

# Microsoft 365 Users: Collaboration and Team Management

**Hands-on course of 2 days - 14h**  
**Ref.: OFR - Price 2026: 910 (excl. taxes)**

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Optimizing your exchanges with messaging solutions
- Communicate with the social network Yammer
- Collaborate with OneDrive: Office Online and OneNote storage and applications
- Create internal sites with SharePoint to collaborate with colleagues, partners or customers.
- Gain proficiency in Teams, the teamwork platform
- Organize the work of your teams with Planner

## TEACHING METHODS

Active learning based on examples, demonstrations, experience-sharing, real cases, and an evaluation of what was learned from the training.

## HANDS-ON WORK

Discussions, experience-sharing, demonstrations, tutorials, and real cases to help you throughout the training.

## CERTIFICATION

If registering for the AVIT® Microsoft 365 certification option, you must do so at the same time as course registration. The exam is a 60-minute adaptive test that is 70% operations. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam must be both scheduled and then taken online within 4 weeks following the start of your session.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 08/2024

### 1) Optimizing your exchanges with messaging solutions

- Interoperability of Outlook, Teams and Skype.
- Communicating with Outlook and organize your messages.
- Managing contacts, tasks, calendar, groups.
- Chatting instantly on Skype.
- Exchanging and sharing files.
- Organizing or participating in an online meeting.

**Hands-on work :** Learn about and register for the AVIT® certification option. Work with the mail interface. Create meetings and share documents.

### 2) Collaborating with OneDrive

- Creating, editing, and co-editing documents with Office Online.
- Working with OneNote.
- Storing, sharing, and synchronizing documents with OneDrive.
- Managing permissions in OneDrive.

**Hands-on work :** Create a notebook and manage sharing. Co-publish documents.

### 3) Creating internal sites with SharePoint

- Principles of intranet and teams on SharePoint.
- Storing, co-editing and synchronizing with SharePoint.
- Different features of SharePoint/OneDrive.
- Filtering and sorting on SharePoint/OneDrive.

*Hands-on work : Create a SharePoint team site.*

### 4) Organizing the tasks of your teams with Planner

- Determining the features of Planner.
- Creating a plan and a team.
- Planning and assigning tasks.
- Organizing tasks into compartments and sorting them.
- Modifying tasks, monitoring them graphically and updating their progress.
- Hands-on work
- Create a plan and a team, assign tasks and update them.

*Exercise : Connecting to the appropriate and desired people.*

### 5) Chatting on the internal and external network. Joining a meeting.

- Following a user, a conversation.
- Uploading and managing files.
- Online Editor and contributing.
- Online option: Schedule and take the AVIT® exam within 4 weeks.
- Hands-on work

*Hands-on work : Facilitating teamwork with Teams*

### 6) Setting up and customizing your team on Teams.

- Collaborating in teams and channels. Using the team notebook.
- Managing your profile and team activities.
- Working with publications and messages.
- Starting conversations, calls and meetings.
- Managing and sharing team files.

*Hands-on work : Interoperability between Teams and Skype Business.*

## DATES

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### REMOTE CLASS

2026 : 30 mars, 08 juin, 21 sept.,  
14 déc.