

# Course Conclusion

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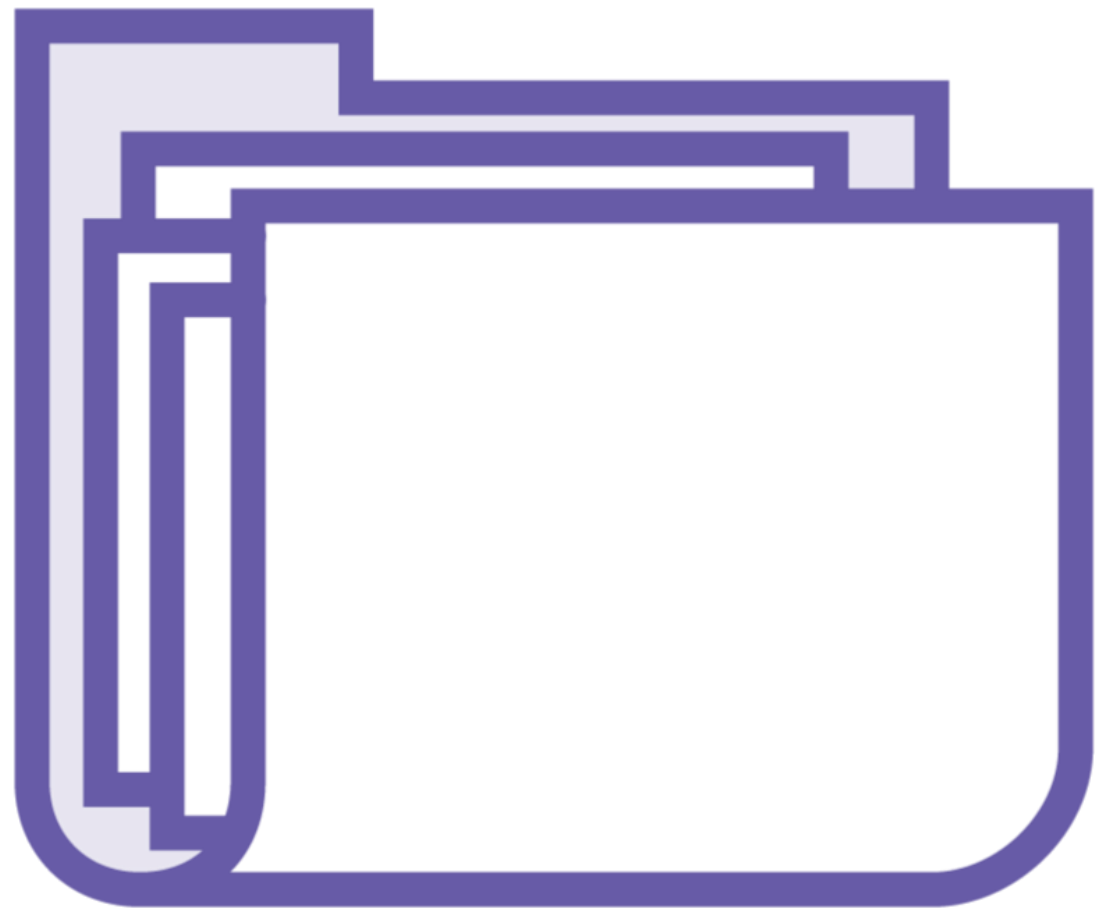
**Vlad Catrinescu**

Microsoft MVP

@vladcatrinescu    <https://VladTalksTech.com>



# Microsoft 365



**Cloud offering focused around productivity solutions**

**Microsoft 365 is the cloud solution that most information workers will use daily**



# Microsoft 365 User Portal

Home

Create

My Content

Outlook

Teams

Word

Excel

PowerPoint

Admin

Apps

LOBOMANTICS

Office

Search

Good afternoon

Install Office

Recommended

You edited this

Aug 9

VisioPA

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Planning and Configuring Managed Metadata

M5 Slides\_AC

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Aug 9

Our Intranet is awesome!

Quick access

All

Recently opened

Shared

Favorites

Upload

G013618549

Aug 10

Microsoft sent this

WRK402 - Microsoft 365 Power User Masterclass

Aug 10

Discover SharePoint & Microsoft 365 - The Ultimate Starter Kit

Aug 9

# Exchange Online

**E-mail service we use daily inside Microsoft 365**

**E-mail**

**Calendar**

**Contacts**

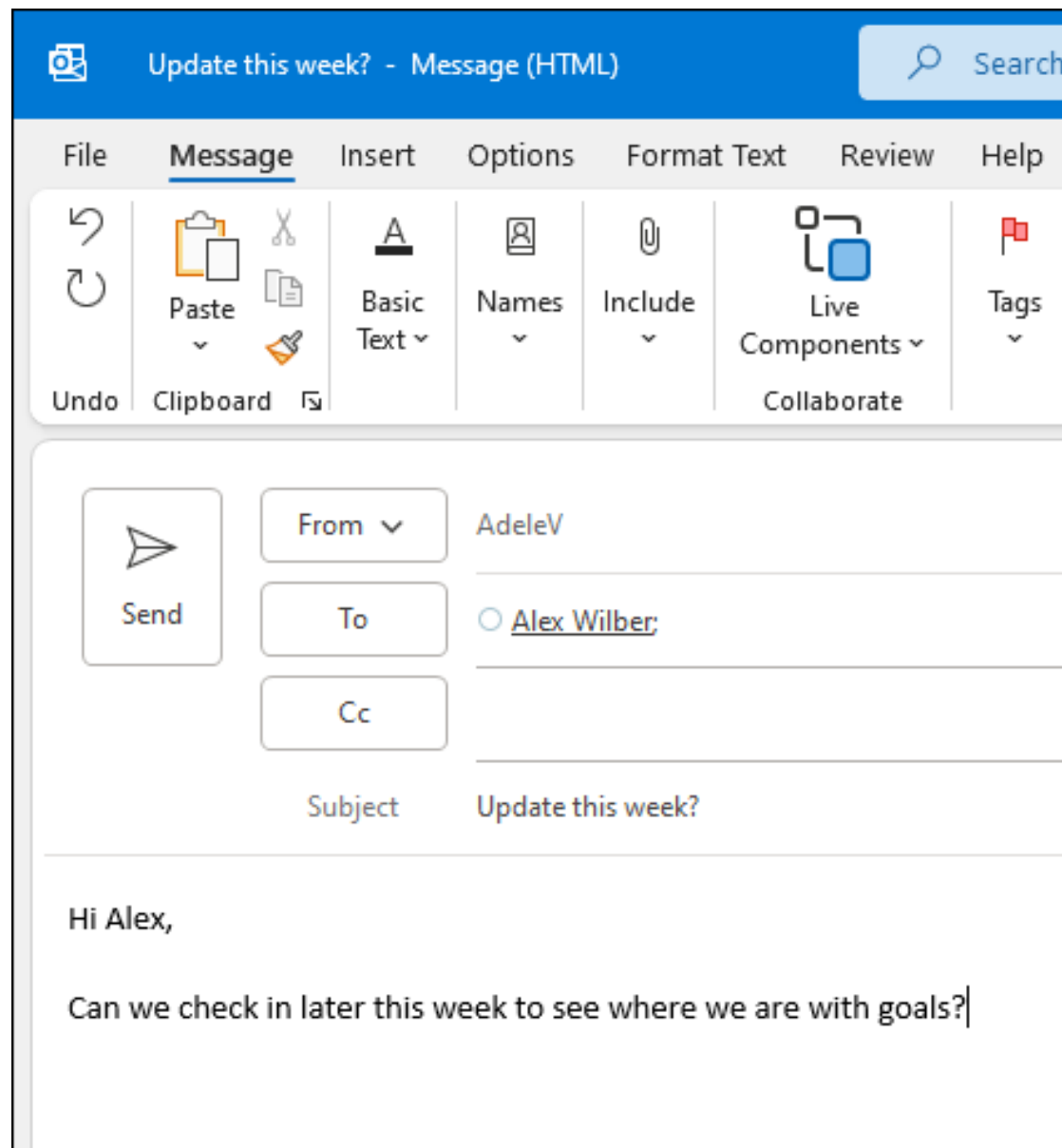
**An “invisible hero” inside the Microsoft 365 stack**

**IT Professionals use it for all mail configuration settings**

**Users only interact with it via Outlook**



# Outlook



## E-mail client for Microsoft 365

- Send and receive e-mails
- Schedule meetings
- Organize mail in folders
  - Or create rules to do it automatically for you!

**Integrates with many other Microsoft 365 services**



# SharePoint

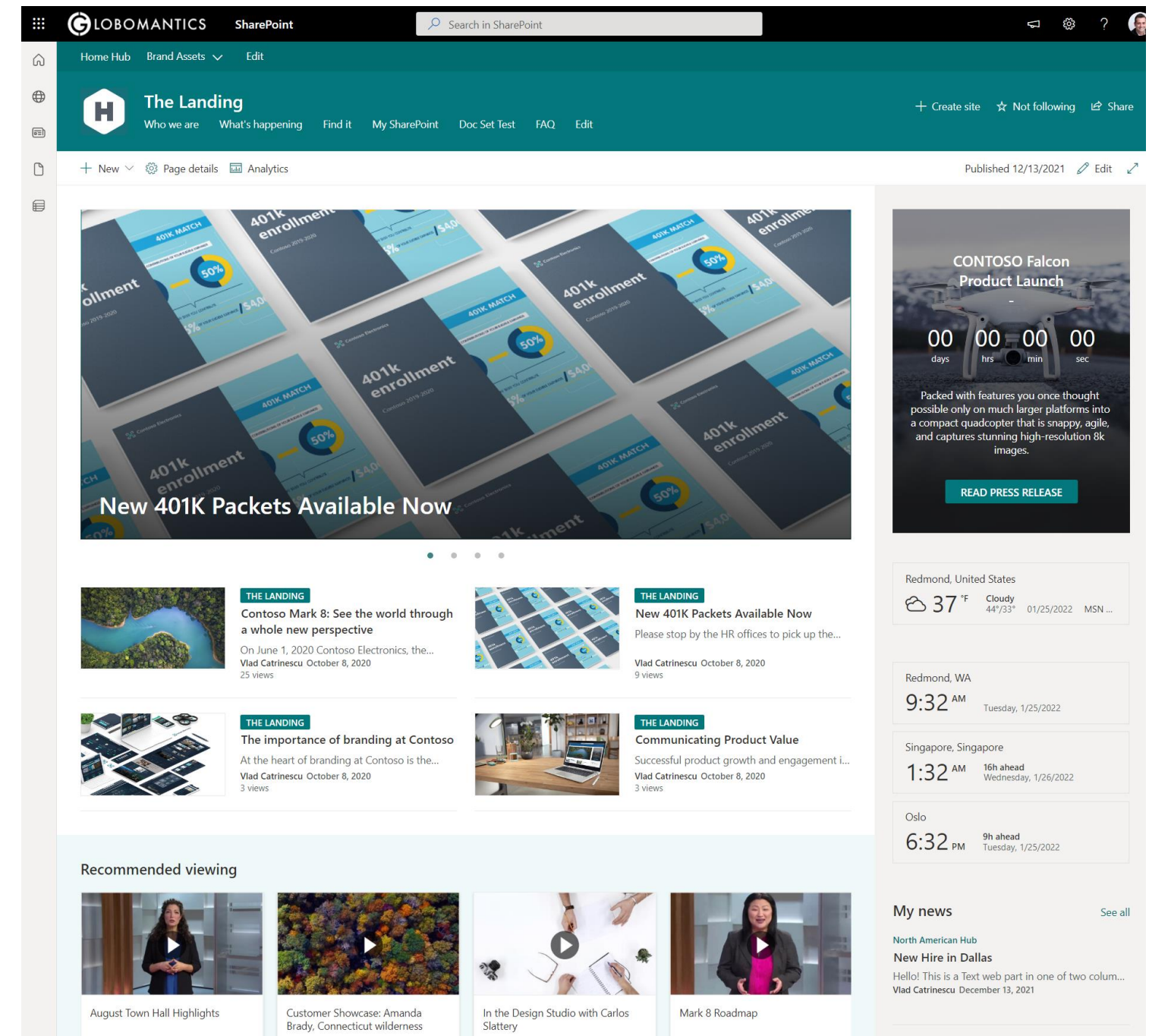
Central location for  
Company communications  
Team collaboration

In SharePoint Online we create sites for  
each topic

Intranet

Projects

Departments



# OneDrive for Business



**Storage space for your personal work documents**

- Think of your personal “shared drive” on your network

**OneDrive for Business app allows you to sync files on your desktop**

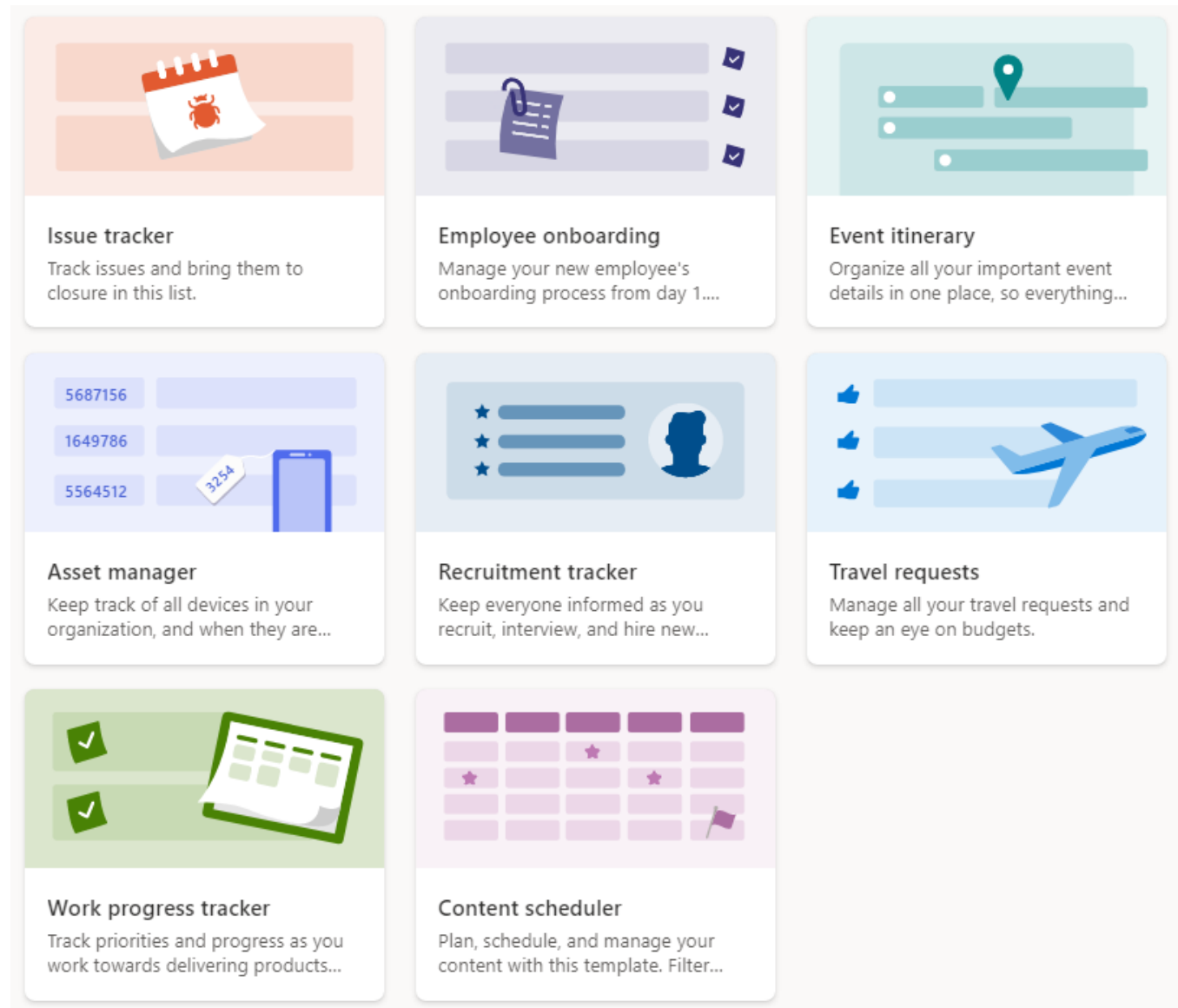
- Work even if you're offline!

**Most Microsoft 365 subscriptions include unlimited OneDrive for Business storage!**

- Your admin likely configured a limit



# Microsoft Lists



**Organize work and track information that matters to your organization**

**Create and share lists that help you track**

- **Issues**
- **Assets**
- **Contacts**

**Create notification rules to keep everyone in sync**

**Easily import your excel tables as lists in Microsoft Lists**





# Yammer

**Enterprise social network**

**Allows users to collaborate with the whole company**

**Create public or private communities to collaborate on different topics**



# Task Management in Microsoft 365

## **Microsoft Planner**

Kanban solution that simplifies task management and to-do lists for teams

## **Microsoft To- Do**

Personal task list in Microsoft 365

## **Microsoft Project**

Complete project management tool that is great for larger projects



# Microsoft Forms

Create forms such as a survey or a quiz

Many types of built-in questions

You can also implement branching in your form logic

The screenshot shows the Microsoft Forms editor interface for a survey titled "Event Feedback Survey". The top navigation bar includes the "Forms" logo, the survey title "Event Feedback Survey - Saved", and a user profile icon. Below the navigation bar, there are tabs for "Questions" and "Responses", with "Questions" currently selected. The main content area displays two questions:

1. How satisfied were you with the event?

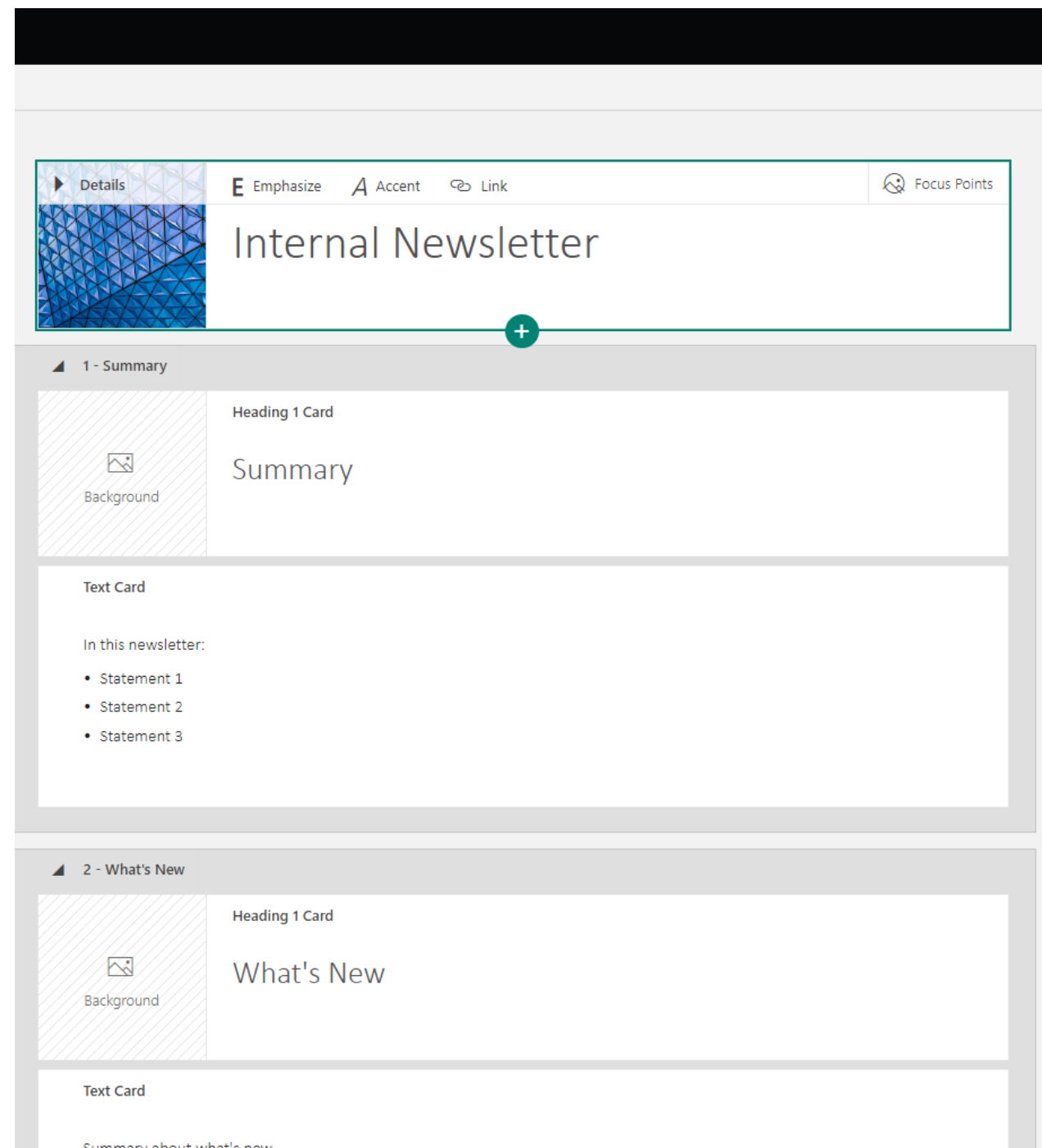
- ☐ Extremely satisfied
- ☐ Very satisfied
- ☐ Somewhat satisfied
- ☐ Not so satisfied
- ☐ Not at all satisfied

2. How likely are you to recommend this event to a friend or colleague?

Below the second question is a horizontal scale from 0 to 10. The scale is represented by a row of 11 boxes, each containing a number from 0 to 10. Below the scale, the text "Not at all likely" is positioned under the number 0, and "Extremely likely" is positioned under the number 10. The interface also includes a "Preview" button, a "Theme" button, and a "Collect responses" button in the top right corner.



# Microsoft Sway



**Web based tool to create presentations**

**You can add**

- **Text**
- **Images**
- **Documents**
- **Power BI reports**
- **Animations**
- **& more!**

**Easy to use**

**Great alternative to PowerPoint**



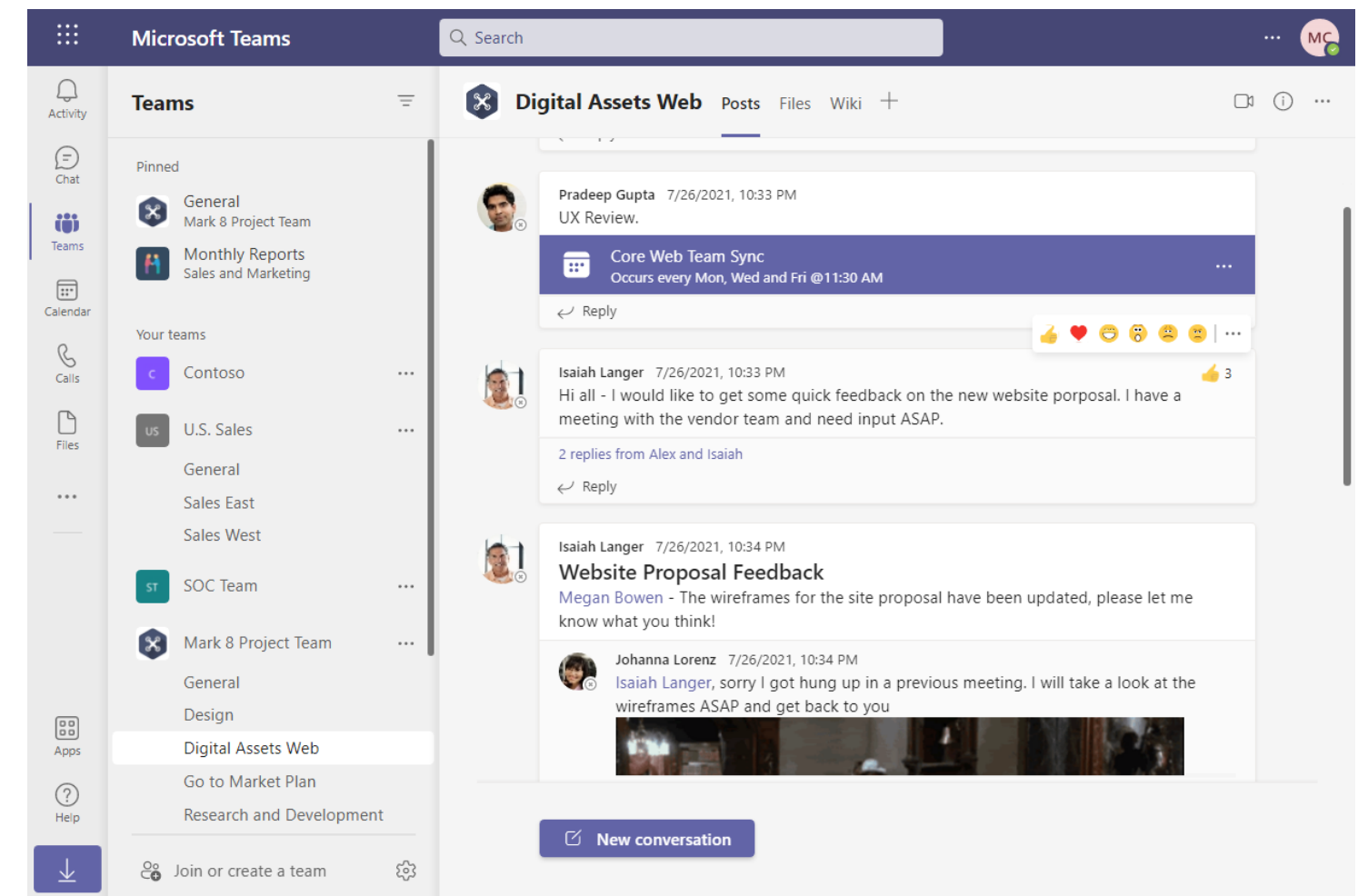
# Microsoft Teams

Hub for teamwork inside Microsoft 365

Chat with a team  
Or 1:1 /1:∞ Chats

Organize meetings and webinars

Make voice calls using Teams Phone



# Microsoft Viva

**Viva Insights**

**Viva Topics**

**Viva Connections**

**Viva Learning**

**Viva Goals**

**Viva Engage**



# Microsoft 365 Apps

## **PowerPoint**

Create engaging presentations.

## **Word**

Create and format documents.

## **Excel**

Create spreadsheets, calculations, and visualizations for your data.

## **OneNote**

Digital Notebook for yourself – or for your team.

## **Publisher**

Create polished, professional layouts and content.

## **Access**

Create your own database apps easily in formats that serve your business best.





# And More!

**Microsoft Stream**

**Microsoft  
Whiteboard**

**Microsoft Bookings**

**Microsoft Loop**

**Delve**

**Microsoft 365  
Search**



# Microsoft 365 Admin Center



**Central location for managing Microsoft 365**

- <https://admin.microsoft.com/>

**Allows you to manage**

- **Users & roles**
- **Groups**
- **Licenses**
- **Support**
- **Tenant Health**



# Windows as a Service

**Simply the upgrade rollout process for IT Professionals**

**Service Channels**

**Deployment rings**



# Virtual Desktop in the Microsoft Cloud

**Windows 365 Cloud PC**

**Azure Virtual Desktop**



# Microsoft Endpoint Manager

## **Microsoft Intune**

Cloud-based mobile device management (MDM) and mobile application management (MAM) provider for your apps and devices.

## **Configuration Manager**

On-premises management solution to manage desktops, servers, and laptops that are on your network or internet-based.

## **Co- management**

Combines your existing on-premises Configuration Manager investment with the cloud using Intune and other Microsoft 365 cloud services.

## **Desktop Analytics**

Cloud-based service that provides insight and intelligence for you to make more informed decisions about the update readiness of your Windows clients.

## **Windows Autopilot**

Sets up and pre-configures new devices, getting them ready for use. It's designed to simplify the lifecycle of Windows devices, for both IT and end-users, from initial deployment through end of life.



# Get Microsoft 365 Certified!

## Microsoft 365 Certified: Fundamentals

Prove that you understand the options available in Microsoft 365 and the benefits of adopting cloud services, the Software as a Service (SaaS) cloud model and implementing Microsoft 365 cloud service.

## Exam MS-900

<https://docs.microsoft.com/en-us/learn/certifications/exams/ms-900>

**Check out the certification path on Pluralsight!**



Follow me on Pluralsight!

<https://app.pluralsight.com/profile/author/vlad-catrinescu>

The screenshot displays the Pluralsight profile of Vlad Catrinescu. The top navigation bar includes icons for Home, Browse, Search, Certifications, Paths, Channels, Bookmarks, Q&A, and a user profile. The profile section features a circular profile picture, the name 'Vlad Catrinescu', and the title 'Pluralsight Author'. A 'Following' button is visible, along with '5730 Followers'. A bio states: 'Vlad is an Office 365 helping organizations get the most out of their Microsoft 365 Digital Workplace. IT Professional at heart, Vlad focuses on helping administrators deploy, manage, automate, and configure governance across services such as SharePoint, OneDrive for Business, and Microsoft...'. A 'Show more...' link is present. Social media links for 'vldtalkstech.com', Twitter, and LinkedIn are listed. The statistics section shows 'CONTENT AUTHORED: 52 All time', 'TOPICS AUTHORED' (represented by a bubble chart), 'TOTAL RATINGS: 2,749', and 'AVG CONTENT RATING: 4.6'. A white notification bubble with a close button (X) contains the text 'Guess what? You can now follow authors and receive updates when they release new content!' and an orange 'Sounds great!' button. Below the profile, a list of recommended courses is shown, each with a 'NEW!' badge and a star rating: 'Creating Chatbots with Microsoft Power Virtual Agents' (5 stars), 'IT Professional Fundamentals: Networking' (5 stars), 'IT Professional Fundamentals: Virtualization and Cloud Computing' (5 stars), and 'Microsoft 365: The Big Picture' (5 stars).





# Thank You!



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**Blog: <https://VladTalksTech.com>**

**YouTube®: <https://spvlad.com/YouTube>**

