

Opportunity (Completed by IT4Causes)	Agency Various																						
	Project Office 365 Instruction																						
	Microsoft Office 365 is widely used by IT4Causes clients due to the low cost to nonprofits. But agencies seldom take full advantage of capabilities like collaboration, advanced file storage, SharePoint, or other features because they just haven't been exposed to them. Help local nonprofits make the																						
	Project Description most of the suite by setting up lunch-and-learn presentations and identifying the best training materials.																						
	Task Improve end-user skills with Office 365.																						
	Develop or identify free modules to present to clients to help improve end-user skills in various Office 365 topics: online vs desktop experience, using																						
	Task Description multiple devices, collaboration and Sharepoint basics (sharing files). Ideal module/instruction duration is 30-60 minutes. If interested, present materials in one or more lunch-and-learn sessions.																						
	Requested Timeframe ASAP																						
	Estimate 10-15 hours (more if you wish to facilitate live training sessions)																						
	<table border="1"> <tr> <td>Office 365</td> <td></td> <td>Desktop/Laptop</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Skills Needed Admin</td> <td>SharePoint</td> <td>Support</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Skill Level Requested Intermediate</td> <td>Intermediate</td> <td>Basic</td> <td></td> <td></td> <td></td> </tr> </table>						Office 365		Desktop/Laptop				Skills Needed Admin	SharePoint	Support				Skill Level Requested Intermediate	Intermediate	Basic		
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