

# Digital skilling for your business

Fall 2023

The Microsoft Small-Medium Business Digital Skilling team has curated free online content from bite-sized to deep-dives so that you can learn more about digitizing your business at your own pace and level.



## Microsoft 365

Find out what you can do with your Microsoft 365 for business subscription.



### How Microsoft AI Can Boost Productivity and Creativity

[Video | 2 minutes](#)

Learn how AI can help you overcome writer's block, curate content, and boost productivity with Microsoft 365 Copilot. In this video we breakdown how you can expand your skillset and unleash your creativity with AI as your reliable copilot.

[View video](#)

### Microsoft Bookings – How to get started

[Video | 2 minutes](#)

With Microsoft Bookings, you can create and manage in-person and virtual visits all in one place. Your customers and clients can schedule appointments through a web-based scheduling page while a web app allows calendar owners and administrators define appointment types, manage staff schedules, and set business hours.

[View video | Start learning](#)

### Accept payments during Microsoft Teams meetings

[Video | 1 minutes](#)

The Payments app lets customers pay you in Teams meetings. It's a tool for small businesses looking to grow revenue by hosting appointments, classes, or events on Teams. Built by Microsoft, Payments is included with your M365 subscription.

[View video | Start Learning](#)

## General Business

Microsoft is here to help your business grow & thrive.



### SEO for small business: Everything you need to know

[Article | 5 minutes](#)

62.2 percent of users will click on an organic search result (one web page search engines think is relevant to your query). Good SEO makes you more visible online. Which means you'll get in front of more potential customers.

[Start reading](#)

### How to plan for quarterly taxes when you're a freelancer

[Article | 4 minutes](#)

Self-employed Americans are unique when it comes to paying taxes. If you're a freelancer, you're responsible for paying your taxes quarterly. Learn how freelancers can plan and budget for quarterly taxes.

[Start reading](#)

### 11 ideas for how to organize digital files

[Article | 7 minutes](#)

Sorting through unorganized work folders, files, and documents can be challenging and frustrating. Here's a guide to organizing files.

[Start reading](#)

### Best practices for collaborating in Microsoft 365

[Video | 4 minutes](#)

Microsoft 365 gives you the flexibility to work wherever and however you want. This means you can work in the web, on your desktop, or using your mobile device. Watch this video to find out about a few best practices for collaborating with Microsoft 365.

[View video | Start learning](#)

### Introducing Microsoft Clipchamp: Unlock the power of video at work

[Video | 2 minutes](#)

Anyone can easily create videos at work with Microsoft Clipchamp, an easy-to-use video creation and editing app in Microsoft 365. Clipchamp has quick and intuitive video editing tools that help you harness the power of video to enhance your work—with the data security of Microsoft.

[View video | Start learning](#)

### Get help or support with Microsoft 365

[Video | 2 minutes](#)

If you need help while using Microsoft 365 for business, you have a number of options, including phone and email support, Business Assist for you and your employees, and Microsoft partner services.

[View video | Start learning](#)

### How Terrell & Jarius use Microsoft to Run their Influencer Family

[Article | 5 minutes](#)

See how dads Terrell and Jarius use Microsoft tools to handle household planning and day-to-day tasks for their influencer family.

[Start reading](#)

### Unlocking potential: The benefits of prioritizing frontline employee engagement

[Article | 10 minutes](#)

Explore the multifaceted nature of frontline employee engagement and find practical strategies organizations can use to keep their frontline workforce productive and engaged. By prioritizing employee satisfaction and well-being, everyone stands to benefit.

[Start reading](#)

### How digitally mature is your business?

[Questionnaire | 3 minutes](#)

With the Digital Maturity Compass, see how your technology adoption measures up and obtain actionable insights.

[Learn more](#)