



## **Microsoft Office 365 Course List 2018 – Cloud Advantage**

### **Microsoft Office 365 Admin Training**

This training course is designed for IT System Administrators and Implementers. This training is an instructor led 3 hour online training course by Cloud Advantage to create awareness of Microsoft Office 365 features, answer questions, suggest useful policies and provide guidance for administration, engineering and support. This course also provides administrative details for organizational management, Exchange Online, Exchange Transport Rules, Content filtering / hygiene, Skype for Business Online, administrative troubleshooting tools and strategies, account administration, ADConnect synchronization, and other features.

### **Microsoft Office 365 Admin Security Training**

This training course is designed for IT System Administrators, Implementers and Security IT Personnel. This training is an instructor led 2-3 hour online training course by Cloud Advantage, designed to provide guidance for administration and management for Microsoft Office 365 security features including DLP, Personal Information protection, e-discovery, searches, allowing and blocking content.

### **Microsoft Office 365 Helpdesk Training**

This training course is designed for helpdesk personnel and IT administrators. This training is an instructor led 2-3 hour online training course by Cloud Advantage designed to provide guidance on support issues for Microsoft Office 365 including troubleshooting login problems, Outlook connectivity, performance, common support issues, user administration, email management, and support issues “in the real world”.

### **Microsoft Office 365 OneDrive Training**

This training course is designed for IT System Administrators and Implementers. This training is an instructor-led 1.5 hour online training course by Cloud Advantage to create awareness of Microsoft OneDrive administrative features, answer questions, suggest useful policies and provide guidance for administration, engineering and support.

**COSTS – U.S.D.**

<u>Course Title</u>	<u>Length Of Time</u>	<u>Cost</u>	<u># Of Students</u>
<b>Microsoft Office 365 Admin Training</b>	3 hrs.	\$1,200	1-5 participants
Microsoft Office 365 Admin Training	3 hrs.	\$1,600	6-10 participants
Microsoft Office 365 Admin Training	3 hrs.	\$1,900	11-15 participants (limit: 15 students per class)
<b>Microsoft Office 365 Admin Security Training</b>	2-3 hrs.	\$1,200	1-5 participants
Microsoft Office 365 Admin Security Training	2-3 hrs.	\$1,600	6-10 participants
Microsoft Office 365 Admin Security Training	2-3 hrs.	\$1,900	11-15 participants (limit: 15 students per class)
<b>Microsoft Office 365 Helpdesk Training</b>	2-3 hrs.	\$1,200	1-5 participants
Microsoft Office 365 Helpdesk Training	2-3 hrs.	\$1,600	6-10 participants
Microsoft Office 365 Helpdesk Training	2-3 hrs.	\$1,900	11-15 participants (limit: 15 students per class)
<b>Microsoft Office 365 OneDrive Training</b>	1.5 hrs.	\$400	1-5 participants
Microsoft Office 365 OneDrive Training	1.5 hrs.	\$700	6-10 participants
Microsoft Office 365 OneDrive Training	1.5 hrs.	\$850	11-15 participants (limit: 15 students per class)

Course outlines are available for download at the following location:  
[www.cloudadv.com/training](http://www.cloudadv.com/training) .

- Website prices are subject to vary slightly depending on tax jurisdiction and availability.