Get Started with Office 365

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Office 365
Today’s goals

Introduce Office 365
Showcase Office 365 interface
Provide resources to get started
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.
- The Office applications you know are optimized for your devices, so you can work your best wherever you happen to be.
- 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?

Store and share documents.
Share your own documents with others through Office 365. Or, upload documents to a team site to build a document library and a project history.

Get email, calendar, and contacts.
Use Outlook and Outlook Web App to access your email, calendar, and contacts.

Work collaboratively with teams.
Create a customized Office 365 site to collaborate with others. Create document libraries, add apps, and use community features to enhance sharing.

Have interactive online meetings.
Use Lync for online meetings that have full web conferencing features, including audio, video, sharing, and presentations.
## Objectives for Office 365

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<th><strong>Start...</strong></th>
<th><strong>Stop...</strong></th>
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| **Collaborate openly on teams and projects** | • Using a shared workspace.  
• Building project history. | • Attaching files in email.  
• Using email for discussions. |
| **Create and contribute to shared content** | • Storing content centrally.  
• Using collaboration tools. | • Storing content locally.  
• Sending revisions in email. |
| **Run effective meetings** | • Having online meetings.  
• Using shared workspaces. | • Using pay-by-minute conferencing.  
• Booking up conference rooms. |
| **Maximize your productivity** | • Using tasks and presence.  
• Subscribing to feeds and finding experts. | • Relying on old tools and practices.  
• Re-solving the same problems. |
| **Share your identity and expertise** | • Maintaining your profile.  
• Sharing your work. | • Sending updates through email.  
• Storing your work locally. |
| **Engage with community and build a knowledge base** | • Using social networks.  
• Proactively sharing information. | • Limiting your network to your physical location. |
### Objectives for Office 365

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<th>Use...</th>
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Office 365 tour

Manage your email

• Send, receive, and manage all of your email messages and folders.

• Manage your calendar, and create appointments and online meetings.

• Add contacts and check availability
Manage your calendar

- Check your appointments, switch views, and create other calendars (e.g. a family calendar).
- Create, delete, and change appointments; get local weather information.
- Schedule online Lync meetings.

Schedule a Lync Meeting
Meet face-to-face or save yourself a trip by meeting online with Lync 2013.

Switch views
Use the calendar view that best fits your workflow. Switch as often as you like.

Current time marker
The line across the middle indicates the current time so you can see what's up next.

Create other calendars
Quickly see the best time to schedule a business meeting or a family vacation.
Office 365 tour

Manage your contacts

- Add, remove, and manage your contacts.
- Create a contact group
- Check contacts’ availability, get more information about contacts, and start conversations or meetings.
Office 365 tour

Store and share your documents with OneDrive for Business

- Review and edit documents that are shared with you.
- Sync libraries to your computer.
- Send email to people you’re sharing a document with.
Store and share team documents with Sites

- Create a team site, with a custom design and permissions.
- Create, upload, view, and edit documents on the team site; sync libraries to your computer.
- Get notifications when a document changes.
Office 365 tour

Meet online with Lync

- Share your desktop, a program, or a PowerPoint presentation.
- Record a meeting, share the recording, and play it back.
- Manage permissions, use a lobby for admittance, and manage participants during the meeting.