

Modern Workplace Tech Toolkit #1



Introduction to the Modern Workplace

The Modern Workplace program is working towards the 2019 targets of developing and supporting our digital citizens across Nutrien by creating continuous deliberate learning.

We have started to create a catalog of Office 365 (SharePoint, TEAMS, O365, Skype, etc.) training and complimentary communications such as Quick Reference Guides. This site will continue to grow and evolve on a weekly basis.

We would like to invite you to visit [Modern Workplace Resource Center](#) and register for any of the training sessions for MS TEAMS, SKYPE, SHAREPOINT, What is O365? etc...as well as find a Quick Reference Guide that may help you grow as an IT citizen.

If you are interested in registering for a training session, please access the registration tool in the Resource Center and sign-up using your email address. You will be sent a meeting request with the Skype information to join.

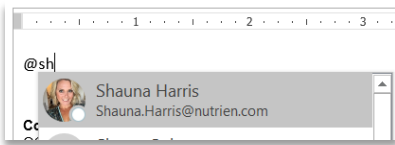


Tip of the Month - @mention



In an Outlook email, Yammer or Team conversation @mention (@Shauna Harris)- easy way to call attention to folks that you're mentioning their name, and it highlights the email in their inbox and team conversation with an additional flag.

In Outlook



In Teams



O365 Monthly Spotlight - OneDrive for file Storage



[OneDrive](#) is like your Network Drive (M:\) however the files in OneDrive are accessible from any computer/mobile and shareable.

Sync files to your Nutrien Computer or access file from O365 on your phone or home computer

Share files with other people and coauthor.

- files stored in OneDrive are private unless you choose to Share them with others

Visit [Modern Workplace Resource Center](#) for Nutrien Quick Reference Guides and register for training sessions.

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