

Sample adoption plan – timeline

Welcome video
Launch date: X



Wave #1 -assigned topics
Due date: X

Enhance teamwork

- Transform the way you work with Microsoft Teams
- Story-based tutorials on Teams

Wave #2 -assigned topics
Due date: X

Connect and communicate

- Best practices using chat
- Work together remotely
- Conduct rich meetings online

Wave #3 -assigned topics
Due date: X

Kick-start your Office 365 usage

- Quick overview of Office 365
- Highlights to get people excited
- How to get started

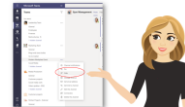
Work smarter with documents

- Benefits of cloud-based documents
- Story-based tutorials on how to use OneDrive for Business and SharePoint

Invitation to the Community gym team in Teams



Various tips and Q&A posted in the Gym channel (ongoing)



Webinar by Storyals expert on customer defined topic

Wave #4 -assigned topic
Due date: X

Get organized

- Getting started with a digital notebook
- Story-based tutorial on how to use OneNote across devices

Webinar by Storyals expert on customer defined topic

Optional courses shared in the Gym channel

Tell powerful stories

- Different apps to tell stories
- Story-based tutorials on how to effectively use Sway and PowerPoint

Take control of your inbox

- Email management best practices
- Story-based tutorial on how to use Outlook across devices and To-do

Wave #5 -assigned topic
Due date: X

Stay safe using Office 365

- Introduction to security risks
- Best practices for staying safe in Office 365