



### Efficient Knowledge Sharing:

Social Squared enables efficient knowledge sharing among team members and across the organization. It provides a platform for employees to ask questions, share insights, and collaborate on solutions, fostering a culture of continuous learning and information exchange.

**Verified Answers:** One of the standout features is the ability for new users to find verified answers to their questions. This not only saves time but also ensures that employees receive accurate and reliable information, reducing the risk of misinformation and errors.

**Enhanced Collaboration:** By integrating with Microsoft Teams and SharePoint, Social Squared facilitates seamless collaboration within your platform of choice.

### Documentation of Knowledge:

Discussions within Social Squared are archived, creating a valuable knowledge repository over time. This knowledge base can be tapped into by new hires, enabling them to quickly onboard and access historical insights and solutions.



## Training Outline

### Social Squared – Administrator

#### Course Outline

- Configuring Social Squared
  - Forum Groups
  - Forums
  - Forum Settings
- Configuring properties
  - Forum Groups
  - Notifications
  - Paging
  - ChatGPT
  - Emojis
  - Tagging
  - File Attachments
  - Badges
  - Ratings
  - Voting
  - Polls
  - Anonymous Postings
  - Terms & Conditions
  - Hiding & Showing Columns
  - Content Data Archiving
  - Exporting/Importing Configuration
- Creating Moderators
  - Moderating Posts
  - Moving Topics
  - Deleting Topics
- Configuring Social Squared in Microsoft Teams
  - Teams Channel
- Social Squared Adaptive Cards
  - Configuring Adaptive Cards for Viva Connections