

## Migration to Microsoft Office 365 (O365UMST)

**ID** O365UMST **Price** 590.— €excl. tax **Duration** 1 day

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### Course Overview

In this course, you will receive a compact and at the same time easy-to-understand overview of all the innovations of Office 365 and the possibilities of collaboration with Microsoft 365. In addition, we will give you valuable tips on how to make your daily work with the various apps more efficient and how to avoid problems.

### Who should attend

Users who have experience in previous versions of Microsoft Office.

### Course Content

- Web-based work with Office 365 apps
- Working with SharePoint Online
- Microsoft OneDrive - store documents in the cloud and be able to edit them in the team
- Retrieve and edit mails in Outlook online and new functions
- Organization of personal tasks
- Edit personal information in Microsoft 365
- Create and share online notebooks

# About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

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