Assignment-1

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From: Jim Halpert

To: All Staff

Cc: IT Department

Subject: Issues with SharePoint navigation

Good Morning Everyone,

We have been informed that some of you are having trouble navigating SharePoint. As this problem has not surfaced before, we did some research on this and found that the issue is occurring mostly with remote and mobile users within the intranet. There was a lunchtime training session conducted by IT department which most of you could not attend.

So, IT Team would like to conduct another lunchtime training session based on your preferred day. If possible, we can also conduct multiple short sessions to save your lunchtime. I understand that learning a new technology during working hours might be tiresome but, please make sure you attend those sessions as SharePoint is very essential for daily office work. Until the training session is conducted below are some useful links that might help you with your issues:

* <https://support.office.com/en-us/sharepoint>
* <https://www.linkedin.com/learning/topics/sharepoint-online?u=2212217>
* IT office will support if you have any issues during weeks day from 1 PM to 3 PM.
* You can also ask help from friends who are good at SharePoint.

You can also reply to this email regarding any issues/Questions I would be happy to help.

 Thanks & Regards,

Jim Halpert.