

APN Office 365 1 day workshop for users

This online workshop will show You the capabilities of Office 365 - the set of tools that can help You with Your daily work and increase Your productivity.

About us

APN Promise has been creating technology market since 1991. We are ranked in top 500 most dynamic Polish enterprises.

We support customers and partners at every stage of their contact with technology – our group has more than 200 specialists, IT architects, developers and engineers.

We are first in Poland and second in Europe with Advanced Windows Server and SQL Server to Microsoft Azure Migration Specialization.

Gold Microsoft Partner



Gold Messaging
Gold Application Integration
Gold Windows and Devices
Gold Data Analytics
Gold Data Platform

Gold Enterprise Resource Planning
Gold Project and Portfolio Management
Gold Communications
Gold Application Development
Gold Collaboration and Content

Gold Cloud Platform
Gold Datacenter
Gold Cloud Productivity
Gold Small and Midmarket Cloud Solutions
Gold Enterprise Mobility Management

Gold DevOps
Gold Security

What we offer?

During this 1 day online training You will learn the basics of Office 365 suite that can increase Your organization's productivity very rapidly!
Our trainer will go through the tools that You use the most in Your daily work by using real life scenarios.

Contact us

Agenda

The agenda below is only an example. Our instructor tries to adapt it to your needs every time.

Outlook

Outlook as an e-mail client is the tool that employees use the most. For this reason, it is important that they can utilize the most of its potential. Thanks to this, they will be able to communicate via e-mail more efficiently, organize subsequent meetings better and manage time in the calendar, and will always have the most important contacts at hand. They can also easily plan their work with the help of tasks.

OneDrive for business

The file cloud is a great tool for storing corporate documents. Automatic backup, documents synchronization and perfect search (also in the content of documents) ensure that the files you need are always at hand. Sharing documents with other employees allows you to work together on one file without having to send the file via e-mail. With sharing settings, you know who is sharing a file and for how long.

SharePoint

Sharepoint is a powerful tool for corporate file sharing, sharing and storing corporate knowledge, and transforming business processes. It is not difficult to use it - during a training on how to effectively use the most popular features of the tool.

Teams

A chat-based group workspace is a solution that is increasingly used in companies. This communication layout allows you to live follow the progress of the discussion and enables teams to personalize the tool that best suits their style of work. Employees from one place have access to the most important files, visualizations, notes or even information from external websites.

Planner

Each project that is to be successful requires planning. Planner is a simple tool available in Office 365 that allows you to plan and categorize tasks to be performed, assign people to them, set deadlines and monitor the progress of project implementation. The comment system under the tasks enables discussions, thanks to which you can quickly dispel any doubts blocking your work.

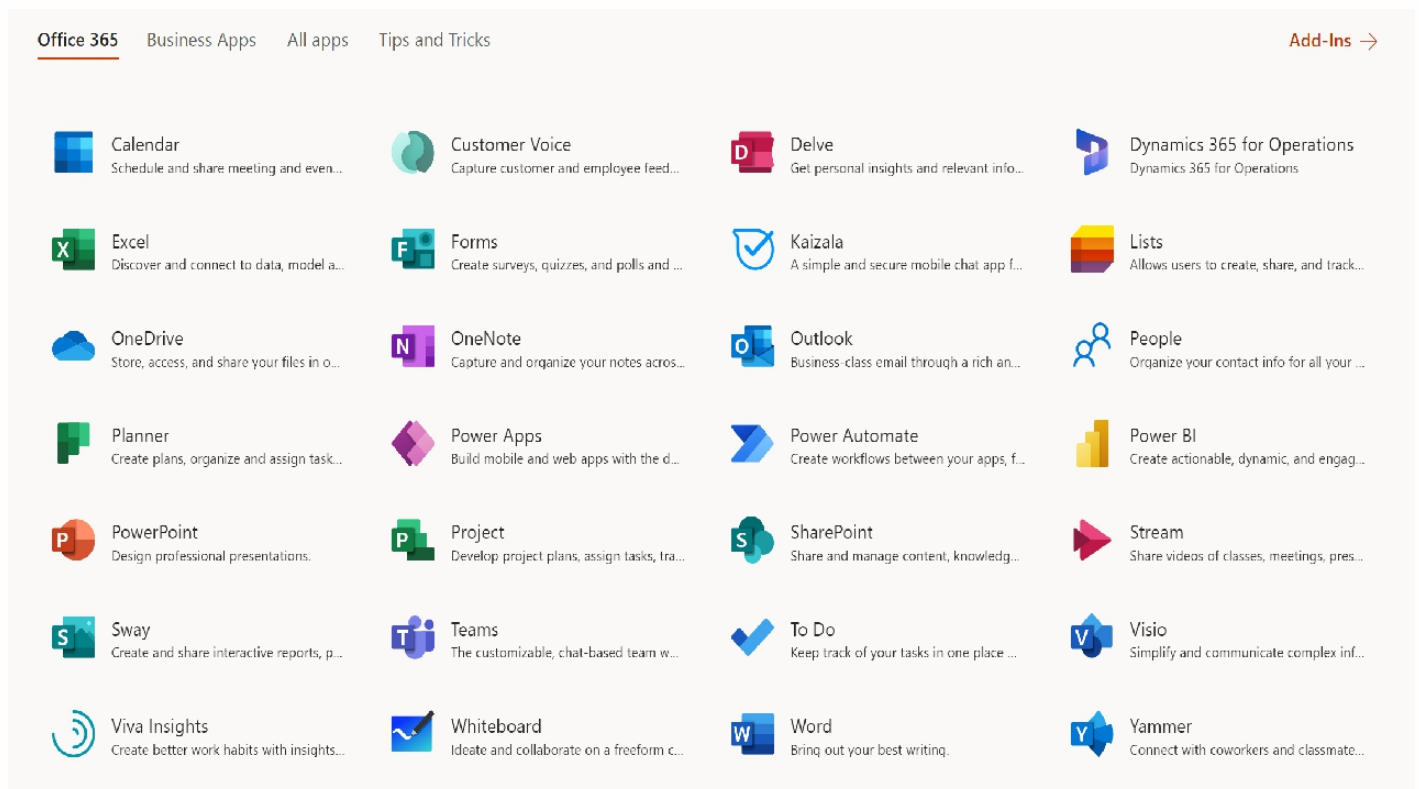
To-Do

Every day, employees have several tasks to be performed. How to make sure that they do not forget about any of them, that they always know which tasks are the most important and urgent and receive notifications when their deadline is approaching? Microsoft To-Do is here to help.

Contact us

OneNote

Almost every conversation or meeting requires writing down the most important information or just messages, which you will probably need to come back to later. OneNote is the perfect place for such notes: it allows you to easily categorize information, be sure that it will not be lost and access from any device: computer, tablet or smartphone.



Contact us