

IT's all about training - Microsoft Office 365



Office 365 is coming and Viglen are pleased to be able to offer its customers (both IT Professionals and end users) a range of training courses across multiple UK locations as below. If you require further information, including course dates and booking details, please contact your Viglen Account Manager or our dedicated Software Licensing Team.

Office 365 – Technical Overview for the IT Professional

Course details

Price: £413.25 per delegate (ex. VAT) **Days:** 1 **Code:** VSDTR091

Overview

This one-day instructor-led workshop is intended for IT professionals who are interested in evaluating and implementing Office 365. In this workshop, students learn how to sign up and configure Office 365. Students will then learn how to deploy and configure on-premise clients and servers to integrate with Office 365.

If a user is still working on their PC as the scheduled power down time approaches, fifteen minutes before the scheduled time the user is 'screen-popped' with the option to allow the PC to power down against the schedule or to delay the power down to enable them to continue working.

Office 365 for End Users

Course details

Price: £261.25 per delegate (ex. VAT) **Days:** 1 **Code:** VSDTR092

Overview

Office 365 provides organisations with a suite of business applications including Office 2010, Lync Online and SharePoint Online. These online solutions are extended through the inclusion of Office Web Apps*.

Office 365 for End Users – Virtual Class

Course details

Price: £261.25 per delegate (ex. VAT) **Days:** 1 **Code:** VSDTR093

Overview

Office 365 provides organisations with a suite of business applications including Office 2010, Lync Online and SharePoint Online. These online solutions are extended through the inclusion of Office Web Apps*.

Please see below for further details of each course

Course Locations

Office 365 training is offered across 39 UK, England, Scotland and Ireland locations: in Banbury Franklin Covey, Birmingham West Midlands, Bournemouth Dorset, Bristol South West, Camberley Surrey Sun, Cheltenham Gloucestershire, Chesterfield Derbyshire, Dublin Fitzwilliam Place, Dublin Glandore Business Centre, Exeter South West, Farnborough Red Hat, Guildford Red Hat, Hinckley East Midlands, Leeds Yorkshire, Leeds Yorkshire (Ring Road), Leeds Yorkshire City Centre, London In Tuition, London King William Street, London Middlesex Street, London Old Broad Street Fast Lane, London Red Hat, London Rosebery Avenue, London Tabernacle Street, London Victoria Microsoft, Manchester Altrincham, Manchester City Centre, Manchester Stockport, Milton Keynes Buckinghamshire, QA On-Line Virtual Centre, Reading Berkshire, Reading Oracle, Scotland Aberdeen, Scotland Edinburgh, Scotland Glasgow, Scotland Glasgow Marriott Hotel, Slough Berkshire, Swindon Wiltshire, Washington Tyne and Wear and Windsor Berkshire Fast Lane.

Office 365 – Technical Overview for the IT Professional

Audience Profile:

This workshop is intended for IT professionals who are interested in:

- Expanding their knowledge base and technical skills Office 365.
- Acquiring deep technical knowledge of Office 365
- Learning how to administer Office 365.
- Learning how to integrate their current environment with Office 365
- Setting up a single sign on to their on-premise services and Office 365

Prerequisites

- Experience with Windows Server and Clients.
- Basic understanding of 'cloud' concepts.
- Experience with Active Directory.
- Experience working from a command prompt.
- Experience with Office deployment

Course Outline

Module 1: Office 365 Overview

- Plans
- Features

Module 2: Platform Security and Compliance

- Security
- Privacy
- Compliance
- Continuity

Module 3: Preparing Clients

- Prerequisites
- Service Connector

Module 4: Deploying Office 365 Professional Plus

- Installation
- Customization
- Licensing

Module 5: Administration of Office 365

- Office 365 Portal
- PowerShell

Module 6: Identity and Access Solutions

- Microsoft Online IDs
- ADFS
- Federated IDs

Module 7: Directory Synchronization

- Directory Cleanup
- Installing and Activating DirSync

Office 365 - for End Users

Profile

This 1 day course is designed to assist existing Microsoft Office 2010 and SharePoint users to gain an understanding of the functionality available in Office 365. Delegates will use Office 2010, SharePoint 2010 and Lync Online in a cloud environment.

Target Audience

Delegates who wish to gain a deeper understanding of the individual applications in Office 365 should attend the appropriate application specific courses. An end user who will be required to use Office 365 and needs an understanding of its features

Prerequisites

- It is assumed that attendees on this course are familiar with Office 2010 and Outlook
- In-depth exposure to any of the Office products is not required

Delegates will learn how

- Understand 'The Cloud' and Office 365 Applications
- Understand how to access applications and documents through a browser
- Save and share documents from within Office 2010 via Office 365
- Understand how to work collaboratively with Office 365 through SharePoint 2010
- Use Lync Online to set up and join meetings
- Use Office Web Apps: the online companions to Word, Excel, PowerPoint, and OneNote

Course Outline

Lesson 1: Office 365 Overview

- Introducing Cloud computing
- Identify and outline the component products in Office 365 including Office 2010, SharePoint 2010 and Lync Online

Lesson 2: Using Office 2010 in Office 365

- Getting to your applications
- Creating, opening and managing your documents
- Online functionality
- Sharing documents with others

Lesson 3: Using SharePoint 2010

- Using document libraries
- Sharing calendars and task lists
- Using Team Sites
- Creating Office documents and saving directly to SharePoint
- Setting permissions to protect documents
- Using SharePoint on the move
- Creating and managing MySites
- Introducing real-time communication from SharePoint Online

Lesson 4: Using Lync Online

- Lync in detail
- Viewing and setting presence status
- Understanding the interactive contact card in Microsoft Office applications
- Using instant messages in business
- Using click to communicate (from other products)
- Integration with Outlook
- Using Live Meeting for online presentations including audio, video, screen sharing and a virtual whiteboard

Lesson 5: Using the Office Web Apps

- Introduction to Office Web Apps
- Managing and manipulating your documents in the cloud
- Sharing documents with others
- Using Office Web Apps for 'anywhere access' to email and calendar information
- Integration with Office 2010
- Integration with SharePoint

* The applications included in Office 365 are dependent upon the type of subscription held by the organisation.



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Pricing

Please note this is a 3 year agreement, with pricing charged annually. Viglen will contact you 30 days prior to renewal.

Customer Type	Number of Licences	Annual Price (3 year agreement)
Primary school	100	£250.00
Secondary school	200	£500.00
FE college	200	£500.00

You can also purchase additional licences as below. Before purchasing an add-on licence pack, you MUST purchase one of the licence options above. For example you're a Secondary School with 375 devices. You would purchase:

1 x Secondary School (200 Licences) @ £500.00 pa

+

1 x Add-on 100 @ £200.00 pa

+

1 x Add-on 50 @ £100.00 pa

+

3 x Add-on 10 @ £75.00 pa

= £875.00 pa (covering 380 devices)

Or you could purchase

1 x Secondary School (200 Licences) @ £500.00 pa

+

2 x Add-on 100 @ £200.00 pa

= £900.00 pa (but you're covered for 400 devices)

Licence Pack	Number of Licences	Annual Price (3 year agreement)
PC power down Enterprise (Add-on 10)	10	£25.00
PC power down Enterprise (Add-on 50)	50	£100.00
PC power down Enterprise (Add-on 100)	200	£200.00

All prices are quoted ex VAT.

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