

Office 365 Training



Date	Time	Venue
Monday 24 th March	10—12pm	WI House, Eastleigh
Monday 24 th March	1:30pm-3:30pm	WI House, Eastleigh

FREE for Hampshire WI Officers

This training is for WI Officers using their Hampshire Office 365 accounts.

It includes:

- What you've got in your Office 365 account
- Getting logged in
- Accessing the Hampshire Hub
- How to store and share information
- Email, virtual meetings, instant messaging and more

Bring your own laptop or tablet to use during the training

This session will not include accessing Office 365 using smartphones.

To book your place please apply to ticketing@hampshirewi.org.uk

Closing date: 7 days prior to event

*HCFWI, 22 – 24 Station Hill, Southampton Road, Eastleigh SO50 9XB
Charity Reg No. 1010437, Company Reg No 2658417
Any surplus funds from this event will go to HCFWI*