



ENGINEERING MANAGEMENT TECHNICAL CAMPUS – JEMTEC

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)
Plot No. 48/4, Knowledge Park-III, Greater Noida, PIN-201308

Name of the Event: -Workshop on “OFFICE 365”

Resource Person: - Mr. Barun Kumar Mishra, Corporate Consultant, Encurve Technologies, Pune in association with CETPA

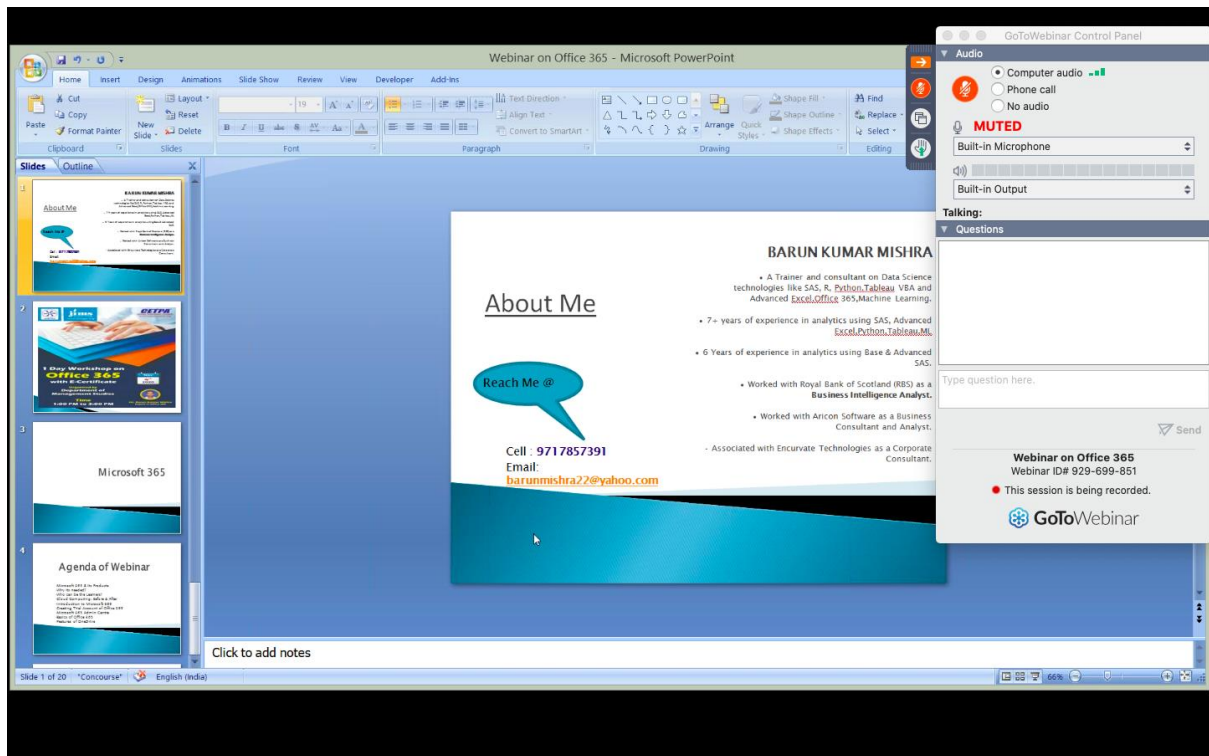
Day &Date: - Wednesday, 4th November, 2020

Time: - 1.00PM to 3.00 PM

Attended by: - All the second & third year BBA Students

Venue: Online, GoToWebinar

The image is a composite of two parts. The background is a promotional poster for a workshop. At the top left, there are logos for JEMTEC (Engineering Management Technical Campus) and jims Greater Noida (www.jimsgn.org). To the right is the CETPA logo (Training | Development | Placement) with the website www.cetpainfotech.com. The main text on the poster reads: "1 Day Workshop on Office 365 with E-Certificate", "Organised by Department of Management Studies", and "Time 1:00 PM to 3:00 PM". A calendar icon shows "Nov 4th 2020". At the bottom right, there is a photo of Mr. Barun Kumar Mishra, identified as an "Expert in Office 365". Overlaid on the right side of the poster is a "GoToWebinar Control Panel" window. The "Audio" section shows "Computer audio" selected and "MUTED". Below it, "Built-in Microphone" and "Built-in Output" are listed. The "Talking:" section is currently empty. At the bottom of the control panel, it displays "Webinar on Office 365", "Webinar ID# 929-699-851", and the "GoToWebinar" logo.

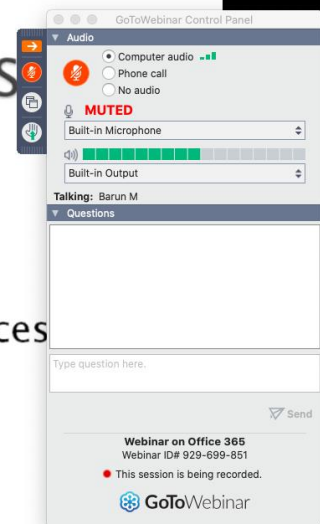


The BBA Department of JIMS Engineering Management Technical Campus, Greater Noida organised a Workshop on “OFFICE 365” on Wednesday, 4th November, 2020. The event was conducted by Mr. Barun Kumar Mishra, Corporate Consultant, Encurve Technologies, Pune in association with CETPA.

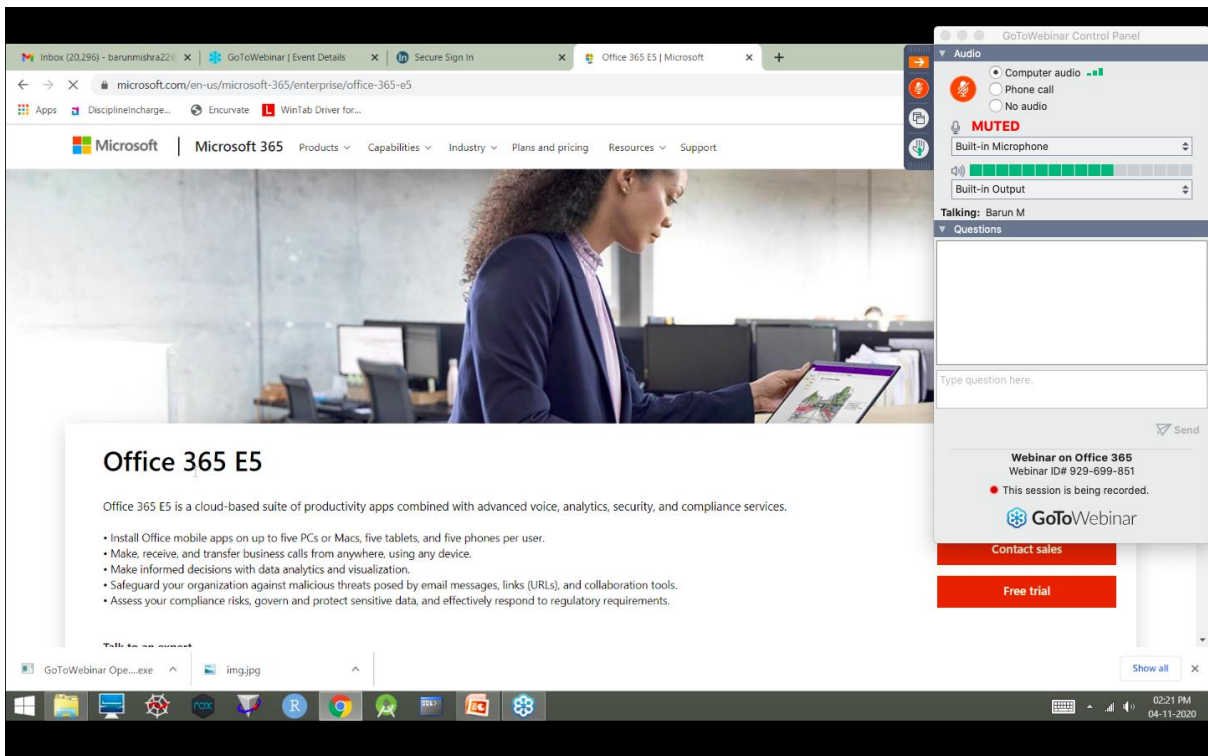
Dr. Chandra Shaardha, HoD, BBA welcomed the guest and thanked him for accepting the invitation.

Creating Trial Account of MS

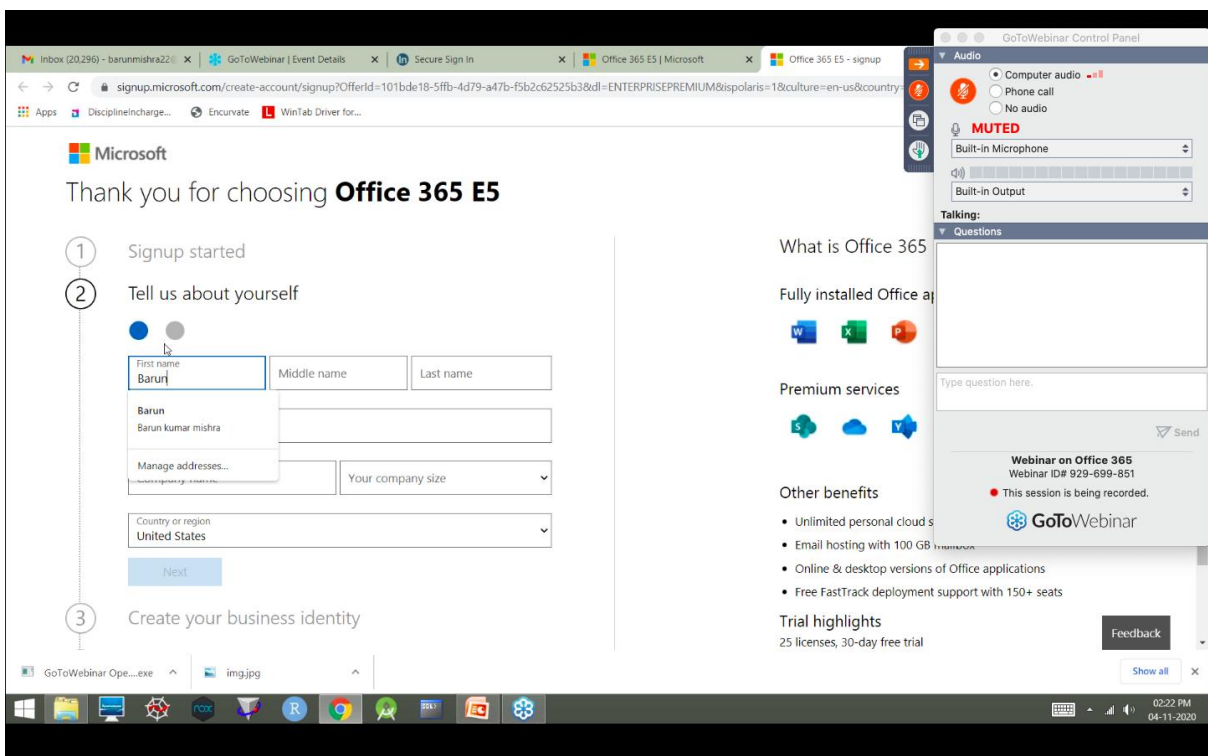
- ▶ Free Account for Ultimateclothing
- ▶ 30 Day Free Trial
- ▶ No Credit Card Required
- ▶ Office 365, EM & S, Basic Azure Services well

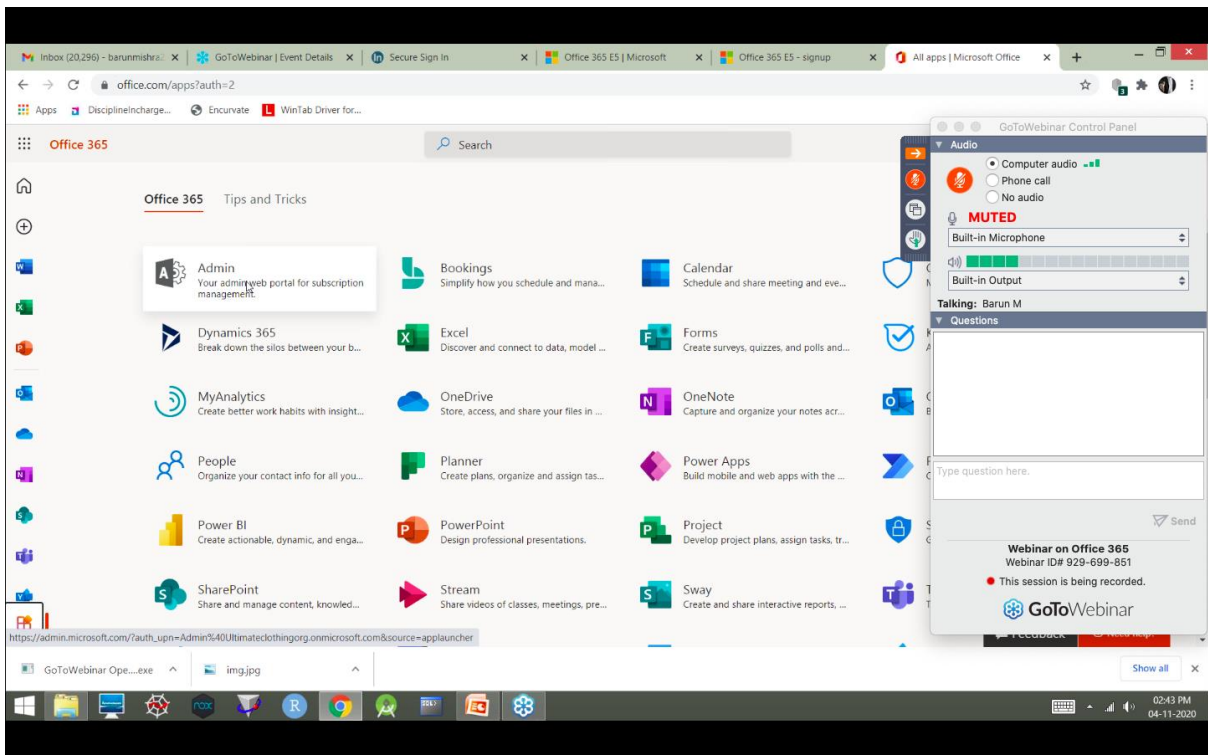
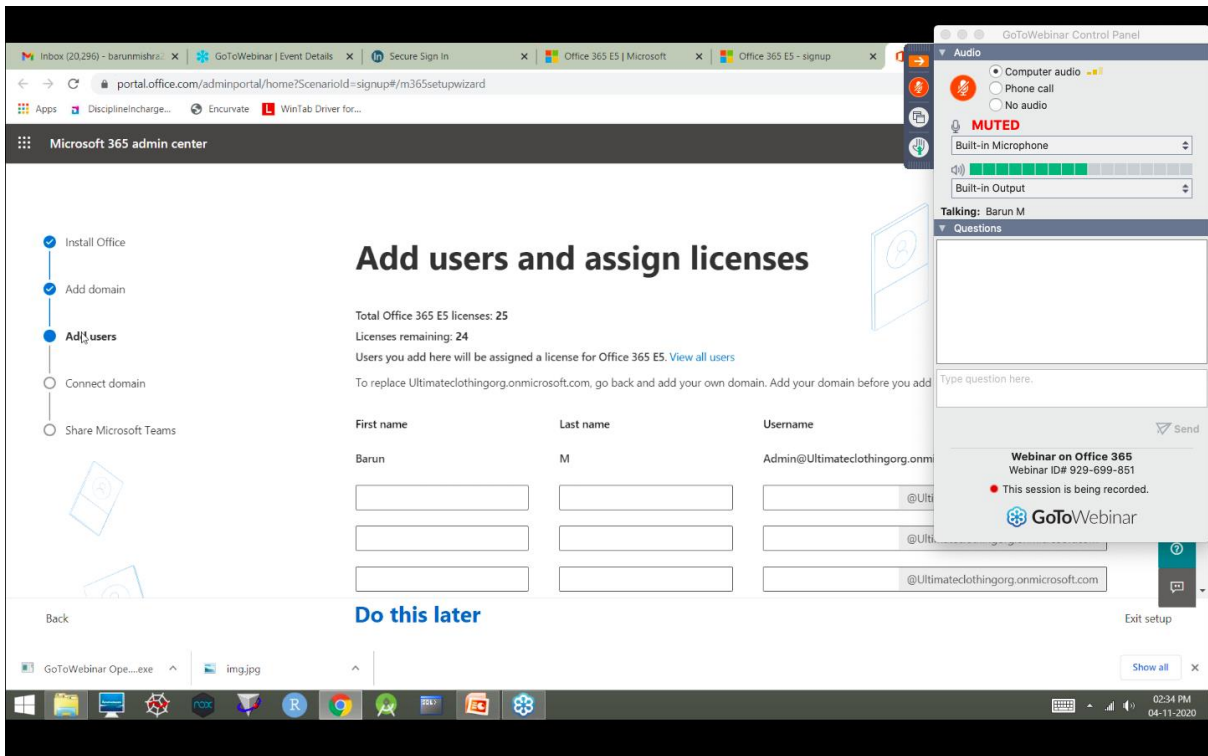


Mr. Mishra began the workshop with the essence of **Office 365** that it is a line of subscription services offered by Microsoft as part of the Microsoft Office product line. This brand possesses plans that allow usage of the Microsoft Office software suite over the life span of the subscription, as well as cloud-based software as a service products for business environments, such as Skype for Business Server, hosted Exchange Server, and SharePoint, among others. All Office 365 plans come with automatic updates to their respective software at no additional cost, as opposed to conventional licenses and features for these programs—where new versions require purchase of a new license.



The Office 365 service contains a number of products and services. All the components of Office 365's can be managed and configured through an online portal; users can be added manually, imported from a CSV file, or Office 365 can be set up for single sign-up with a local Active Directory using Active Directory Federation Services. He showed all the steps for activating the features.





Dr.Shikha Jalota,Associate Professor, BBA gave vote of thanks and expressed gratitude towards the guest for giving his valuable time to the students. Dr.Rashi Gupta,Assistant Professor, BBA coordinated for the event to be a success. Mr. Mishra answered all the

queries raised by students. The workshop was highly inventive, informative and interactive for all the students.