

Transform your communications by mastering Forms, Sway, Stream and Viva Engage (Yammer)

Duration: 0,5 day

Audience: Pour tous

Who is this training for?

Corporate communications managers or anyone who has to share information across their organization

Training objectives

- Use multichannel communication in Microsoft 365
- Communicate and propel your internal image
- Discover how to make modern and responsive web newsletters with Sway
- Boost communications with the help of Forms, Streams and Yammer

Summary

Email and traditional intranets have been the only means of communication for several years. Learn how new communication tools in Microsoft 365 allow you to communicate differently and better reach your members within the same organization. Come learn how Forms, Sway, Stream, and Yammer will help you make your communications even more dynamic, efficient, and diverse.

Course outline

- Understand what multichannel communication is
- Links between SharePoint, Yammer, Sway, Stream, and Forms
- Forms: Questionnaires and Surveys
- Access the Forms App
- Create a Form
- Create a Survey from an Excel File
- Create a Survey or Quiz from the Forms App
- Build and Edit the Forms Form

- View the Survey Results
- Adjust Form Settings
- Share the Form
- Sway: Create dynamic layouts
- Create a Sway presentation
- Create a Sway from a template
- Create a Sway from an existing document
- Edit a Sway
- Understand the elements of a Sway
- Embed elements in a Sway such as a poll
- Adjust Sway settings
- Manage sharing a Sway
- Embed a Sway in a communication site
- Stream: Stream videos
- Create a Stream channel
- Post videos
- Post Stream videos to Yammer
- Embed a video in a communication site or Sway
- Explore content access
- Viva Engage (Yammer): Exchange and discuss
- Access Viva Engage (Yammer)
- Converse and collaborate in Yammer
- Start a new conversation
- Reply to an existing conversation
- Indicate playback of a new one
- Learn other possible interactions
- Other related course on the theme: Creating a dynamic intranet with SharePoint | AFI Expertise

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Windows - User or equivalent content

Recommendations

Knowledge of the Microsoft 365 environment (including OneDrive and Teams) is highly recommended.