

FYB 365|2CM



Course Duration

1 ½ hours

Delivery Mode

Remote training session via Microsoft Teams

Training is delivered within your environment to contextualise the training to your setup and build version

The training session will be recorded and provided upon conclusion of training for your reference

Pre-requisites

Content Manager Introduction and Intermediate
Content Manager Advanced

Audience

Suitable for Content Manager and Microsoft 365 Administrators responsible for the management of information.

This training course allows you to have up to a maximum of 10 trainees to attend

Overview

This training course provides attendees with an understanding of how FYB's 365|2CM can be used to archive information into Content Manager from:

- ▶ SharePoint
- ▶ OneDrive
- ▶ Network Shares and
- ▶ Microsoft Teams

Attendees will learn how to connect the above to Content Manager and manage how information is archived into Content Manager.

Topics

This training course will cover the following within 365|2CM:

- ▶ Configuring connections
- ▶ Enabling and disabling automatic archiving
- ▶ Updating and removing configured connections
- ▶ Performing archives and reviewing archived results within Content Manager
- ▶ Providing an understanding how to enable Content Manager Record Types for use within 365|2CM

Please note that the provision of training materials or digital handouts are not included in the training. However, online help guides are available to reference and quotes for custom training materials can be provided upon request.

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