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About the Author. Ken Withee is a Microsoft Certified Technology Specialist and president of Portal Integrators LLC, specialists in Microsoft SharePoint, SharePoint Online, and Office 365. Jennifer Reed is a program manager at Microsoft and founder of Cloud611, which specializes in Content Management Systems (CMS), SharePoint, and Office 365.

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She is author of Office 365 for Dummies, Migrating to Office 365 for Dummies, and Office 365 for Higher Education. She holds a bachelor's degree in Economics. Jenn is a PMI-certified project management professional, a Certified Scrum Master, and a Microsoft Certified Professional in Office 365 administration.

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