

Microsoft Office 365

Your 60- second primer



What is Microsoft Office 365?

Office 365 brings together all the most common Office applications (*Outlook, Word, Excel* etc.) with newer collaboration and communication apps (*Teams, OneDrive* etc.). As Office 365 is cloud-based (accessed over the internet), you can work from any online device



What can I do in Office 365?

Exact Office 365 settings will vary, depending on what functionality you need for your role. Some common tasks are:

- Access emails & files from any online device anywhere
- Chat, call, and meet - including video conference



What problems does Office 365 solve?

- No longer tied to a specific computer: work from any online
- No hunting for dial-in numbers or running to make a meeting: join from any device
- Check email or a file from any device anywhere, without needing to find a computer



How do I use Office 365?

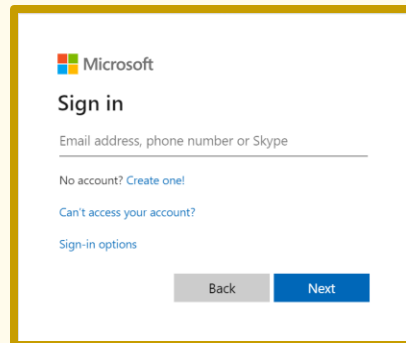
- Download the different Office 365 apps to your computer and smart device
- Log in to Office 365 securely from any browser, using Multi-Factor Authentication



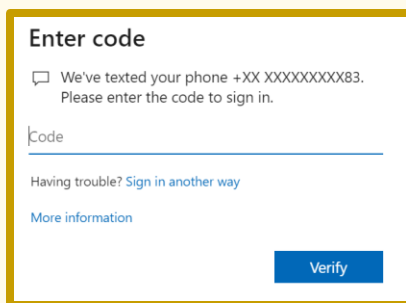
Office 365: four steps to get started

1. Sign in from a browser

- From any web-enabled device, open a browser and go to: portal.office.com



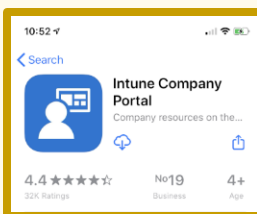
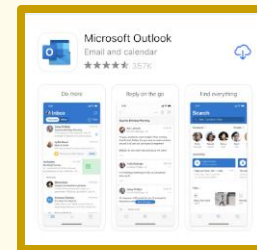
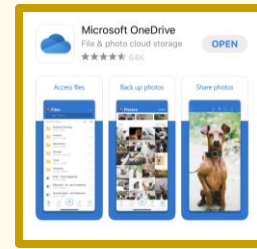
- Enter your work email address, and usual password.



- Respond to the multi-factor authentication prompt.
- Once you've signed in, you will be able to navigate between the different Office apps for which you have been permissioned.

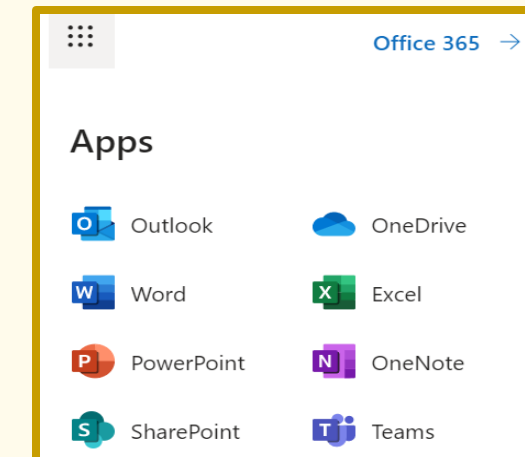
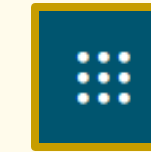
2. Download apps

- The best way to access Office 365 from anywhere is through Microsoft's official apps, available for Apple, Android, and Windows devices
- You can either choose Microsoft **InTune** – one single app you can use to access other Office 365 tools – or, for enhanced functionality, the individual apps for Outlook, Teams, and OneDrive – as well as Word, Excel, and PowerPoint
- You'll need to log into the app by entering your work email address and usual work password, and respond to the multi-factor authentication prompt when asked.



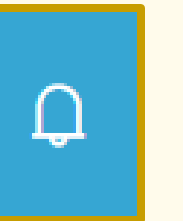
3. Explore the waffle

- Look for a 3 x 3 pattern of dots or squares in the top left of your screen (colours vary)
- This is your **waffle** – the Office 365 navigation menu
- The waffle allows you to navigate between different Office 365 apps (e.g. Outlook & Word)
- The apps you'll see when the waffle opens will depend on the functionality you need for your role



4. Check profile & settings

- In the top right hand corner, you'll find options for your **Notifications**, **Settings**, and **Profile**
- Notifications** alerts you to new activity – such as upcoming meetings. You can change what you're notified about – and how you're notified (e.g. a sound)
- Settings** allows you to change some aspects of Office 365, such as colour scheme, and review the settings for different apps, like Outlook.
- Your **Profile** can be accessed through the circle with your initials. Use Profile to add your photo.

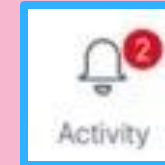


Microsoft Office 365: Cool things to try

Find earlier versions at the click of a button

With files saved in OneDrive, you can review and revert back to a previous version of a file if necessary. With shared files, you can also see who made which changes, and when.

@ mentions

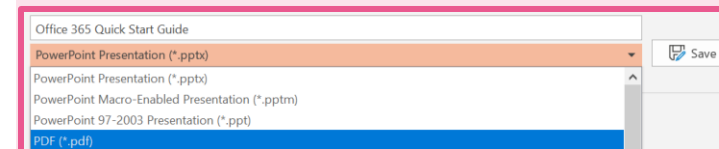


Get someone's attention by @ mentioning them – type @ and then their name, picking the right person from the list that appears.

They will be directly notified that they've been mentioned.

Need a PDF?

Documents in Word, Excel, and PowerPoint and more can be turned into PDFs simply by using **Save As ...** and selecting **PDF** as the format.



It's waffly good

- Look your **waffle** - 3 x 3 pattern of dots or squares in the top left of your screen
- It allows you to navigate between different Office 365 apps (e.g. Outlook & Word)



Constant access to the latest functionality

As Office 365 is internet-based, it means Microsoft is constantly improving O365 functionality – without the need for a formal CVUHB upgrade. It does mean things can change overnight though!

Co-author documents in real-time

Depending on your permissions, you can work in shared documents saved in OneDrive at the same time as other people – and see each other's changes as they happen. No more sending an email attachment back and forth!

Executive summary

The current consumer electronics market is experiencing unprecedented change—and with that change comes great opportunity. Together, Litware and Contoso are ideally poised to take a market leadership position and deliver quality, consistency, and innovation to their customers. Increasingly, people have their devices in hand. They are always on and always connected, so they require more from these devices—more power, more speed, more seamless integration. The industry challenge remains clear: Understand your customers, anticipate their future requirements, and deliver above their expectations. That's why a Litware-Contoso partnership makes sense. No one in the consumer electronics market has a better understanding than Contoso of its long history of exciting innovation, turbulent disruption, and remarkable growth. And no one in the market has been able to navigate through these changes and empower its partners like Contoso. What

Share links, not attachments.

When you share a document link with colleagues and those in approved external bodies, they are always taken to the latest version of the document - no more fuss with email attachments. Using links also protects sensitive data by preventing it being forwarded.

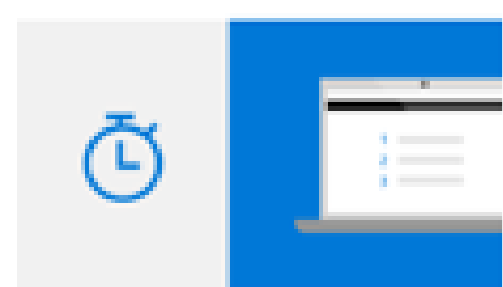


Office 365: find out more

On [Microsoft's website](#), you'll find a wide range of learning resources for its applications – Word, Excel, PowerPoint and many more. These guides are constantly updated to reflect the latest changes to the apps. Click on an image below to go straight to the guide – or [visit the website to see more](#).



[Microsoft O365](#)



[Outlook](#)



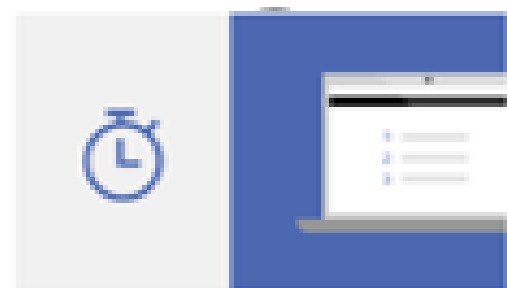
[Word](#)



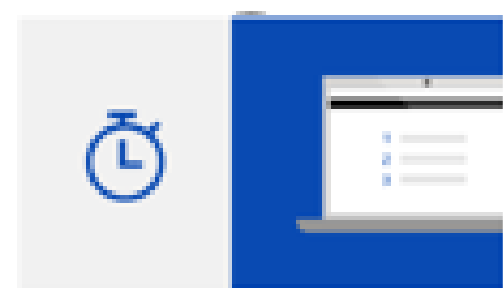
[Excel](#)



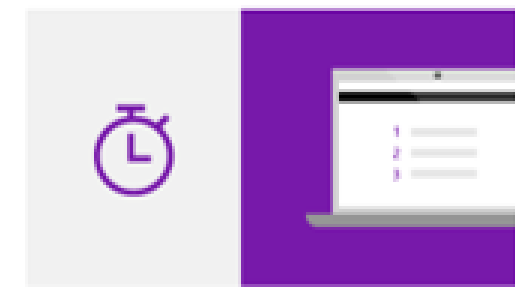
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