



## The keys to Microsoft 365

### Overview

This course introduces teachers to the basics of Microsoft 365 and OneDrive, readying them for using Microsoft apps they're already familiar with and new apps that will enhance their classroom practice and organization.

### Webinar Agenda

0:00-00:10- **Welcome, Introduction, Learning Objectives**  
(10-minute duration)

00:10-00:45- **Introducing Microsoft 365**  
(35-minute duration)

00:45-00:60- **Closing & Questions**  
(15-minute duration)

### Resources

<https://education.microsoft.com/en-us>