

## Hidden Gems and Expert Tips to Increase Productivity and Enhance Collaboration with M365

Unlock the potential Microsoft tools for productivity and collaboration! In this session, we will uncover some of Microsoft’s hidden gems and share proven expert tips to enhance your workflow with Excel, PowerPoint, Word, and more. Don't miss out on this opportunity to elevate your skills and efficiency – let's dive into the capabilities of these essential Microsoft tools together!

### Sync, Plan, Conquer with **OUTLOOK** and **CALENDAR**

Join me **July 30, 2024**, for Increase Productivity with Outlook and Calendar

1. Use the <b>@mention</b> feature to draw attention and collaborate seamlessly.	<a href="#">Use @mentions to get someone's attention in Outlook for Windows - Microsoft Support</a>
2. Unleash the power of time management with Outlook’s <b>“Find Time from Calendar”</b> feature.	<a href="#">Install FindTime - Microsoft Support</a>
3. Write boldly, write brilliantly with your AI-powered companion ... <b>Editor</b> .	<a href="#">Microsoft Editor checks grammar and more in documents, mail, and the web - Microsoft Support</a>
4. <b>Fast-Track Dispatch</b> : Employ tags to <b>catapult</b> your messages to the top of the priority queue!	<a href="#">Mark a message as high or low importance - Microsoft Support</a>
5. Schedule emails for <b>later delivery</b> and stay in control of your communication flow.	<a href="#">Delay or schedule sending email messages in Outlook for Windows - Microsoft Support</a>

### **ONEDRIVE**: Your Digital Safety Deposit Box

Join me **July 16, 2024**, for M365: Putting the Pieces Together and Organizing with OneDrive

1. Unlocking the Possibilities: Journeying Through <b>Your OneDrive Files</b> :	Home ➡ <b>“For you”</b> <a href="#">Get started at Microsoft365.com - Microsoft Support</a>
2. Unlocking the Possibilities: Journeying Through <b>Your Shared OneDrive Files</b> .	Files ➡ <b>“With you”</b> and <b>“By you”</b> <a href="#">Share your documents - Microsoft Support</a>
3. Harnessing <b>Folder Colors in OneDrive</b> .	<a href="#">Video: Create files and folders in OneDrive - Microsoft Support</a>
4. Streamlining Your Workflow: Mastering <b>OneDrive Sync</b> .	<a href="#">Sync OneDrive files and folders - Microsoft Support</a>

## WORD Wizards, EXCEL Enthusiasts, and POWERPOINT Pros Unite!

Join me **August 13** for Mastering Communication and Collaboration with Microsoft Word and PowerPoint

Join me **August 27** for Getting Started with Microsoft Excel

1. Effortless Style with the Power of <b>Format Painter</b> across Microsoft Apps.	<a href="#">Use the Format Painter - Microsoft Support</a>
2. Enhancing Collaboration Across Microsoft Apps <b>Using Comments.</b>	<a href="#">Using Modern Comments - Microsoft Support</a>
3. Polished Perfection with <b>Clear Formatting</b> in Microsoft Apps.	<a href="#">Clear all text formatting - Microsoft Support</a>
4. Ensuring Universal Access to Content with the <b>Accessibility tool.</b>	<a href="#">Make your content accessible to everyone with the Accessibility Checker - Microsoft Support</a>
5. Add Visual Flair with <b>Icon</b> Insertion.	<a href="#">Insert icons in Microsoft 365 - Microsoft Support</a>

## Transforming Data into Insight with FORMS

Join me **September 24** for Capture Data Easily with Microsoft Forms

1. Crafting Surveys and Feedback with <b>Microsoft Forms.</b>	<a href="#">Create a form - Microsoft Support</a>
2. Breaking Language Barriers by using <b>Multilingual Forms.</b>	<a href="#">Send a form in multiple languages - Microsoft Support</a>
3. Personalized Closure for Your <b>Microsoft Form's</b> Conclusion.	<a href="#">Adjust your form or quiz settings in Microsoft Forms - Microsoft Support</a>
4. Recreate and Revise: <b>Duplicating Forms</b> for Personalization.	<a href="#">Copy a form - Microsoft Support</a>
5. Sharing and Collaborating with <b>Microsoft Forms.</b>	<a href="#">Share a form or quiz as a template - Microsoft Support</a>

## Unleash Collaboration Excellence with TEAMS

Join me **September 10** Getting Started with Microsoft Teams

1. Demystifying <b>Channels</b> in Microsoft Teams.	<a href="#">Demystifying channels in Microsoft Teams - Microsoft Support</a>
2. Silencing the Noise with <b>Noise Suppression</b> in Microsoft Teams.	<a href="#">Reduce background noise in Microsoft Teams meetings - Microsoft Support</a>
3. Engaging Audiences with <b>PowerPoint Live</b> in Microsoft Teams.	<a href="#">Present from PowerPoint Live in Microsoft Teams - Microsoft Support</a>
4. <b>Looping</b> in Communication for Seamless Collaboration.	<a href="#">Send a Loop component in Microsoft Teams chats - Microsoft Support</a>
5. Passing the Torch by <b>Forwarding Messages</b> in Microsoft Teams Chats	<a href="#">Forward a message in a Teams chat - Microsoft Support</a>