

soluzione Release News

As your partner for the modern workplace, we continuously expand our learning portfolio with practical, up to date content.

This release brings new and updated learning content on self-organization, AI, workplace safety, and digital skills.

► **Rethinking Self-Organization with M365**

New content on timeboxing and the Pomodoro technique has been added. The complete self-organization course is now also available for Outlook Classic. The content shows how proven productivity methods can be integrated directly into the digital workplace.

► **Artificial Intelligence in Focus**

New and updated content on Microsoft 365 Copilot, Copilot Chat, and ChatGPT helps employees use AI tools productively, effectively, and securely.

A key addition is the new course “Copilot – Use Securely, Understand the Limits.”

► **New Topic Areas: Workplace Safety & Digital Skill**

We are expanding our portfolio with new content on workplace safety in the office and digital skills — practical topics for everyday working life.

With this release, your employees get quick, relevant guidance for the digital workplace — exactly when they need it.

Read more below.



Overview of Our Updates

NEW: 409 Learning Objects	UPDATES: 536 Learning Objects
❖ New course: <i>Office Workplace Safety</i>	❖ Self-Organization with M365
❖ New course: <i>Self-Organization with M365 (Classic Outlook)</i>	❖ Microsoft Teams
❖ Course expansion: <i>Self-Organization with M365</i>	❖ M365 Tool Compass
❖ Course expansion: <i>Mobile Working with M365 (Outlook & To Do)</i>	❖ Loop
❖ Microsoft Teams	❖ OneNote Desktop App
❖ Use Cases	❖ Secure Passwords & MFA, Phishing, Home Office Security*
❖ M365 Tool Compass	❖ Working with AI*
❖ Loop	❖ Copilot M365 Chat*
❖ OneNote Desktop App	❖ Copilot M365
❖ Copilot M365 Chat	❖ ChatGPT
❖ Copilot M365	

*These topics are now also available in additional languages such as Spanish, French, and more. If you are interested, please check out our current portfolio below.

Overview of All Learning Content

To view a detailed overview of all soluzione courses and learning modules — divided into Microsoft and Non-Microsoft portfolios and available languages — please click here:

[Current Portfolio](#)



Our Microsoft 365 Highlights for Your Modern Workplace

Course Expansion: Self-Organization with M365 (Now also available for Classic Outlook)

Classic self-organization methods also include Timeboxing and the Pomodoro Technique. Not familiar with them yet? Then now is the perfect time!

In 9 new learning videos, you'll discover practical ways to improve focus, increase productivity, and reduce stress in your daily work routine — directly integrated into your Microsoft 365 environment.

New: We now also explain how to use these self-organization methods with Classic Outlook for a more structured workday. Don't miss the opportunity to master the art of self-management with this new course.

Course Expansion: Mobile Working with M365 – Efficiently Managing Tasks and Emails on the Go

Mobile work is about more than simply attending meetings while traveling.

Our new course content demonstrates how to work efficiently with tasks in To Do and emails in Outlook directly from your smartphone. This allows you to stay on top of your to-dos and respond quickly to incoming messages — no matter where you are working from.

The 15 new learning videos provide practical guidance on:

- Creating and organizing tasks in To Do Mobile
- Planning your day
- Setting reminders
- Writing, replying to, and forwarding emails in Outlook

This makes mobile working with Microsoft 365 even easier and more productive in everyday life.

Key Teams Updates in This Release

- **Faster Access to Drafts with the New Draft View:** The new quick view displays unfinished messages clearly and conveniently — helping you keep track of your work and continue exactly where you left off.
- **Verification Icons for External Users Improve Security:** A new verification icon clearly identifies external contacts, adding an extra layer of security to your chats and collaboration.
- **Small Changes, Big Impact:** With the new settings search bar, customizable Enter key behavior in chats, and a practical grid view for files, navigation becomes easier and work becomes more efficient.

The Teams courses have once again been fully updated. In addition, our “What’s New” video summarizes the most important changes at a glance.

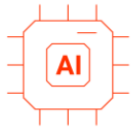
Important Course Updates Available

We have also updated several of our established learning offerings, including:

- OneNote Desktop App
- Tool Compass
- soluzione Use Cases
- Loop

The new OneNote content demonstrates how to structure information, efficiently reuse content, and improve collaboration within teams.

With Loop, you can now also learn how to summarize pages, create templates, and organize your workspace more effectively.



Artificial Intelligence: Working with AI Made Easy

(Non-Microsoft Portfolio)

New Course: Copilot – Use Securely, Understand the Limits

This new course provides a solid understanding of how to use Microsoft Copilot M365 securely and responsibly in everyday work scenarios.

Topics include:

- When to use Work Mode vs. Web Mode
 - What Copilot can and cannot access
 - How to protect sensitive data
 - Risks such as oversharing and data exposure
 - Situations where Copilot reaches its limits
 - How document versioning can improve Copilot response quality
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Copilot M365: New Features Available

This course presents the latest Copilot features in Microsoft 365, including:

- Working with documents in Word, Excel, and PowerPoint
 - Support for meetings, calendars, and presentations
 - Voice Mode
 - Copilot in Teams channels
 - Using the Copilot M365 app
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Copilot Chat: Key Updates at a Glance

This release focuses on:

- The Create area
 - Using different LLMs
 - The desktop app
 - Generating content such as videos quickly and easily with Copilot
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More Language Versions Available: AI is going international — and so are we.

Key learning content is now available in multiple languages, including French, Spanish, Polish, and more. For more information, please check out our current portfolio.

Our AI services support you continuously throughout the introduction, implementation, and use of AI solutions, helping you shape your own individual AI journey.

[More about AI-Adoption and Change-Management](#)

Learn more about our AI offering in a personal consultation. Our sales team will be happy to assist you at any time at sales@soluzione.de.



New Topic Area at soluzione: Compliance

(Non-Microsoft Portfolio)

With the new Compliance topic area, we are expanding our learning portfolio with important content related to safety, regulations, and responsible behavior in the workplace.

The new Office Workplace Safety course introduces practical guidance across 10 new learning videos, including:

- Identifying risks
- Ergonomic workplace design
- Safe handling of emergencies and technology

This helps raise employee awareness of workplace risks while equipping them with the knowledge they need to respond correctly in emergencies and promote preventative safety measures.



Cyber Security Awareness & Phishing: Stay Protected!

(Non-Microsoft Portfolio)

Turn your employees into the “human firewall” of your company.

Our services include:

- Courses on phishing, malware, password protection, data privacy, and home office security
- Phishing simulations
- Integrated reporting button in Outlook (Add-In)
- Campaign support via email and completion certificates

Further information can be found on our information page:

[More about Cyber Security Awareness](#)

You are also welcome to contact our sales team directly at sales@soluzione.de for a personal consultation regarding our Cyber Security Awareness offerings.

Interested in Our New Release?

You are welcome to schedule a short coordination meeting directly with our IT support team. In addition, hosted customers can automatically receive the latest content updates. This ensures that your learning content stays aligned with Microsoft’s Evergreen cycle without any additional effort on your side.

Naturally, this service is included free of charge as part of ongoing maintenance agreements.

Please contact our support team at support@soluzione.de.

How to Reach Us

Do you have questions, requests, ideas, or feedback? We are always happy to help.

Customer Success Management / soluzione Script GmbH

Email: service@soluzione.de