



2022 Microsoft O365/OneDrive Training

ATTENTION ALL OFFICE EMPLOYEES!

IT is launching Microsoft OneDrive and is hosting training workshops to ensure everyone learns the ins and outs of the new software.



O365/OneDrive Benefits:

- Unlimited file access anywhere and anytime
- Collaborate with ease
- Securely stores your data
- No risk of data loss
- End User Friendly Meeting Scheduling
- File Explorer Access

O365/OneDrive Training Schedule

MAINTENANCE & REGULATORY

May 31st • 9:00 AM - 10:00 AM

PRODUCTION & MANUFACTURING

June 1st • 3:00 PM - 4:00 PM

EZ

June 2nd • 9:00 AM - 10:00 AM

MARKETING

June 2nd • 10:00 AM - 11:00 AM

GRAPHIC ARTS

June 2nd • 3:00 PM - 4:00 PM

SALES 1

June 3rd • 3:00 PM - 4:00 PM

R&D

June 6th • 9:00 AM - 10:00 AM

QC

June 6th • 10:00 AM - 11:00 AM

INVENTORY & WAREHOUSE

June 6th • 1:00 PM - 2:00 PM

EQUIPMENT

June 7th • 10:00 AM - 11:00 AM

CUSTOMER SERVICE

June 8th • 9:00 AM - 10:00 AM

SUPPLY CHAIN & HR

June 8th • 10:00 AM - 11:00 AM

FINANCE

June 9th • 9:00 AM - 10:00 AM

SALES 2

June 10th • 9:30 AM - 10:30 AM

SALES 3

June 10th • 1:00 PM - 2:00 PM

EXECUTIVES

TBD

NOTE: If you are unable to attend either time slot for your department, reach out to jnowicki@betco.com to receive an invite for the slot you are available for.

Need technical support with O365/OneDrive? Contact ITHelpDesk@betco.com