



Office 365 Services

End User Training

The most important aspect of having Office 365 successfully adopted in your business is ensuring your users are comfortable and familiar with how to use all aspects of Office 365 available to them. Our end user training courses can be done with individuals or groups and involve a structured hands on approach to learning the basics of all aspects of Office 365. This course can be tailored to suit your needs.

Power User Training

For those users who want to move beyond the basics and learn the power of what can be done with Office 365 we offer our Power User training course. These can be conducted with individuals or groups and focus on providing participants with practical knowledge they can immediately use in their job. This courses can be tailored to suit the specific requirements of any business.

Administration Training

For those users who need to effectively manage and maintain an Office 365 environment this training will provide the knowledge and confidence to be an effective Office 365 Administrator. This course approaches training in a very hands on way that provides practical real world experience and best practices to ensure attendees walk away with the confidence to be effective Office 365 administrators. This course can be customized to suit specific needs.

Business needs workshop

This workshop is designed to provide an overview of how Office 365 can benefit your business. You'll learn what SharePoint is and where it can be used effectively to increase productivity and solve challenges. Attendees will also learn how to complete some basic tasks with Office 365 but the major take away will be a detailed plan and knowledge of how Office 365 can be integrated into your business to solve problems and provide real benefit and efficiency to anyone involved with the business.

Tenant establishment

We can help you create the Office 365 environment that makes the most sense for your business, large or small. We can design and create the structure and assist with adding users and information to the site. We can work with you to enable the features that make the most

sense for your business to solve your business challenges. It is generally more effective to leverage our experience to get your Office 365 environment up and running quickly. We can also help you set up a trial account to test all the features that are provided by Office 365.

Auditing

This service will provide an in depth examination of an existing Office 365 environment and provide a report and recommendations based on the findings. The service can provide information around the Office 365 licensing, subscriptions as well as structure if required. It also includes an in depth examination of the security of the Office 365 environment and presents all these findings in a detailed report.

Troubleshooting

If you have an Office 365 environment that is not functioning as expected we can use our experience to examine the environment and pinpoint where issue may lie. We can examine the configuration, structure and usage of your environment and highlight issues uncovered. We provide all this information in a detailed report for your reference.

Consulting

Whatever your needs when it comes to Office 365, whether small or large, we can help. Our unique experience and processes will ensure you get the results you require, on budget and on time.

For more details on any of these services please contact Robert Crane director@ciaops.com.

Computer Information Agency

<http://www.ciaops.com>