

WBT DIGITAL WORKPLACE 2016

PRODUCT INFORMATION



This topical WBT collects together all use cases relating to the digital workplace. Users learn how to use the new applications effectively in order to digitally organize their own work and their collaboration with others independently of time and place.

PARAMETERS

Version*	2.5
Duration**	3:25 h
Language	Version 2.5 German Version 2.0 English, Chinese, Brazilian (Hybrid), Japanese (Hybrid)
Release	13.10.2017

* For new features, see the version history in the feature list

** Learning duration measured by the currently highest product version

TABLE OF CONTENTS

PREPARING THE DIGITAL WORKSPACE

Configuring quick access to SharePoint and OneDrive for Business

Synchronization of OneDrive for Business and SharePoint

Creating a notebook on OneDrive for Business

Editing your own digital identity

WORKING WITH ONEDRIVE FOR BUSINESS

Structuring OneDrive for Business

Adding documents

Sharing documents

Editing documents

Deleting documents from OneDrive for Business

WORKING WITH DIGITAL NOTES

Creating notes in OneNote

Creating digital notes from Outlook

Creating a note in PowerPoint

Notes in websites

VIRTUAL CONTACT

Managing contacts

Managing availability and location

Ad hoc communication: Chat

Ad hoc communication: Telephony
