

Microsoft 365 Learning Pathways User Guide for DC Government

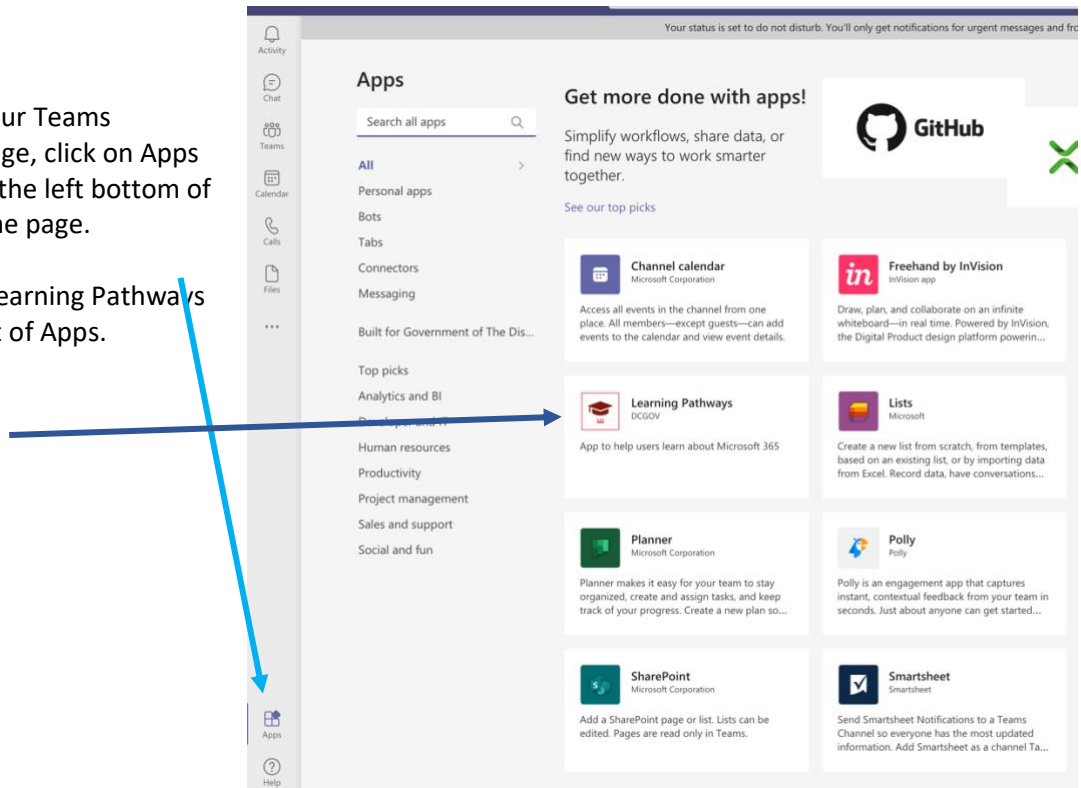
About

Microsoft O365 learning pathways is a training resource to help increase your knowledge and skills ability in such programs as Office, SharePoint, Planner, Excel and PowerPoint (among others). It is self-guided and self-paced.

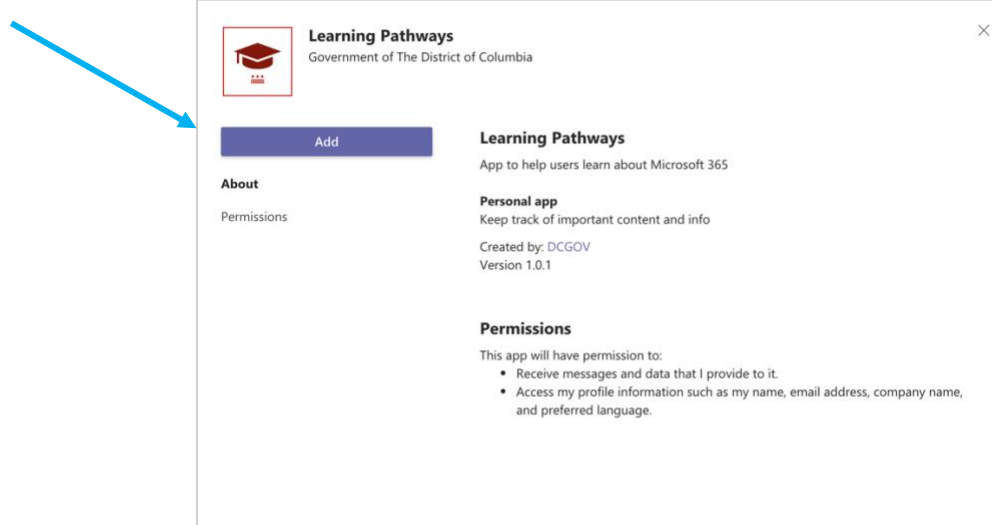
From your Teams Desktop Application:

Steps:

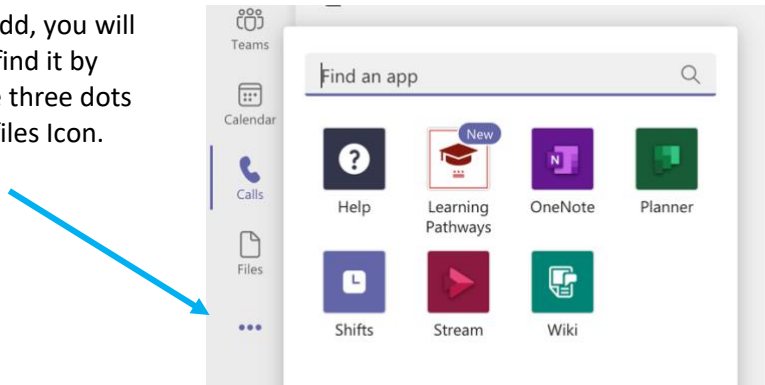
1. From your Teams homepage, click on Apps icon on the left bottom of the home page.
2. Select Learning Pathways from list of Apps.



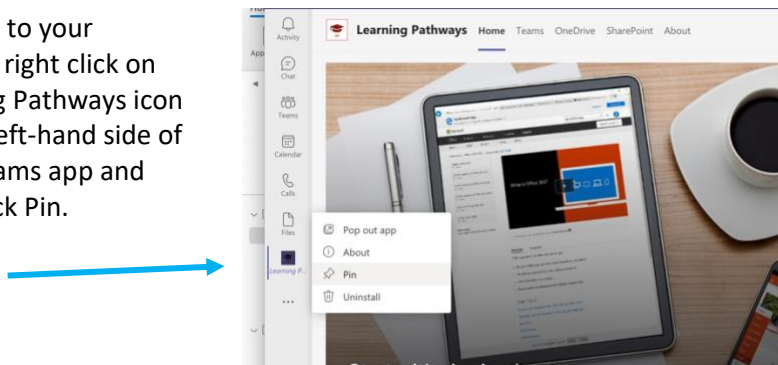
3. Click Add



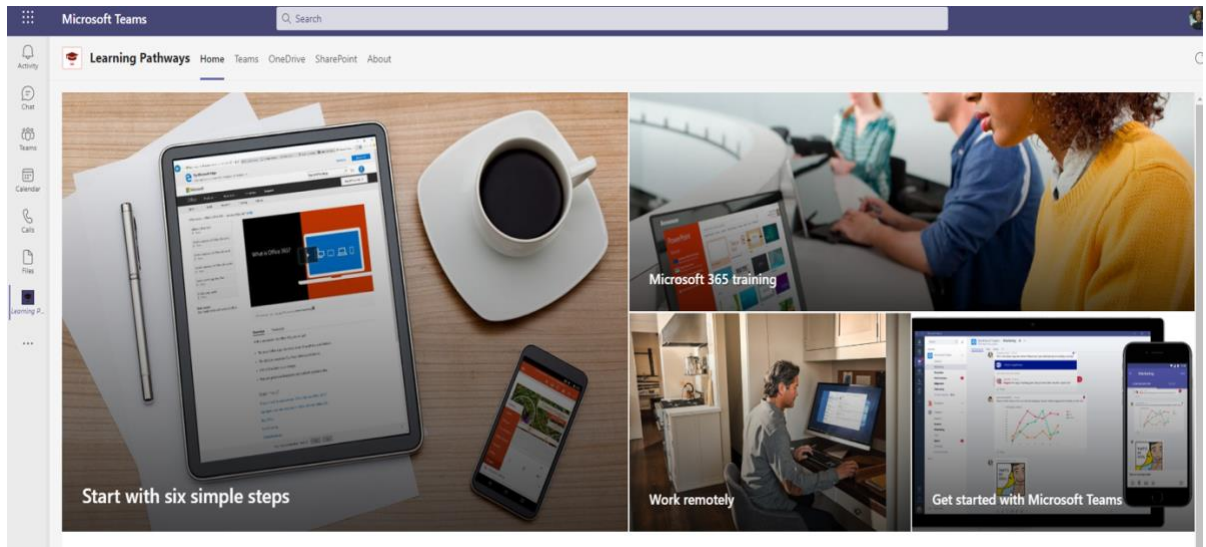
4. After you add, you will be able to find it by clicking the three dots under the files icon.



5. To pin it to your toolbar, right click on Learning Pathways icon on the left-hand side of your Teams app and then click Pin.



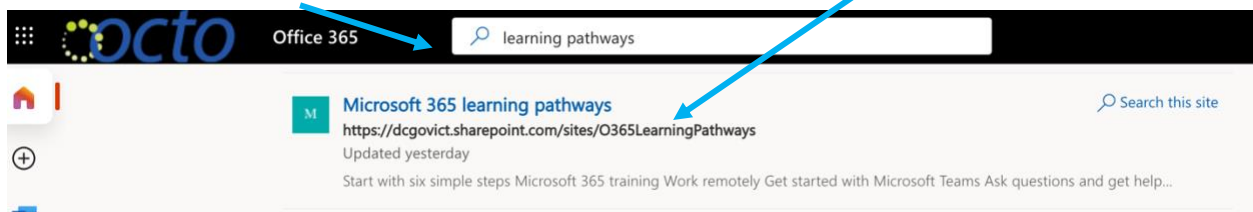
6. From the homepage of the Learning Pathways platform click:
 - a. **Start with Six Simple Steps:** Curated introductory videos and instructions to O365.
 - b. **Microsoft 365 Training:** Library of all trainings by program
 - c. **Work Remotely:** Tips on using O365 to successfully collaborate virtually
 - d. **Get Started with Microsoft Teams:** Deep dive on Teams



From your O365 portal online:

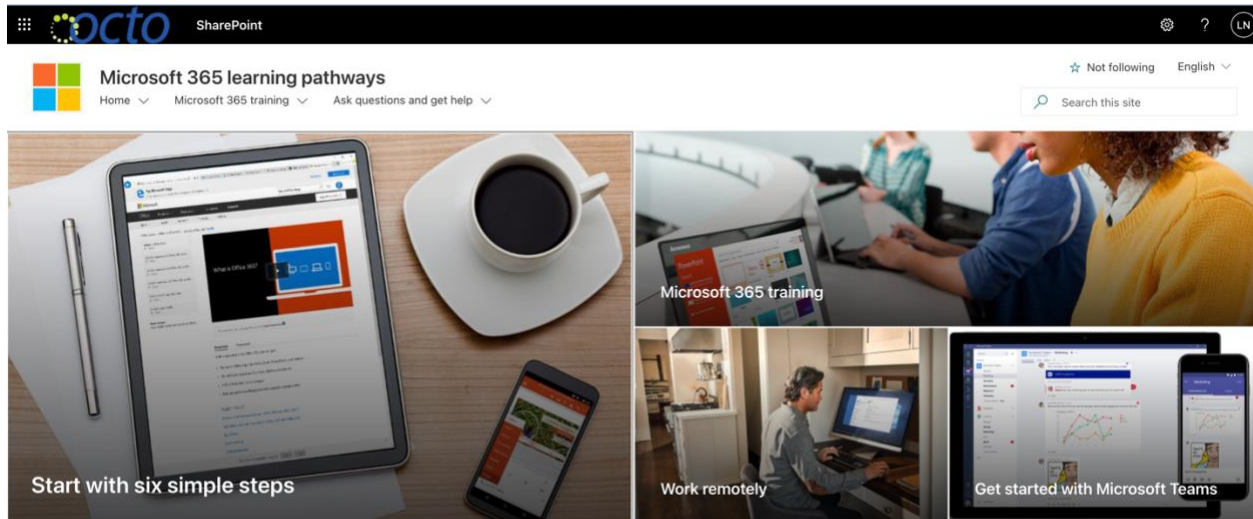
Steps:

1. From your O365 home page, type Learning pathways in the search bar.
2. Select Microsoft 365 Learning Pathways from list of Apps.



3. From the homepage of the Learning Pathways platform click:

- **Start with Six Simple Steps:** Curated introductory videos and instructions to O365.
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