

## Office 365 – Best Practices for Collaboration («O3WBPC»)

New Workplace Collaboration: How does modern collaboration work in the corporate context with Office 365? In this practical workshop we will show you how you can work together efficiently and successfully in a team using use cases.

**Duration:** 1 day

**Price:** 900.–

**Course documents:** Digicomp workshop documentation

### Content

Which tool from Office 365 do you use for which challenge? Which tools can be combined and how? What are the strategic advantages and disadvantages of individual tool combinations and which options fit your team and corporate culture? In this workshop we will discuss when to keep data in OneDrive and from when to work better with Planner than with Project Online based on specific tasks (use cases).

**The following use cases will be analyzed and tested in this workshop:**

1. Team meetings
  - Online video conference
  - Possibilities in Yammer and SharePoint Online
  - The Program Teams
2. Collaboration on documents
  - Concurrent editing
  - OneNote
  - SharePoint / Teams
3. Filing structures
  - SharePoint
  - Azure File Storage
  - OneDrive
  - Git
4. Online discussions and forums
5. Planning of processes and workflows

**Cultural change in teamwork:**

1. Cultural and structural change through collaboration with cloud products
2. Digital hygiene – sensible communication guidelines
3. Automation: Scripts and bots – practical experience

### Key Learnings

- Familiarize yourself with various combinations of Office 365 tools
- Using these tools for your tasks
- Apply what you have learned directly in collaboration with your team and bring in new inputs
- Integration of what you have learned directly into your corporate strategy

### Methodology & didactics

The knowledge is presented with some slides. Participants will have the opportunity to learn about the current version of the product and important concepts.

## Target audience

This workshop is primarily aimed at business decision-makers, but also end users, who already have initial knowledge of the individual Office 365 tools. You want to learn how to work efficiently and successfully with Office 365. You want to be shown various options and learn which tools can be used and combined for which tasks.

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-technology/microsoft-modern-workplace-m365/workshop-office-365-best-practices-for-collaboration](http://www.digicomp.ch/courses-microsoft-technology/microsoft-modern-workplace-m365/workshop-office-365-best-practices-for-collaboration)