



Formation Microsoft Office 365 - Managing the My Site in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 1112

Goal : The purpose of this workshop is to teach employees the purpose and how to use the My Site wisely within a small or large organization.

Audience : This training is for any employee of an organization in which the use of My Site has been authorized.

Prerequisites : Good knowledge of MS Internet Explorer/Edge or any Internet browser.

Goals :

- Introduction
- Presentation of the usefulness of Social Corporate Networking (My Site/Newsfeed)
- Creation and access to My Site/Newsfeed
- Definition of your profile (phone, photo, skills, etc.)
- Customize the aesthetic parameters of your My Site
- Follow or Like pages, items or people
- Access to the summary of followed sites, people and items
- Social wall for profiles and hashtags
- Understand the Tags & Notes page
- Create / Manage / Delete Items or Documents in your My Site
- Create Alerts on his My Site
- Create private or shared simple lists or sub-sites
- Simple customization of lists and subsites (name, description, views, filters, themes, regional settings, etc.)
- Inserting personal or shared Web Parts in you personal space
- Integrating your mailbox and personal agenda (Exchange Server)
- Invite colleagues to access your My Site and modify access rights
- Manage your Organization Chart or Colleagues Matrix
- Do a search on your My Site or search for skills
- Manage your internal professional blog
- Basic use of OneDrive
- ...

Pedagogical method : Training based on examples improvised by the trainer according to the needs of the learners. The training includes 90% practice and 10% theory.

Suggested duration for presentiel training (days) : 2

Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 225 CHF

Daily price in remote : 108 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 1125 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : office 365 course, office 365 training, my site office 365 training, my site office 365, office 365, managing my site, using my site, newsfeed, onedrive.

Please enable JavaScript to view the [comments powered by Disqus](#).