

Microsoft 365
Business Communication



MASTERCLASS AGENDA

KEYNOTE 1: Strategic Business Communications

Join Robyn Schopp from Gordeaux Consulting for practical tools and tips on stronger business communication. She'll cover ways to:

- Strategically assess a communication situation
- Connect audience needs with delivery methods
- Make messages concise

BREAKOUT OPTION A: Outlook vs. Teams – The Inbox Showdown

Apply good business communication by knowing which of these apps to use, when to use them, and how they can work together to enhance communication with your team and others. Learn how to . . .

- Tune notifications to maintain focus among all the digital noise.
- Streamline your email inbox
- Avoid "Reply to All" emails
- Prevent having multiple versions of attached files
- Easily collaborate with files

BREAKOUT OPTION B: The SharePoint vs Teams – The Collaboration Giants

Reduce employee frustration, friction, and wasted time caused by legacy or non-integrated communications. During this breakout you will learn how:

- Teams and SharePoint streamline engagement
- Time saving collaboration to improve employee business communication
- Understand the difference between the kind of communication that SharePoint and Teams are each best used for

KEYNOTE 2: Intro to Microsoft Copilot

Join Ben Rupp and Dean Sternik from InsITe Business Solutions for this keynote

Microsoft Copilot may be the single-most impactful technology ever released. We're not trying to be overly dramatic; like it or not, AI is here and it's not going away. In our opinion, it's really worth your time to learning how Copilot can be your assistant to harness better business communication while also saving you time and money.

- 75% of knowledge workers around the world use generative AI at work
- 78% of AI users are bringing their own AI to work (BYOAI)
- While 79% of leaders believe their company needs to adopt AI to stay competitive
- More than 77,000 organizations have adopted Copilot

BREAKOUT OPTION C: Copilot for M365 Overview

Experience an overview of where Copilot shows up in the Microsoft365 Apps, learn the various ways to save time, and create effective communications using Copilot as your assistant. Participants can plan on learning the what, why, and how of Copilot.

- How to navigate the plethora of 'Copilots'
- What is the difference between the free vs paid versions
- How important is the use of good prompts
- What is the return on investment (ROI)

BREAKOUT OPTION D: Outlook, Teams, Loop, and Whiteboard – The Meeting Dream Team

We all know that good communication doesn't happen in unengaging and inefficient meetings. Choose this breakout if you want to get a head start on good business communication strategies and learn to eliminate wasted meeting hours. This is also the most immediately effective way to get immediate ROI on your Copilot for M365 investment.