



Enterprise Computing Solutions - Education Services

TRAINING OFFERING

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Raising Enduser awareness with Microsoft 365 Tools

| CODE: | LENGTH: | PRICE: |
|---------------------|-----------------|---------------|
| MCS_WS-RDSCEUAWM365 | 8 Hours (1 day) | Request Price |

Description

This one-day course will cover how to secure and protect your data, as you maintain the compliancy control. You will see how Microsoft Information Protection and the Compliance Center can improve such control.

Audience

This one-day course is aimed at Users (trained or advanced in Microsoft 365 Usage) wanting to improve their knowledge on how to use better collaborative Tools in Microsoft 365 System.

Prerequisites

Before attending this course, students must have: Good understanding of Microsoft 365 modules
Good knowledge of Office Products Good understanding of networking
Demos are based on current version of products and could be in some cases, with interactive guides for attendees.

Programme

MODULES: 1. Collaboration in Microsoft 365

- Teams as the frontend for all
- Data location: OneDrive & SharePoint Online

2. Using Video Content with Stream

- Storing video material and improving usage

3. Office Collaboration with Online Products

- Working together on documents

4. Delve as your main data location

- Research on your data and follow-up of collaboration

5. Microsoft Viva and the User Experience improvement

- Overview of Viva modules

Module 1: "Collaboration in Microsoft 365"

This module discusses how collaboration is possible with solutions such as Teams, OneDrive and SharePoint Online. After completing this module, students will be able to:

- Understand what Teams can provide
- Identify the storage points in Microsoft 365

Module 2: "Using Video Content with Stream"

This module discusses video management, with content created from Teams or other video sources. After completing this module, students will be able to:

- Understand Microsoft Stream Usage and scenarios
- Use Stream libraries and how to modify/Edit video content

Module 3: "Office Collaboration with Online Products"

This module discusses the possibility to work together on Office documents, based on SPO and OneDrive. After completing this module, students will be able to:

- Understand how to work together on documents (usage with SPO, OneDrive and Teams)
- Manage data versioning and manage modifications / Access

Module 4: "Delve as your main data location"

This module discusses data research with Delve across the historical point of view of activities in Microsoft 365. After completing this module, students will be able to:

- Understand Classification & location of your data
- Connect with tenant Users and manage data usage

Module 5: "Microsoft Viva and the User Experience improvement"

This module discusses data classification and how to establish a good security perimeter definition. After completing this module, students will be able to:

- Understand User Experience across all Viva Modules

Follow on courses

Session Dates

On request. Please [Contact Us](#)

Additional Information

[This training is also available as onsite training. Please contact us to find out more.](#)