

## Online Workshop 1: Setting up an online workstation and online team (OW1-EOA)

**ID** OW1-EOA **Price** CHF 240.—(excl. VAT) **Duration** 3 hours

### Who should attend

All employees and superiors who work from the home office or in decentralized structures.

### Prerequisites

- Computer science basic knowledge as a user
- PC/laptop workstation, ideally with headset or with microphone and loudspeaker
- valid Office 365 license including Microsoft Teams

### Course Objectives

The participants

- are able to configure their home office workstation independently and set up MS teams in a functional way
- master the most important applications to ensure reliable communication within the teams
- can reliably exchange information digitally and analogously and store it in a structured way

### Course Content

- Configuration PC/Laptop/Audio/Video for Home Office
- Correct setup of the Office 365/MS Team Account
- Online communication - simply explained in a few steps
- The functions for working together in virtual teams
- Creation, editing and storage of files
- Integrate meaningful applications into MS teams

# Online Workshop 1: Setting up an online workstation and online team (OW1-EOA)

---

## Training Centres worldwide



## Fast Lane Institute for Knowledge Transfer (Switzerland) AG

Husacherstrasse 3  
CH-8304 Wallisellen  
Tel. +41 44 832 50 80

info@flane.ch, <https://www.flane.ch>