

Office 365 App Overview

Office 365 can connect your organization to the Office Cloud in a way that will help your success. However, an entire company must have the knowledge to use the tools effectively. If any staff is out of balance with the overall business strategies, then a company will not be able to advance its technology goals. Choosing a process that will strengthen your goal will help an organization succeed. The following are six areas that can strengthen your company for success:

Standard Applications

Word Online



This is web-based **Microsoft Word**. It is not as powerful as the standalone version, but its file format is completely compatible, and most edits can be done online.

Excel Online



This is web-based **Microsoft Excel**. It is not as powerful as the standalone version, but its file format is completely compatible, and the majority of edits can be done online.

PowerPoint Online



This is a web-based **Microsoft PowerPoint**. It is not as powerful as the standalone version, but its file format is completely compatible, and the majority of edits can be done online.

OneNote Online



This is an electronic version of note-taking similar to using a notebook binder. It is used for typing notes, collecting electronic information such as audio recordings, videos, electronic handwriting, pictures, email messages, **Excel** files, **Word** documents, etc. Once everything is organized, you can search for specific content.

Communication

Outlook Online



Outlook Online, also called **Outlook Web Access (OWA)** and its databases are synchronized with **Outlook** on a desktop. It can be used from home or any web browser access via the internet. The software does *not* need to be installed on the computer being used. Of course, **Outlook Online** will not have every option available compared to your desktop **Outlook**, but you will find many basic functions available to read and send email.

Tasks



This is an organizational feature that will notify you when an action item is due. **Tasks** are built into your desktop **Outlook** and are synced with **Office 365**. It can be accessible by clicking the **Tasks** button in the **Office 365** web interface or can be found in the **Tasks** portion of your desktop **Outlook** at the bottom left side of the screen. It is also possible to create and edit tasks. Also, different views of **Tasks** can be shown to determine due dates.

Teams



This is used to bring groups of people together for work, projects, or any common interest that needs to be centralized. **Teams** allow you to capture common information concerning a specific topic in a collaborative environment. It integrates **Email**, **Conversation (Chat)** capabilities, **OneDrive**, **SharePoint**, and has a built-in remote meeting capability similar to **Skype**.

Whiteboard



This will display a digital **Whiteboard** used to share your ideas on an electronic pad using a pin, touch or keyboard. It can also be used to explain a concept to a group within an online meeting.

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Power Automate (Flow)



This will create **Workflows** between your apps, files, and data to automate time-consuming tasks. You can create an approval process and each participant will be notified based on the **Workflow** rules established. You can also have your email send you a text message if an important email arrives. There are templates of predefined rules to choose in order to simplify the process.

Organization

Calendar Online



This is a web-based tool built into your desktop **Outlook** and are synchronized with **Office 365 Calendar**. You can add events in either location and everything will be automatically updated. You can add additional people to your scheduled meetings, view availability, change dates, and cancel a meeting. If you are using room locations in your desktop **Outlook**, these will be available in **Outlook Online**. You can share your **Calendar** with others by simply choosing the necessary permissions.

People Online



This is a web-based tool built into your desktop **Outlook** and are synchronized with **Office 365 Tasks**. The **People** pane will allow you to add contacts for use in **Email**, **Calendar**, and **Tasks**. You will also notice it provides the same layout as your desktop **Outlook**.

Onedrive



This is an internet-based disk storage location used to save and share files. These files are automatically backed up and all changes can be restored using the history feature. **Online** applications are automatically saved as you work so there is no loss of information, and you will never lose anything. Instead of sending a file to someone using **Outlook Email** you could share the file and send the link. This reduces overall disk space for each email sent and you can also disable the rights to disallow access in the future.

Planner



This is an organization tool to plan your day-to-day tasks that need to be completed. You can plan, organize, and assign tasks, share files and get progress from those who were assigned the task. It can be integrated across the team to provide visibility for brainstorming ideas, track a project, prepare for a customer visit, etc.

Information Resource

Yammer



This is a private enterprise **Social Media Network** connecting employees instantly. It provides news feeds to broadcast announcements/events, microblogging (short broadcast messages) to all subscribers or private groups, post files and allow editing of group documents, and it provides access to information about people in the enterprise. **Yammer** helps users be more productive by allowing subscribers to communicate with other people within the organization in real-time.

Delve



This will allow you to access information based on what you are looking for, who you are working with, and will search for information based on established permissions across the **Office 365** network. If you forget the title of a document, you can search for a keyword inside the document. Other people will not see your private documents, only the documents you make public. You can click on someone's name or picture (**People**) to see the documents they are

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working on or to learn more about them. When you find something interesting, add it as a favorite or to a posting board so you can review it at a later time.

Stream



This will list videos similar to **YouTube** that have been posted for your server. The videos can be created from classes, meetings, presentations, and training sessions. They can then be posted in **Stream**, so the videos are available on demand. **Stream** is replacing the **Office 365 Video** app.

High-end Applications

Project Online



Project Professional 2019 has been the number one tool for creating a project plan, establishing relationships between tasks, and managing the success of projects. **Project Online** is a web-based project tool to accomplish a similar objective but allows you to upload all projects in order to see how they interrelate. It will allow you to create **Resource Pools** and define specific skills to search for a specific resource. There are advantages to integrating **Project Pro 2016** and **Project Online** in order to utilize central resources such as **Calendar, Multiple Projects, and Risk Resources**.

Power BI Pro



This is a **Web**-based application that can be accessed using a **Web Browser**. The **Power BI Desktop** tool is generally used to develop reports/charts describing the status or progress of your database. When complete, the **Power BI Desktop** charts can be published to the **Power BI Web** tool in order to create **Dashboards** to be viewed in a **Web Browser** to anyone on the internet. This is also a powerful technology used to distribute charts rather than using **Excel**.

Development

Sway



This is an **Office 365** app that helps you and your colleagues' express ideas using an interactive, web-based canvas. **Sway's** design engine helps you quickly and easily produce professional, interactive, and visually appealing designs from images, text, documents, videos, maps, and more. You can also modify the results to get the unique look and feel you want. **Sway** makes your creation look great in any browser, on any screen, and you can share it with your customers and colleagues by simply sending a link.

Forms



This will create a form input screen for distributing surveys, evaluations, customer feedback and collecting information using an input screen. The result will be displayed in the **Response** tab and can be exported to **Excel**.

Sites (Teamsites)



Sites is a **Sharepoint** site used to display a web page about yourself, department, or a service at a company. **Teamsite** is a **Sharepoint** site that was created from an **Office 365 Teams** project. It will contain a **Teams Project** resources and will bring the team together from different locations to provide a common working strategy. It could contain a **Central Team Calendar, Blog, Documentation Upload, Text Box** to explain a process, **Task List**, or whatever you wish to post for the team.