



LEARNING OPPORTUNITIES

During our Ameren Office 365 journey, our main focus continues to be the digital enablement of the Ameren workforce by providing a positive adoption experience leading to anytime/anywhere access.

In this effort, we want to provide you with learning opportunities to enhance your skills using the new Office 365 services. Below are the current Office 365 courses and course numbers. You may register in Insight to sign up for a class. The Insight courses numbers are located next to each course.

If you cannot make these course, there will be many others. These will become available over the next few months and will be delivered at various locations: GOB, Peoria, Decatur, Ameren Missouri Development & Resource Center (DRC) and Callaway.

INSTRUCTOR-LED LEARNING OPPORTUNITIES

1. **Office 365 What to Expect (CRSE 37163):** To share best practices for using the Office 365 tools and services, and to communicate some of the expectations, opportunities and benefits Office 365 will bring to our day-to-day jobs when we "go digital."
2. **Welcome to Outlook Web App (CRSE 38045):** In this class users will be introduced to the Office 365 Outlook Web App. This session includes information about how to navigate the app online, as well as how to work with emails, calendars, and contacts from within Office 365.
3. **SharePoint-End User (CRSE 37523):** Understanding the basic features of the SharePoint Online sites.
4. **SharePoint Online – Administrator (CRSE 37926):** This class is a required class for coworkers who want to be site administrators of a SharePoint site. We will focus on setting up permissions, site design and other "behind the scenes" of creating and managing a site.
5. **OneDrive for Business End User (CRSE 37704):** This class will explore the basics of working with OneDrive for Business using both a web browser and desktop client. This class includes the foundation of file storage and access through the Office 365 desktop programs and online applications, and an overview of sharing and coauthoring. After this class, users will be able to: navigate to OneDrive in the browser, add files and folders to OneDrive, access files in the desktop and online Office 365 applications, share and coauthor files, and sync OneDrive.
6. **OneNote Basics (CRSE 38084):** An introduction to OneNote for those who are new to, or unfamiliar with, the program. This session discusses OneNote's organizational structure, creating notebooks, adding content, and sharing a notebook with others.
7. **Introduction to Streams & Delve (CRSE 38048):** Unleash the power of video in your business to inform, inspire and connect your employees. Stream is a powerful way to deliver information to

employees, in any context. Stream makes it easy to upload, organize and share videos across the entire company. Create your presence on Stream in just a few minutes, and consolidate and organize all of your videos in one easily searchable destination—it is hassle-free and always on. Increase collaboration, consumption, and participation by letting anyone in the company upload and share videos. Industry-leading encryption provides peace of mind while customizable privacy settings ensure the right people are seeing your videos. Built for organizations of all sizes, Microsoft Stream makes videos work for you. Office Delve shows you personalized information from across Office 365 based on what you are working on and what's trending around you.

8. **Outlook Effective Mail Management (CRSE 38104):** In this class, geared toward basic Outlook users, we will explore Time Management techniques and how to utilize Outlook tools to support time management. It is expected that users have completed an Outlook 101 class, or are already familiar with basic functionality of Outlook such as sending and receiving emails, creating calendar items, creating folders, and searching for messages. After this class, users will be able to: identify time management principles, block time, defer and follow up, delegate, and limit email processing time.
9. **Getting Started with Yammer (CRSE 38086):** In this class for new Yammer users, we cover everything to get users up and running as Yammer contributors. After this class, users will be able to: Navigate Yammer, Post new content, Add a post, Reply to posts, Narrow content by groups, Focus on individuals, and Find content.
10. **Getting Started with Teams and Planner (CRSE 38047):** This class will explore the Teams interface in the Office 365 Portal and take users through the various collaborative capabilities that Teams provides. This class includes the basics of Teams for new users who are not administrators. After this class, users will be able to: create a Team, separate conversations with channels, contribute to conversations in channels, locate other channel tab options, find information in Teams, communicate with Team members via chat, and communicate with Team members in a meeting. An overview of Planner functions, and an example of setting up a Plan. After this class users will be able to identify Planner options for Tasks and the Planner application.

REGISTRATION

If you are interested in the above, please register in [Insight](#).

E-LEARNING OPPORTUNITIES

Ameren has partnered with a Microsoft Office vendor, BrainStorm QuickHelp™. BrainStorm QuickHelp™ is an on-demand end-user library of training content solutions that helps you make the most of your Microsoft productivity tools. You can access the site by clicking on the link, <https://quickhelp.com/Login>. Single sign on is enabled so your Ameren email address is only required. ***You must be on Ameren network to use this.*** Click [here](#) for some e-learning options.

QUESTIONS?

If you have any questions, please contact the digitaloffice@ameren.com.

Sincerely,

Digital Office Suite Team