



Microsoft® Office 365 StaffHub

Training Course Content: Microsoft StaffHub makes it easy for managers to create, update and manage shift schedules, or share all shift information with their team. Managers can now quickly distribute important information and messages to their team, such as policy documents, news bulletins or videos. StaffHub also provides a fast and reliable means to send quick messages to team members.

Course Objective: Students will learn to use StaffHub to create schedules and manage tasks, communicate with their peers, manage employee electronic resources, and manage access management.

Prerequisites: To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts using Office 365.

Contact us to discuss if this level is right for you.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Add Team Members to StaffHub

- Create New Team and Add Group Members
- Assign User Permissions

Lesson 2: Create and Print a Schedule

- Create a Group and Assign Members
- Add Events to a Schedule
- Request and Approve Time Off
- Publish a Schedule
- Print a Schedule

Lesson 3: StaffHub Collaboration

- Send Corporate Announcements
- Manage a To Do List
- Share Files using StaffHub

Lesson 4: Manage Administrative Permissions

- View Current Permissions
- Promote or Demote Users