

# Copilot Academy

## Pre-Flight

Welcome to **Copilot Academy: Pre-Flight**, a 4-hour hands-on course designed to boost user productivity within Microsoft Teams, Outlook, and OneDrive in preparation for Microsoft 365 Copilot. This training ensures participants are ready to fully utilize Microsoft's collaborative tools, laying a solid foundation for seamless integration with Microsoft 365 Copilot.

## Course Objectives

- Equip users with an in-depth understanding and practical skills for using Teams, Outlook, and OneDrive effectively.
- Enhance productivity and collaboration within teams through optimized use of Microsoft 365 tools.
- Prepare participants for the transition to Microsoft 365 Copilot by familiarizing them with key functionalities and best practices.

## Course Structure

### Module 1 **Mastering Microsoft Teams**

- Introduction to Teams
- Creating and Managing Teams and Channels
- Collaborating through Chat and Meetings
- Sharing Content through Teams

### Module 2 **Optimizing Outlook for Productivity**

- Email Management
- Calendar Mastery
- Best Practices

### Module 3 **Leveraging OneDrive for Seamless File Management**

- Introduction to OneDrive
- File Management
- Collaboration
- Synching and Accessibility

# Training made practical

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Each module of this course includes:



**Interactive Sessions**



**Practical Exercises**



**Real-World Scenarios**

## Key Benefits of the Course

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### Enhanced Productivity

Through effective use of Teams, Outlook, and OneDrive, users will streamline their work, increasing efficiency.



### Improved Collaboration

By mastering collaborative tools, teams will work more effectively and cohesively.



### Skill Development

Practical, hands-on training enhancing user proficiency and confidence.



### Seamless Transition to M365 Copilot

A solid foundation in core applications ensures readiness for M365 Copilot's advanced features.

## Who should attend?

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**Employees** who are new to Microsoft 365 tools

**Experienced users** looking to enhance their skills

**Team leaders and managers** aiming to improve team efficiency

**IT professionals** responsible for training staff on M365 apps

**Copilot Academy: Pre-Flight** is more than just a training course; it is an investment in your teams' productivity and collaboration capabilities. By providing hands-on, practical training in Teams, Outlook, and OneDrive, this course ensures that participants are prepared for the transition to Microsoft 365 Copilot and equipped to excel in their daily tasks.