



Directions' Role-Based Office 365 Migration Training

Learn Exactly What YOU Need to Do Your Job!

Microsoft Office 365 is a revolutionary technology that allows organizations to create and maintain a virtual office in the cloud. Directions' Office 365 role-based migration training explains the cloud, and gives an overview of the many possibilities and benefits this technology has to offer each user.

Role-based training is an effective strategy that allows Directions to customize Office 365 curriculum based on individual job roles. Our instructors not only educate students about the technology, but also show them how to use it within the context of their individual roles and responsibilities.

Students are able to apply what they learned immediately after class and typically notice an increase in productivity, realizing an immediate return on their technology investment.

Role-Based Users

What Learning Path Are YOU?



Executive White Glove User

Professionals who work with Office 365 on a limited basis and typically have Administrative Assistants providing them support with the tool which results in them needing less training. Directions' Office 365 migration training provides Executive White Glove Users with a high-level overview of this new technology and the benefits it will provide.



Kiosk User

All workers can benefit from productivity tools, including those without a desk or office, such as shift or retail workers, or any worker who uses a shared PC. Directions' Office 365 kiosk training is designed to familiarize users with on-the-go access to email and company sites and will help improve communication and collaboration for these workers.



General User

Everyday users who need the basic functions of each tool in Office 365 to be productive in their role. Directions' Office 365 migration training gives General Users an overview of the basic functionality of the software which enhances their ability to do their job and complete tasks quickly and effectively.



Power User

Individuals who have considerable experience with computers and utilize the most advanced features and applications of their software. Directions' Office 365 migration training provides Power Users with insight into the full range of capabilities this software has to offer.



Admin User

Executive Assistants who use Office 365 on a daily basis to support upper management. In this training, the Admin User will get an overview of the features in Office 365, focusing primarily on the meeting functions in Outlook and Lync.

On Premise to Office 365

(Instructor-led training)



Please Note: The time allotted is doubled if the user is receiving hands-on training.

Exec. White Glove User 30 Min (Lecture/Demo)	Kiosk User 45 Min (Lecture/Demo)	General User 60 Min (Lecture/Demo)	Power User 90 Min (Lecture/Demo)	Admin User 90 Min (Lecture/Demo)
--	--	--	--	--

	Exec. White Glove User 30 Min (Lecture/Demo)	Kiosk User 45 Min (Lecture/Demo)	General User 60 Min (Lecture/Demo)	Power User 90 Min (Lecture/Demo)	Admin User 90 Min (Lecture/Demo)
Overview of Office 365					
What is Cloud Computing	✓	✓	✓	✓	✓
Logging into the Portal	✓	✓	✓	✓	✓
Navigating & Accessing Component Parts	✓		✓	✓	✓
Updating Profiles in Office 365				✓	✓
Lync - Streaming Your Communications					
Viewing & Setting Your Presence Status	✓		✓	✓	✓
Searching & Adding Contacts	✓		✓	✓	✓
Sending an Instant Message	✓		✓	✓	✓
Click-to-communicate Options			✓	✓	✓
Lync Calls	✓		✓	✓	✓
Signing Out	✓		✓	✓	✓
Lync- Conferencing Options					
Sharing Information (Desktop and Programs)			✓	✓	✓
Integration Options with MS Outlook			✓	✓	✓
Creating an Online Meeting	✓		✓	✓	✓
Attaching Files to an Online Meeting				✓	✓
Using Virtual Whiteboard				✓	
Video Chat			✓	✓	✓
SharePoint - Simplifying Document Storage & Enhancing Team Collaboration					
Purpose of Document Libraries	✓	✓	✓	✓	✓
Check Documents In & Out		✓	✓	✓	✓
Saving Documents to SharePoint Online		✓	✓	✓	✓
Synching Calendars & Managing Task Lists		✓	✓	✓	✓
Using a Team Site		✓	✓	✓	✓
Outlook or Outlook Web App					
Overview of Screen Elements	✓	✓	✓	✓	✓
Working with Email	✓	✓	✓	✓	✓
Outlook Tasks		✓		✓	✓
Outlook Contacts		✓		✓	✓
Navigating in the Calendar		✓		✓	✓
Outlook Options (Signatures, Out of Office)	✓	✓	✓	✓	✓
Scheduling a Meeting		✓		✓	✓
Meeting Options		✓		✓	✓
Responding to a Meeting Invite		✓		✓	✓
Web Apps - Introduction					
Overview of Web Apps		✓	✓	✓	✓
Editing Documents in the Cloud		✓	✓	✓	✓
Saving Documents in the Cloud		✓		✓	✓
Yammer					
Overview of Yammer			✓	✓	✓
Profile			✓	✓	✓
Co-Workers & Groups				✓	✓
Yam				✓	
Files and Applications (Apps)				✓	
OneDrive					
Overview of OneDrive		✓	✓	✓	✓
Creating Folders and Subfolders				✓	✓
Uploading documents				✓	✓
Sharing Documents				✓	✓
Synching Folders to Local Computer				✓	✓
Questions & Answers					

Additional Training Available (Extra Costs Apply)

- Moving from Office 2003 or 2007 (Top 10 Features in Office 2010 or 2013 would be an additional 30 minutes of training)
- Deskside Coaching (30 minute sessions per individual)