

Microsoft Office 365 Training Programmes

Office 365 provides your organisation with best-in-class productivity tools to work across devices, but are your staff equipped and ready to put the promise of mobility and collaboration into practice?

Providing the right level of training, communication and support will increase user adoption rates ensuring that your investment in the new technology is realised and your programme of change is a success.



Our Blended Learning can be tailored to suit different work groups

End Users:

- Introduction to 'The Cloud' and Office 365 Applications
- Understand how to access applications and documents through a browser
- Save and share documents from within Office 2010 via Office 365
- Understand how to work collaboratively with Office 365 through SharePoint Online
- Use Lync Online to set up and join meetings Use Office Web Apps: the online companions to Word, Excel, PowerPoint, and OneNote

IT Developers:

- How to develop sandbox solutions for SharePoint Online
- Building custom workflows for SharePoint Online
- Developing SharePoint Online solutions using Silverlight
- Using Excel Services and Access Services in SharePoint Online
- Integrating Exchange Online messaging functionality into applications
- Integrate and extend Lync Online features into applications

IT Technical:

- Office 365 Features overview
- Clients and user management
- Active Directory synchronization
- Lync Online Configuration
- SharePoint Online Site Collections
- Exchange Online Mailboxes, Contacts and Groups

Options to suit your structure and timescales

Training delivery styles:

- 1/2 or full day hands on classroom
- Seminar Training (onsite)(10-100)
- 45 minute workshop sessions
- Floor walking support
- Super User/Power User training

Support course material available:

- Quick Reference Guides
- Online PDF Manual
- eLearning
- Bite Sized Videos

Our free online booking portal enables delegates to self-register, taking away the burden of managing individual bookings and allowing you to focus on the technical and logistics of the upgrade itself.

Trainers are available from £395 per day subject to availability.

For further information and to discuss your requirements, please contact your account manager or the Learning Solutions team on **01372 418 500**, alternatively email **tellmemore@bytes.co.uk**

To hear our customer testimonials visit  **www.bytes.co.uk/bytesTV**