

MICROSOFT COLLABORATION TOOLS

SLMS Code: P_MCT25

Online Learning Certificate Program

Open to CSEA-represented NYS Employees and Management/Confidential NYS Employees

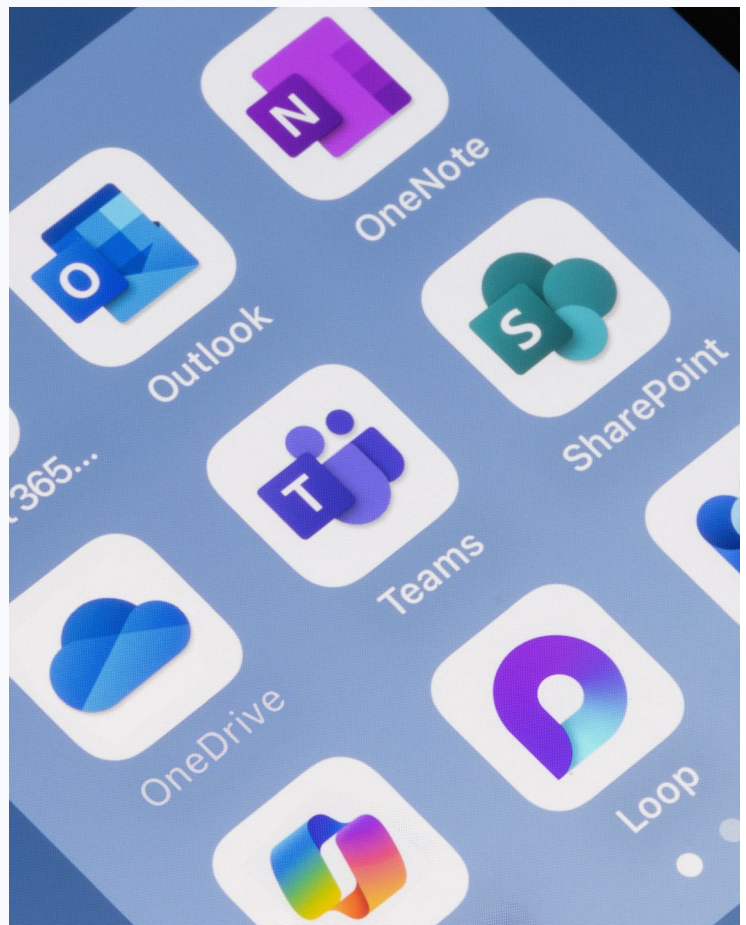
Application Period: March 14, 2025 - September 14, 2025
Courses must be completed by September 15, 2025.

Develop Essential Skills

- Explore how to sign in and set up **Microsoft Teams, One Drive, and SharePoint.**
- Discover how to create, edit, organize, delete, and share files and folders with team members.
- Learn how to create and use apps, including contact lists, task lists, custom lists, surveys, and calendars.
- Observe how to build a communication site, customize its name, theme, and layout, and ensure that other people in your organization can use and edit it.

Earn a Certificate, Gain a Competitive Edge

- Supervisory approval is not required for courses taken outside your normal workday.
- Complete all **ten** required courses with a passing grade of 70% or more in each course to earn a certificate.



Register Now

www.nyscseapartnership.org

Take this certificate program any time during the six-month period.

For Technical Support and Questions

Call: (800) 253-4332 or

Email: OnlineLearningHelp@nyscseapartnership.org