

Full-Day Tutorial: A Power User's Guide to Building Productivity Solutions in Office 365

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Agenda

- ▶ Overview of Office 365
 - ▶ Primary Pillars of Office 365
 - ▶ Additional Tools
 - ▶ Mobile Apps
- ▶ When to use what?
- ▶ Groups & Teams
- ▶ Collaborating on Documents
- ▶ Searching for People & Content
- ▶ Automating Solutions & Designing Forms with Power Apps and Flow
- ▶ Q&A

Introduction

What is Office 365?

Experience
Office
virtually
anywhere

- Office 365 is a subscription service that keeps you up-to-date with the latest versions of Office applications and other cloud services.
- Your recent documents, settings, and custom dictionaries follow your Office 365 account, so you can quickly pick up where you left off from any device.
- Office Web Apps—for Microsoft Word, Excel, PowerPoint, and OneNote—let you work across multiple devices right from your browser. Users can work on the same file together, simplifying version management.

Why Office 365?

- ▶ **Work collaboratively with teams.**
- ▶ **Have interactive online meetings.**
- ▶ **Store and share documents.**
- ▶ **Get email, calendar, and contacts.**

Primary Tools

What are the key components included in Office 365?

- ▶ Outlook Online (Exchange Online)
- ▶ SharePoint Online
- ▶ OneDrive for Business
- ▶ Skype for Business
- ▶ Office Online

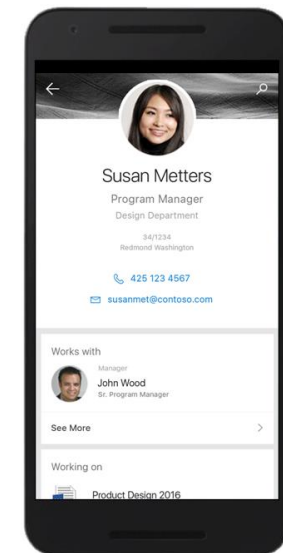
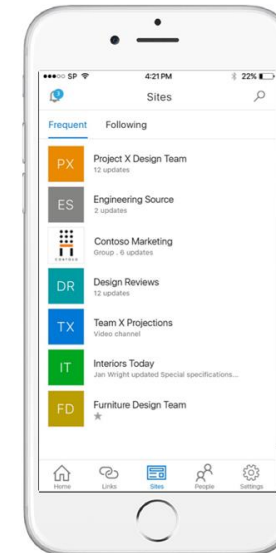
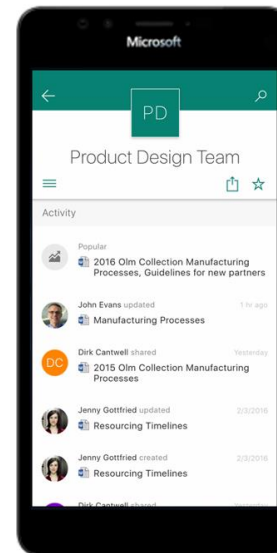
What Else?

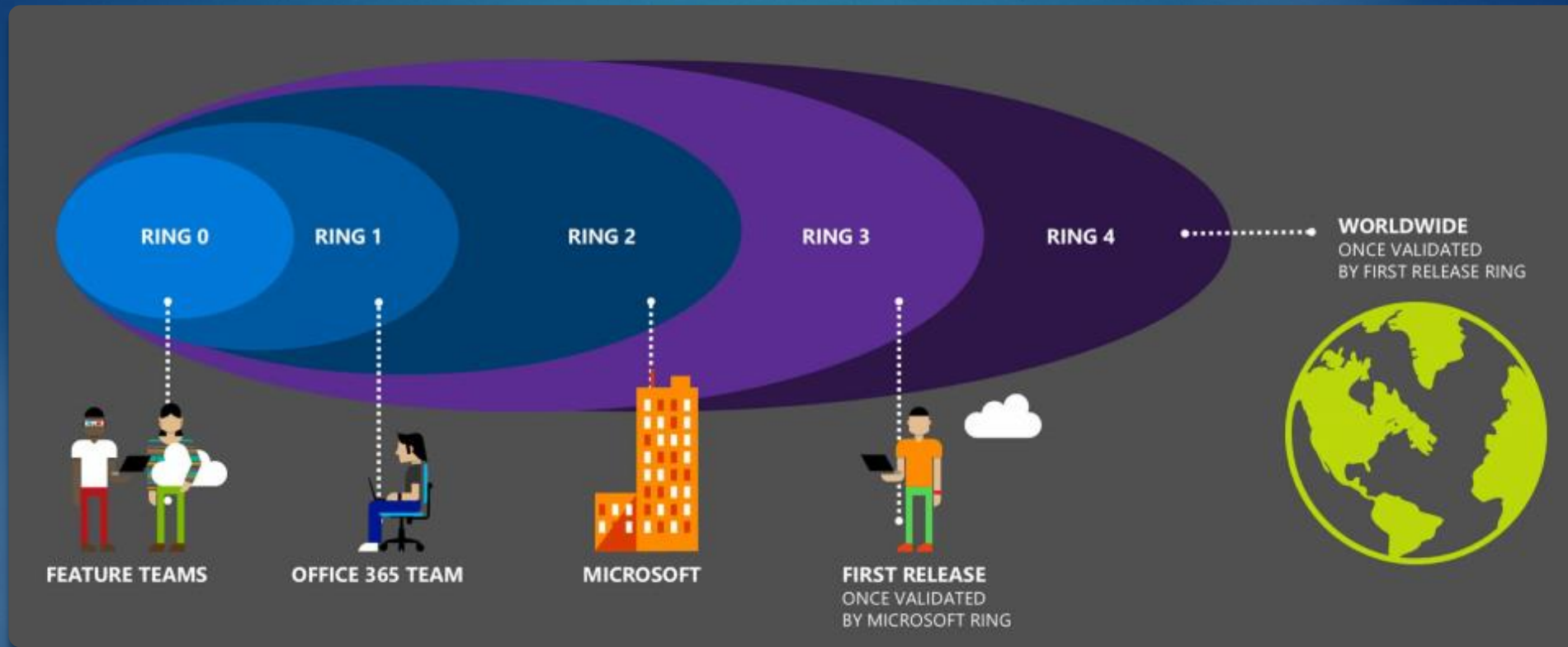
These are other applications that are included in Office 365.

- ▶ Yammer
- ▶ Teams
- ▶ Planner
- ▶ Delve
- ▶ Power BI
- ▶ Flow
- ▶ PowerApps

Mobile Applications

- ▶ SharePoint App
- ▶ Groups
- ▶ OneDrive
- ▶ Teams





Understanding Feature Deployment



But when do we use what?

Making business decisions within the chaos!

Guiding Principles

- ▶ Just keep moving!
 - ▶ Waiting for the “perfect” solution will keep you waiting forever!
- ▶ Know YOUR Stuff
 - ▶ Who are your users?
 - ▶ How do they typically behave?
 - ▶ What tools do you think will work best for them?
 - ▶ What documents REQUIRE additional metadata and tagging?

Groups & Teams

GROWING PAINS!

Figuring out the path when
things make no sense at
all.....

▶ Wiki??

Collaborating on Documents

Searching for People & Content

Automating Solutions & Designing Forms with Power Apps and Flow

Q&A