

A DAY WITH THE

7:25am

UT PRO SUBSCRIPTION

MEET SARA, an account director at a digital media company.

8:40am

Much of her work day is spent using different applications within Office 365 and accessing files on the company intranet.

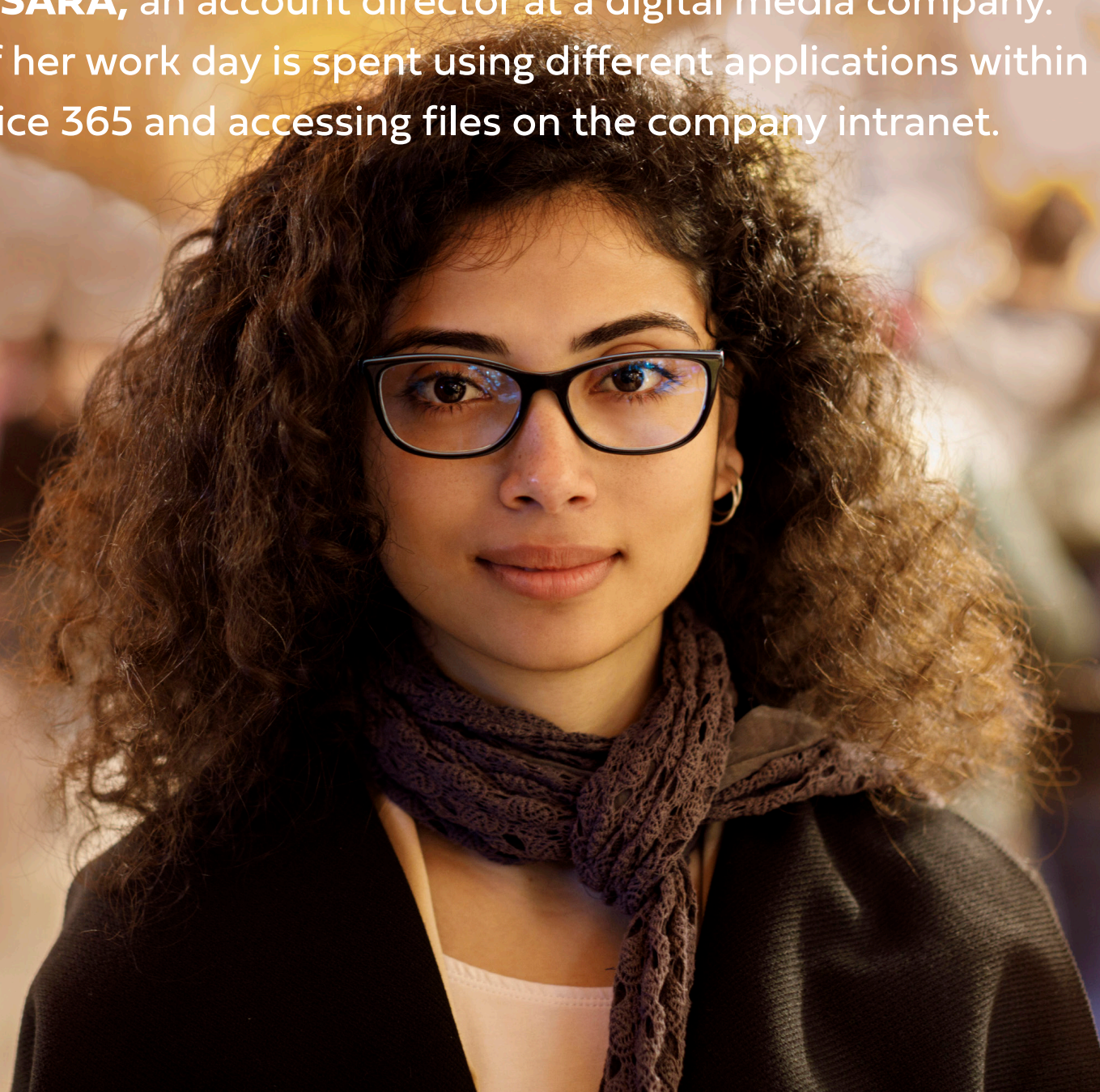
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7:25am

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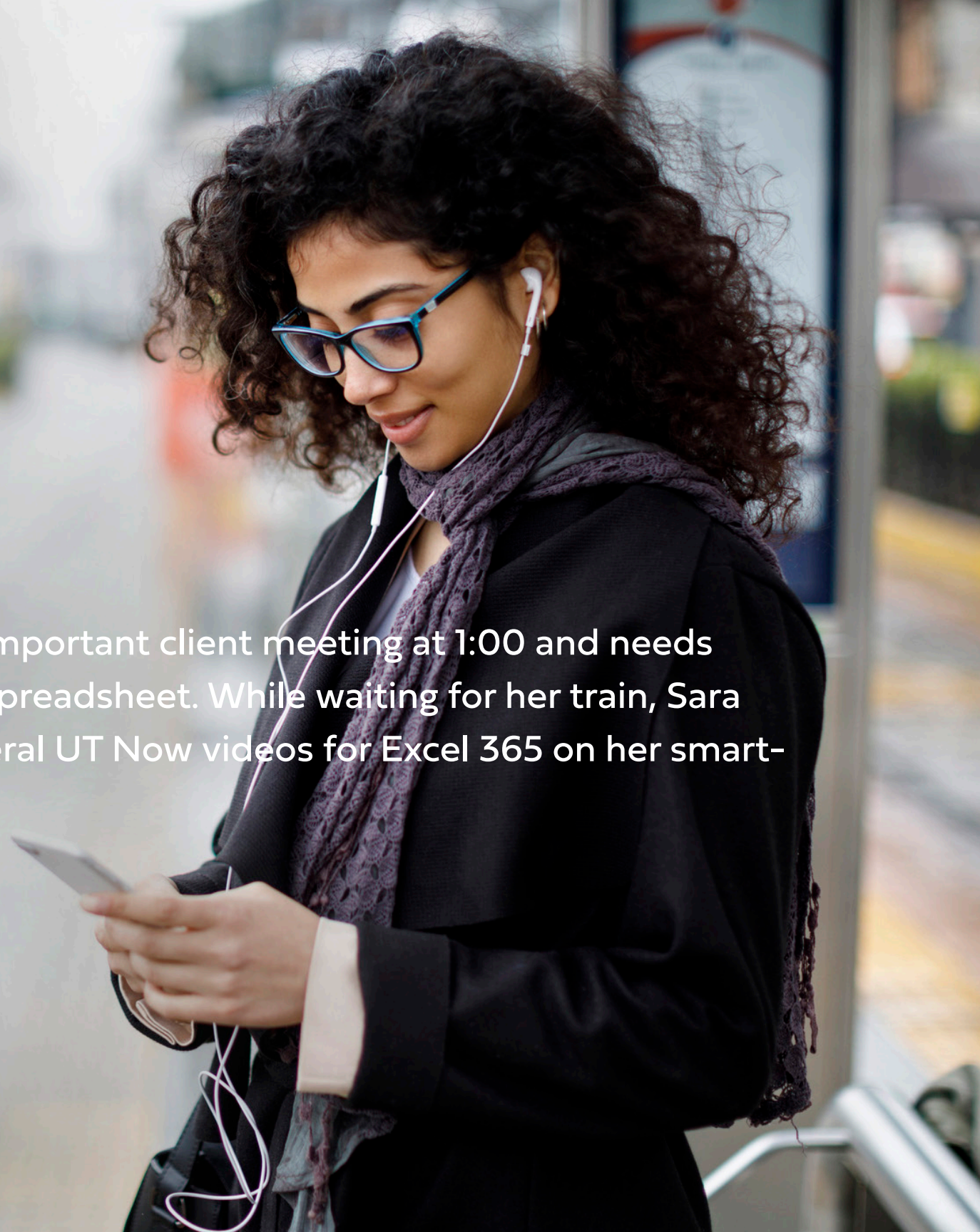
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Sara has an important client meeting at 1:00 and needs to finalize a spreadsheet. While waiting for her train, Sara watches several UT Now videos for Excel 365 on her smart-phone.



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Now in her office, Sara immediately applies what she learned from the task-focused UT Now videos. She adds several charts to better represent her data.



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Sara learns that her client meeting is rescheduled while on her way to meet a colleague for an early lunch. With a free hour on her schedule, she enrolls into a UT Live session for 1:00.



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Sara signs into her UT Pro subscription and accesses her UT Live session, Outlook 365 New Features. She takes several opportunities to ask questions to the live instructor and leaves a review after class.

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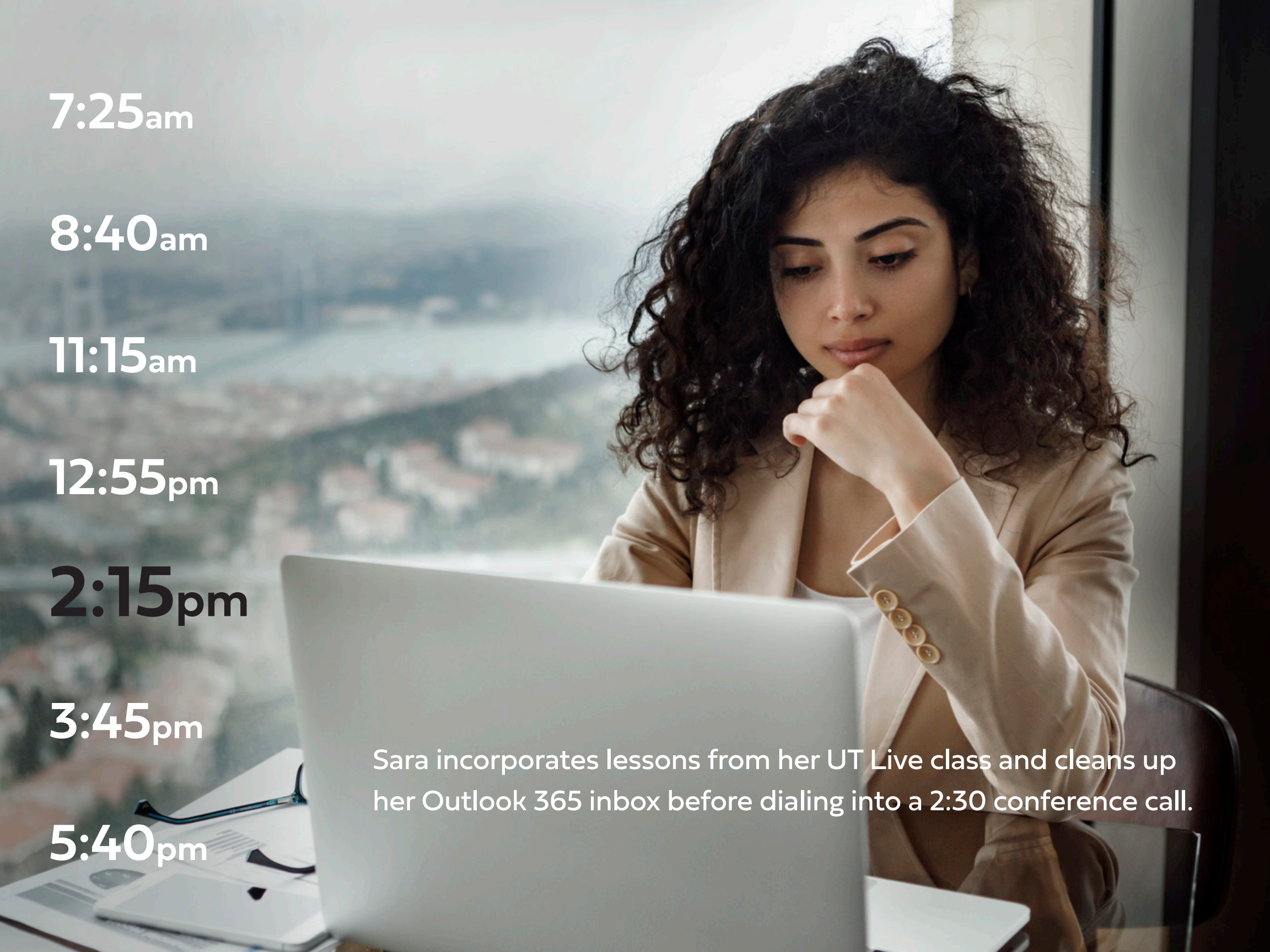
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Sara incorporates lessons from her UT Live class and cleans up her Outlook 365 inbox before dialing into a 2:30 conference call.



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Sara drafts up a proposal in Word with the help of her 8-page Word 365 UT Card. UT Cards are packed with screenshots and tips for assistance when you need it.



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Feeling great about her day, Sara emails her manager with suggestions for her ongoing learning and development. While waiting for her train, she enrolls into a full-day UT Live Excel class taking place the following week.