Intermediate | Word |



Webinars & Virtual Classroom Training



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| Word: 03 – Advanced Microsoft Word | <p>Microsoft Word is a powerful word processing tool that is widely used for both professional and personal use, and it's included with Microsoft 365. This is part 3 in the Microsoft Word series. In this live training will show you how you can start to take your documents to the next level. We'll show you how to create a table of contents, build an index, and add endnotes and footnotes. In addition, how to use track changes, accept or reject changes, and compare and combine documents. Lastly, we will showcase how to secure a document, share a document, and save a document to the cloud.</p> | Advanced | Word |
| Word: 04 - Word Online and Mobile | <p>Microsoft Word is a powerful word processing tool that is widely used for both professional and personal use, and it's included with Microsoft 365. This is part 4 in the Word series. In this live training we will show the benefits of using Microsoft Word Online and Word Mobile.</p> <p>In this webcast, we see how Word Online and Word Mobile share features but have some differences compared to the desktop application. We will cover how to organize documents in the cloud and share them with others for collaboration.</p> | Fundamental | Word |
| Word: Document Freedom with Word Online | <p>Did you know that you can use Word from virtually anywhere with the online version? Use this powerful application to unchain yourself from the desktop app! This webcast will cover how to access and navigate Word online, how to co-author documents in Teams and using OneDrive to work on Word documents.</p> | Fundamental | Word |
| Word: Master Styles & Documents in Word | <p>Microsoft Word has many ways to style your document to make it suit your best look.</p> <p>In this training we will be covering how to create, edit, and customize your document. We will show how to effectively utilize the themes to get a consistent style throughout your document. We will also show advanced editing features of Microsoft Word.</p> | Intermediate | Word |



Webinars & Virtual Classroom Training



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| <p>Word: Working with Word Online</p> | <p>Microsoft Word Online has many great components to keep you up and running, and collaborating with your coworkers in real time. In this webcast, we'll review some unique scenarios to be prepared for, such as working with older documents and compatibility mode, how you can find Word templates online, and work-arounds for mailings & labels.</p> <p>NOTE: This course is intended for those users who only have access to the online version of Word.</p> | <p>Fundamental</p> | <p>Word</p> |
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