![Microsoft Surface Hub]

Surface Hub Power User

[Date] [Time]

[Location]
[Speakers]

Description

This Microsoft Surface Hub Power User course is a 3-hour course focusing on providing advanced skills, tips, and tricks to take meetings, presentations, and brainstorming sessions to the next level with Surface Hub and enable teamwork without boundaries. Power users will learn how get the most out of Office 365 and Microsoft Teams to accomplish fluid collaboration and improve business processes in exciting new ways.

Objectives

In this 3-hour course, you will learn how to take full advantage of Surface Hub for team collaboration and productivity. The training will not only teach you how to connect to Office 365 and manage your files and content, it will also show you how to apply Surface Hub and Microsoft Teams to your own business workflows and prepare you for a variety of meeting scenarios. The first 2 hours are spent learning about the advanced features and tools available on Surface Hub. Then you'll learn how to apply those features to business and collaboration workflows in your industry.

You will also learn about the key features of Surface Hub including:

- **Teamwork without boundaries** – Enable teamwork anywhere on an advanced platform for remote team meetings and fluid team collaboration
- **Microsoft Teams** – A platform for true team collaboration, messaging, meetings, and files
- **Microsoft Office** – This includes Word, Excel, and PowerPoint, and OneDrive for storage
- **Microsoft Whiteboard** – Shared infinite canvas brainstorming sessions available on any device
- **Basic Troubleshooting** – How to fix the most common issues and minimize meeting downtime

Prerequisites

It is recommended that participants new to Surface Hub first attend the End User course.

Who Should Attend

This 3-hour course is intended for enterprise power users who frequently attend or lead group meetings in person or remotely within the organization as well as those who ideate, using the large screen experience, to become more collaborative and engaged with their team.

Agenda

5 Min	**Introductions and Expectations**

30 Min	**Lesson 1 – Teamwork without boundaries**

Sign in with Office 365 to access your files and meetings
- Using OneDrive to save and share files
- Joining internal and external meetings with Surface Hub

Advanced Microsoft Teams scenarios
- Continuous knowledge sharing with face to face calls
- Bring new team members up to speed quickly with persistent chat
- Get comfortable with Teams on devices to expand the possibilities

Advanced Whiteboard for collaboration
- Sharing, organizing, and accessing whiteboards
- Working with images, shapes, text, and backgrounds
- Brainstorming sessions with smarter tools

30 Min	**Lesson 2 – Get the most out of Microsoft Office and other apps**

Build dynamic PowerPoint presentations
- Create or edit presentations with ink and images
- Include transitions and animations for engaging content

Edit and markup documents and contracts in Word
- Creating copies of documents and accessing version history
- Use shared documents with meeting participants to work together
- Make decisions faster and edit content inline

Using Surface Hub apps for collaboration
- Use Maps to plan logistics and get information or directions
- Use Photos to access screenshots and work with images

Business apps designed for a large screen
- View PowerBI dashboards and reports on Surface Hub
- View and edit spreadsheets with Excel
- Access and edit Mural with Surface Hub
- Connect to a PC for access to line of business applications

10 Min	**10-minute break – Get hands on with Surface Hub**

30 Min	**Lesson 3 – Work with Teams to access content from any device**

Project workflows in Teams and best practices for collaboration
- Project management in Microsoft Teams and Surface Hub
- Work with files in Teams and access files on Surface Hub
- Access content from any device and take meetings anywhere

Basic Surface Hub troubleshooting for common scenarios
- Use autosave to ensure work is kept up-to-date
- Closing and resuming apps on Surface Hub
- Restarting Windows 10 on Surface Hub
- Power down and reboot Surface Hub
- Check network and service connectivity from Surface Hub

15 Min	**Questions and answers**

60 Min	**Workflow Workshop – A mobility story using Surface Hub and Microsoft Teams**

Common scenarios that you can start using today
- Real-world, industry-based solutions to common workflow pain points
- Challenging yourself and your team to leverage technology
- Building confidence with adoption best practices

Speaker

Name
Title
Contact info

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