

# soluzione Release News

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As your Modern Workplace partner, we continuously enhance our learning portfolio to keep it practical, up to date, and closely aligned with your employees' day-to-day work.

This release once again brings new ideas, fresh content, and relevant topics to support your organization's digital learning journey:

► **Microsoft 365 Copilot: Discover New AI Capabilities**

Updated learning content introduces the latest Microsoft 365 Copilot capabilities — from the new Copilot Search and intelligent support in Excel to AI-powered features in SharePoint, PowerPoint, and Teams. This helps employees use Copilot more effectively and purposefully in their daily work.

► **Classify and Protect Data with Microsoft Purview**

Our new course shows how to protect sensitive information in Microsoft 365 using sensitivity labels. Employees learn how to handle company data securely, helping to establish a strong foundation for compliance and the responsible use of Microsoft Copilot.

► **Make Mobile Working Even More Efficient**

Our “Mobile Working with M365” course has been expanded with a wide range of new learning content. From scanning documents and managing appointments to making Teams calls and joining meetings on the go, the new learning videos demonstrate how to stay productive wherever you work.

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

Read on to discover what's new ...



## Overview of Our Updates

| NEW: 111 Learning Objects                                                       | UPDATES: 385 Learning Objects     |
|---------------------------------------------------------------------------------|-----------------------------------|
| ❖ New course: <i>Copilot Chat – Use It Securely, Understand Its Limitations</i> | ❖ <i>Mobile Working with M365</i> |
| ❖ New course: <i>Data Classification with Microsoft Purview</i>                 | ❖ Microsoft Teams                 |
| ❖ Course expansion: <i>Mobile Working with M365</i>                             | ❖ Office 365 2026                 |
| ❖ Office 365 2026                                                               | ❖ SharePoint                      |
| ❖ Microsoft Teams                                                               | ❖ Working with AI*                |
| ❖ SharePoint                                                                    | ❖ Copilot M365 Chat*              |
| ❖ Transition Guide: From Classic Outlook to New Outlook                         | ❖ Copilot M365                    |
| ❖ Copilot M365 Chat                                                             |                                   |
| ❖ 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: Mobile Working with M365

The “Mobile Working with M365” course has been expanded with 10 new learning units designed to help employees work efficiently with Microsoft 365 while on the go.

This update focuses on new content covering the Outlook mobile calendar, calls and notifications in Teams, scanning documents, and using Microsoft Edge on mobile devices.

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### Key Teams Updates in This Release

Microsoft continues to enhance Teams, with a focus on a more personalized user experience and the targeted use of AI-powered features for meetings and collaboration. These enhancements include customizable navigation options and more flexibility in managing meeting recaps.

To reflect these changes, the Teams course has been expanded with two new learning units. Employees will learn how to customize the navigation bar to suit their individual needs and how to delete automatically generated meeting recaps when necessary — creating a Teams experience that better fits the way they work.

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### Office 365 – Always Up to Date

With the latest Office 365 update (Version 2502), Microsoft continues to expand AI-powered capabilities and enhance collaboration across Microsoft 365. To reflect these developments, the Office 365 courses have been expanded with 14 new learning units.

Key additions include AI-powered image editing in PowerPoint and the Scheduling Poll in Outlook. The related learning videos are now conveniently grouped together in the “New Outlook” course. This gives employees one central place to find essential content on modern scheduling while learning how to use the latest Microsoft 365 features in practical, everyday scenarios.

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### **SharePoint Updates: Streamline Workflows in SharePoint**

The “SharePoint” course has been expanded with 5 new learning units demonstrating how recurring tasks and simple business processes can be digitized directly in SharePoint.

The new content focuses on Quick Steps, workflows based on templates, approvals, and forms for document libraries and file uploads. These learning units reflect the latest developments in Microsoft 365 and show employees how to simplify routine tasks, speed up approval processes, and make team workflows more efficient.

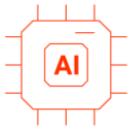
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### **New Transition Guide for New Outlook: Making the Switch Easy**

With the new Outlook, Microsoft has significantly redesigned the interface and many of its features — meaning that familiar workflows can differ considerably from Classic Outlook.

This is exactly where our new Transition Guide comes in. Using a simulated interface, employees first follow the familiar steps in Classic Outlook and are then shown where to find and use the same feature in New Outlook. This makes it easier to navigate the new interface and helps employees make the switch confidently without spending time searching for familiar features.

Tip: Employees who would like a more comprehensive overview of the key changes can explore the “Transitioning to New Outlook” course. Its concise learning videos provide practical explanations of the main differences between Classic Outlook and New Outlook.



## Artificial Intelligence: Working with AI Made Easy

*(Non-Microsoft Portfolio)*

### New Course: Copilot Chat – Use It Securely, Understand Its Limitations

AI can be used productively even without a Copilot license. The new “Copilot Chat – Use It Securely, Understand Its Limitations” course shows Copilot Chat users what they need to know about data protection, access permissions, and using AI securely in their day-to-day work.

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### Copilot M365: Bringing Even More AI into Everyday Work

Microsoft continues to expand the capabilities of Copilot M365, integrating AI even more deeply into applications such as Teams, Excel, SharePoint, and PowerPoint.

With 11 new learning units, the updated course introduces the latest features — from the new Copilot Search and Plan mode in Excel to using Copilot in SharePoint and automatically creating slides, mind maps, and study guides. Employees learn how to use AI more effectively, automate routine tasks, and create content faster and more efficiently.

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### Copilot Chat: Key Updates at a Glance

The “Copilot Chat” course has been expanded with two new learning units. Employees will discover the new “Search” area and learn how to use Copilot Chat directly in Excel to find information faster and complete tasks more efficiently.

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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](mailto:sales@soluzione.de).

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## More Learning Opportunities from soluzione: Data Classification

### **New Course: Data Security Starts with Everyday Work**

Microsoft Purview is Microsoft's platform for data classification, data protection, compliance, and data governance. It helps organizations identify, label, protect, and manage sensitive information in line with compliance requirements.

The new "Data Classification with Microsoft Purview" course features 9 learning units explaining how to apply Sensitivity Labels across Office, Outlook, Teams, SharePoint, and OneDrive. It also raises awareness of the importance of data security and the key role employees play in protecting company information.

In addition, the course explains why consistent data classification is an essential foundation for the secure and responsible use of Microsoft Copilot.

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## Cyber Security Awareness & Phishing: Stay Protected!

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](mailto:sales@soluzione.de) for a personal consultation regarding our Cyber Security Awareness offerings.

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### 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](mailto:support@soluzione.de).

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### 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](mailto:service@soluzione.de)