Microsoft 365 Implementation Boot Camp

Boot Camp Description

If you are setting up Microsoft 365 or if you want to expand your use of Microsoft 365, this course is for you.

Although functionally easy to use, Microsoft 365 can quickly become disorganized, even chaotic, without a well-planned, comprehensive setup. In contrast, using the right MS365 applications in the right way will result in seamless management of documents, communications, tasks, and relationships.

This boot camp walks you, step by step, through the organization-wide implementation of Microsoft 365 and addresses best practices to maximize the effectiveness and efficiency of your company's use of Microsoft 365.

Attend the Microsoft 365 Implementation Boot Camp to…

1. Deploy, or expand your use of, Microsoft 365 in your business, including transferring email and files if applicable.
2. Modernize team collaboration, document sharing, and business information.
3. Centralize information through comprehensive Microsoft Cloud utilization.
4. Adopt best practices for the use of Microsoft 365 throughout your organization.

This Boot Camp is Designed For…

- Any business wishing to deploy Microsoft 365.
- Any business wishing to maximize its use of Microsoft 365.
- A single individual within the business who will become the Microsoft 365 "champion." This champion will…
    - Implement Microsoft 365 for the company.
    - Support the company's employees in the use of Microsoft 365 applications.

Agenda

Foundations for Success: Knowledge Management
- The Big Picture
    - Understand the hybrid nature of Microsoft 365
    - Categorize work and associate outcomes with specific Microsoft 365 applications
    - Gather and catalog data to prepare for migration and/or Microsoft Cloud adoption
- Teams Foundations (Teams Part 1)
    - Setup and work with Microsoft Teams (online and desktop)
    - Customize Microsoft Teams to fit the needs of your organization
    - Set up "teams" and "channels" within Microsoft Teams
- SharePoint Foundations
    - Setup Microsoft SharePoint
    - Explore Microsoft SharePoint's interaction with other 365 applications
    - Configure SharePoint to meet the needs of your organization

Document Management
- Document Management with SharePoint and OneDrive
    - Set up OneDrive and adjust default settings to fit your needs
    - Sync your computer's folders to OneDrive and SharePoint

- o Upload/migrate company documents to SharePoint and OneDrive

Communications Management
- Teams Communications (Teams Part 2)
  - o Configure Teams for managing communications throughout your organization
  - o Setup Teams for video meetings (internal and third-party meetings)
  - o Explore using Microsoft Teams as your organization's telephony system
  - o Develop best practices for Microsoft Teams communications throughout your organization
- Outlook Implementation
  - o Manage email at the organizational level
  - o Configure Outlook Exchange and Outlook email clients to meet the needs of your organization
  - o Explore email migration strategies (see bonus sessions below)

Tasks Management
- To Do Implementation
  - o Set up Microsoft To Do
  - o Configure Microsoft To Do to meet the needs of your organization
  - o Develop best practices for using Microsoft To Do within your organization
- Planner Implementation
  - o Set up Microsoft Planner
  - o Configure Microsoft Planner to meet the needs of your organization
  - o Develop best practices for using Microsoft Planner within your organization

Business Knowledge Management
- OneNote Implementation
  - o Set up OneNote for individual use
  - o Set up OneNote for organization-wide use
- Case Studies: OneNote in Action

Optional Video Segment: Enhancing Your Microsoft 365 Experience with Microsoft Edge
- Understanding the benefits of using Microsoft Edge
- Best practices in setting up an Edge Profile
- Organizing your Microsoft 365 Accounts

Optional Bonus Segment: Email Conversion and Implementation
- Transfer your email domain and re-route email servers through Microsoft Exchange
- Migrate historical emails and attachments
- Connect Microsoft Exchange to Outlook Desktop

Microsoft Applications Covered in Boot Camp

Implemented: Edge, OneDrive, OneNote, Outlook, Planner, SharePoint, Teams, To Do, Exchange
Discussed: Bookings, Forms, Lists, Stream, Sway