



Formation Microsoft Office 365 - Microsoft Delve 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 : 1132

Goal : The purpose of this training is to introduce the Microsoft Delve concept for information discovery embedded in the company's overall flow as recommended by the Office Graph algorithm.

Audience : This course is for anyone curious to discover what Microsoft Delve is.

Prerequisites : Be familiar with the basics of Office 365 or have completed the SharePoint

Fundamentals training for users or have equivalent knowledge.

Goals :

- Introduction
- What is Microsoft Delve and Office Graph?
- Availability of Microsoft Delve in which subscription?
- Pros and Cons of the tool
- Install the Microsoft Delve Desktop + Mobile App
- Connexion à Microsoft Delve
- Discovering the "My Page" interface (Profile, Content Card, Filters, Availability, etc.)
- Enable / Disable Delve (relative to the user account)
- Define security / visibility settings (remove a document from the public view / decide who can see a document)
- Using the search tool
- Using Favorites
- Using Dashboards
- Send or share a link from a Content Card
- Discover the Delve App for Microsoft Windows and iPhone / iPad
- Conclusion

Pedagogical method : Training based on improvised examples based on the particular needs of learners. The course consists of 95% practice and 5% theory.

Suggested duration for presentiel training (days) : 0.5

Suggested duration for on-line training (days) : 0.6

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 training, office 365 course, delve, delve training, devel course, delver 365 course, office graph, collaboration, information discovery, information management.

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