

*The Administrative Professional  
Forum Committee Presents*

# **Office 365 Fundamentals for Administrative Professionals**

**A Two-Hour Workshop with Kevin Piercy, Coordinator of User Support  
Computer Services**

Join us for the first in a series of workshops to learn how to make the most of all  
the new features that Office 365 has to offer, including:

Office 365 Portal  
OneDrive for Business  
Skype for Business  
OneNote  
Office 365 Groups  
Enhanced Security Features  
Mobile Applications

**Choose one of two workshop dates available:**

**Tuesday, October 11, 11:30 am to 1:30 pm**

**Wednesday, October 12, 11:30 am to 1:30 pm**

Location: CHEEK 100

**SEATING IS LIMITED!**

**To register, email [StaffSenate@MissouriState.edu](mailto:StaffSenate@MissouriState.edu)  
with your preferred date of attendance.**

You will receive a confirmation email.

*The Administrative Professional Forum Committee  
is sponsored by Staff Senate.  
Visit [www.missouristate.edu/staffsenate](http://www.missouristate.edu/staffsenate)*