

WORKING SMARTER with Technology

Discover new ways of working with
Microsoft 365. Get things done faster.

OUTLOOK EMAIL • MICROSOFT TEAMS • EXCEL • WORD • POWERPOINT • AND MORE

The Working Smarter with Technology program* is designed to broaden your Office 365 utilization through enhanced productivity, knowledge, tips and tricks to help you get things done faster with Microsoft 365 tools like:

- Office Suite: Outlook, Word, PowerPoint, and Excel
- Microsoft Teams
- OneNote
- OneDrive
- Planner
- To Do
- and much more!

No matter what your learning preference is, this program will work for you. The program includes quick reads, videos, Microsoft events, webinars, and quick starts. Most are self-paced and can be taken at any time.

*The Working Smarter with Technology site is available to employees with company network access.



Visit the Working Smarter
with Technology website*
and begin taking your skills
to the next level.



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