

KNOW BEFORE YOU GO

Utilize Microsoft 365 effectively to save up to 60 minutes a day



Tracy van der Schyff

Microsoft Coach & Catalyst
Business Applications & Office Apps & Services MVP
The Guid Stuff, South Africa
@tracyvds
<https://tracyvanderschyff.com>
<https://www.youtube.com/c/tracyvanderschyff>



collab365.

@collab365 | @tracyvds

For those who do not know me, I am Tracy van der Schyff (Business Applications and Office 365 Servers MVP). Based in South Africa, my life mission is to “**facilitate the evolution of human capabilities**”. Apart from absolutely loving what I do, I am an adrenaline junky who rides fast motorcycles and love life. You can find me on: [LinkedIn](#) | [Twitter](#) | [Blog](#) | [YouTube](#) | [SlideShare](#)

Looking forward to meeting everyone and spending a fun day together. Connect on LinkedIn and Twitter in the meantime and I will see you on the 4th of August 2021. Below you will find details to prepare for the tutorial:

Contents

Tutorial Overview	1
Agenda	2
Schedule	3
Prerequisites, technical details & resources	3
Making the most of what you learn	3
Session etiquette	4

Tutorial Overview

Save 60 minutes a day by using Microsoft 365 more effectively!

If you constantly feel that Microsoft 365 is working against you instead of FOR YOU, then you're not alone. Our Collab365 surveys often indicate that a large percentage of us know that we could be using Microsoft 365 services to help us be more productive. So, if we know we can use the technology more efficiently ... why aren't we doing it?

1. We don't know what we get "out of the (Microsoft 365) box".

Not understanding what we get in a Microsoft Subscription is very common. Microsoft are adding more features and services at a blistering pace. It's understandable we can't keep up with it.

2. We don't have the time to learn new tips, tricks, and automations.

If we can't keep up to date on the services are available, then it's virtually impossible to learn enough about each service to use it to save time. Office 365 is an incredible platform and if you learn how to unlock its potential this will give you time back each day. This workshop will show you how to achieve more at the same time while achieving better outcomes.

Would this workshop benefit me?

Can you answer "yes" to any of these?

- ✓ Are you struggling to achieve what you set out to do each day?
- ✓ Do you have meeting fatigue and are unsure how to be more efficient?
- ✓ Do you have little time to learn the tools or new features of Office 365?

If you did answer "yes", this workshop is a "must-see".

WHAT WILL I LEARN?

- ✓ Awareness of the tools and features in Microsoft 365 that will give you valuable time back.
- ✓ How to take control of your time, be more efficient / less stressed and make the technology "work for you", not the other way around.
- ✓ How to stay up to date with the new technologies and keep ahead of the unstoppable learning curve.

Agenda

Microsoft | Office 365 Intro

- Licenses
- Apps & Purposes
- Web, Desktop & Mobile Access
- MyAnalytics Dashboard, Digests, Insights Outlook Add-In, & Inline Suggestions
- Measurement & Reports

New Habits

- To Learn New Things, We Have To Unlearn Old Habits
- Why We Do Things The Way We Do?
- The Psychology Behind The Fear Of Tech
- Determining ROI On Time-Saving

Operating System Hacks

- Windows 10 / 11 Productivity Tips
- Shortcuts
- Multitasking
- Supercharged Search
- macOS Shortcuts & Tips
- Training Resources

Microsoft Office

- Explore AI-Powered Intelligent Features In Office
- Latest Features & Staying Up To Date
- Training Resources

OneDrive & Microsoft Teams

- Understanding The New Information Architecture
- Creating Office Documents From Your Preferred Workplace
- Co-Authoring & Collaboration
- Seamless Integration With Other Apps & Services
- Teams: Inspections | Bulletins | Idea Management
- Supercharged Search

Office 365 Time-saving Apps

- Bookings
- Forms
- Microsoft Lists
- OneNote
- Sway
- To Do & Planner

Schedule

SAST		Time	Topic	IST		UTC		EDT/EST		PDT/PST	
Start	End			Start	End	Start	End	Start	End	Start	End
16:00	16:15	00:15	Opening / Speaker Intro / Outline	19:30	19:45	14:00	14:15	10:00	10:15	07:00	07:15
16:15	16:30	00:15	Attendees Meet & Greet / Survey	19:45	20:00	14:15	14:30	10:15	10:30	07:15	07:30
16:30	17:00	00:30	Microsoft 365 Intro	20:00	20:30	14:30	15:00	10:30	11:00	07:30	08:00
17:00	17:20	00:20	New Habits / Habitual Usage	20:30	20:50	15:00	15:20	11:00	11:20	08:00	08:20
17:20	17:35	00:15	Tea / Coffee Break	20:50	21:05	15:20	15:35	11:20	11:35	08:20	08:35
17:35	17:55	00:20	Operating System Hacks	21:05	21:25	15:35	15:55	11:35	11:55	08:35	08:55
17:55	18:40	00:45	Microsoft 365 Apps for Enterprise	21:25	22:10	15:55	16:40	11:55	12:40	08:55	09:40
18:40	19:10	00:30	Lunch Break	22:10	22:40	16:40	17:10	12:40	13:10	09:40	10:10
19:10	19:40	00:30	OneDrive & Microsoft Teams	22:40	23:10	17:10	17:40	13:10	13:40	10:10	10:40
19:40	20:25	00:45	Office 365 Time-saving Apps	23:10	23:55	17:40	18:25	13:40	14:25	10:40	11:25
20:25	20:40	00:15	Tea / Coffee Break	23:55	00:10	18:25	18:40	14:25	14:40	11:25	11:40
20:40	21:00	00:20	Recap, Sharing of Resources / QnA	00:10	00:30	18:40	19:00	14:40	15:00	11:40	12:00

Prerequisites, technical details & resources

Excluding the intros, QnA and breaks, the full day is only 4 hours which does not leave a lot of time for hands-on / technical labs. My session will be all demo, so you can sit back, make notes, and engage in QnA's. I use a Microsoft 365 Business Standard and E3 Subscription which means the content will be relevant to SME as well as Enterprise. I will help where I can with regards to educational licenses. I use the desktop versions of the Microsoft 365 Apps for Enterprise (Office), but will assist with web versions where needed.

During the session I will be sharing loads of resources and you will receive a Resources Care Pack after the workshop. You do not have to be a Global or SharePoint / Teams Administrator or have access to a tenant at the time of the tutorial.

Making the most of what you learn

I'm a very big fan of OneNote and would suggest you prep a OneNote using the Agenda points as pages in your course section. Take notes and screenshots to help you make sense of the information, keep in mind that I'll be sharing resources (URL's) in the chat as well, which you can copy. Here's [blog that explains how I manage training and conference notes](#). If you work on a pc / laptop with one screen only, Alt+Tab on Windows is the fastest way to toggle between my screen presented and your OneNote notes.

The screenshot shows a OneNote page titled "The Guid Stuff" with a table of contents. The table of contents includes sections like "Collab365 Save 60 Minutes", "Microsoft | Office 365 Intro", "New Habits", "Operating System Hacks", "Microsoft Office", "OneDrive & Microsoft Teams", "Office 365 Time-saving Apps", and "Resources". A red box highlights a note: "Create a section (2) in your personal OneNote (1) with pages (3) for each category or section in the workshop. It helps to add the content covered upfront (4) and then add tables (5) where you can paste screenshots with notes." To the right, a slide titled "Microsoft | Office 365 Intro" lists: Licenses, Apps & Purposes, Web, Desktop & Mobile Access, and MyAnalytics Dashboard, Digests, Insights Outlook Add-In, & Inline Suggestions. Below the slide are three smartphone screens showing the Office 365 mobile app interface. A red box highlights a note: "Can we use the apps on mobile in the company - check with IT". The slide footer includes "@collab365 | @tracyvds" and the "collab365." logo.

Session etiquette

I will be on camera for introductions as well as QnA's purely to help you focus on the screen. I do ask that attendees also stay off camera apart from introductions / networking / QnA (this helps me to focus on what I am doing). You are welcome to use the "raise hand" feature if it is an urgent question, alternatively best would be to post questions in the chat which I will go through on a regular basis and answer. I love #LearningThroughSharing and do encourage attendees to also share resources with others that they might think could be useful. Please wait till end of day before you do so, as I might be sharing those resources during my training already.

I am not a strict trainer / facilitator and would love the tutorial to be engaging and fun for you. There will be opportunities to chat and share ideas with each other, so don't be shy to speak up, go on camera & ask questions.

The screenshot shows a Microsoft Teams meeting window. On the left, a video feed of Tracy van der Sdyff is visible with a speech bubble that reads: "Hi there, I'm Tracy and I'm really looking forward to the workshop. If you're new to Microsoft Teams Meetings, I've added some tips and tricks to help you get started. The stopwatch below will remind you of our starting time." Below the video is a green stopwatch showing 14:50. The top right of the meeting window shows a toolbar with icons for mute, video, chat, and a 'Leave' button. A red box with the number 17 is next to the 'Leave' button. A central overlay titled "Tips and tricks" contains a list of 17 numbered items. The right sidebar shows meeting settings and a chat window with a message from Tracy: "Good morning everyone. Welcome to the training".

00:22

Hi there, I'm Tracy and I'm really looking forward to the workshop. If you're new to Microsoft Teams Meetings, I've added some tips and tricks to help you get started. The stopwatch below will remind you of our starting time.

14:50

Include computer sound 16

Desktop 14 Window 15 Whiteboard PowerPoint Browse

Screen #1 Teams Meeting | Micros... Microsoft Whiteboard Simplify & Accelerate yo...

Screen #2 Countdown 15 mins GIF ... Freehand by InVision Webinar 1806/2020 Shar...

1 2 4 6 11 12 13 17

5

Tips and tricks

- 1 This is where you can see the participants in the meeting
- 2 This opens the chat (conversations). Please use this during training to post questions that I can answer after each section.
- 3 When clicked, it opens the chat box on the right of the screen.
- 4 This button opens the emoticons.
- 5 You are welcome to use these during the presentation / training to engage. Use the raise hand feature on the right if you need to speak up / ask a question.
- 6 This ellipses (...) opens the settings.
- 7 Here you can set your device settings (microphone, camera / speakers)
- 8 This changes the Gallery view which helps when everyone is on camera for meet and greets.
- 9 Full screen helps you focus on the content.
- 10 When on camera, the background effects helps to filter out "unwanted" backgrounds.
- 11 Here you can switch your video on / off
- 12 This is your audio mute button
- 13 Sometimes I might ask you to share your screen, this button opens the sharing tray
- 14 When choosing desktop to share I will see everything on your screen which really helps if you have to show me different screens (apps)
- 15 You can also choose to only display a specific app, for example PowerPoint
- 16 If you need to play a video with sound, you will need to share with "Computer Sound"
- 17 Allows you to Leave the meeting

Device settings 7 Meeting options Meeting notes Meeting details Gallery 8 Large gallery (Preview) Together mode (Preview) Focus Full screen 9 Apply background effects 10 Turn on live captions Start recording Start transcription

Meeting chat

Tracy van der Sdyff named the meeting to Teams Meeting.

Braam IntersSheep was invited to the meeting.

8:38 AM Meeting started

8:39 AM Good morning everyone. Welcome to the training

Type a new message 3