OFFICE 365 WHAT YOU NEED TO KNOW FOR 2019

Jason Lasby

Pax8 SharePoint Solutions Engineer

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WHAT IS THE OFFICE 365 CLOUD?

SharePoint

- Company Intranet, News, Announcements, Shared Documents for the team or project you might be working on or with. Content is shared internally, outside users are not allowed.

Teams

- Chat, internal phone calls, video meetings, screen sharing, real time collaboration on documents. Each department has a Teams Team with multiple Channels for each project you might work on. Can collaborate with outside users, if settings are enabled. Used for meetings with everyone!

OneDrive

- Personal storage location for working on documents BEFORE you are ready to share them with other people. Need to create a new Word or Excel file, go to your OneDrive location and create it, now it will ALWAYS be protected.

WHY USE THE CLOUD

- Ability to connect to other cloud services with ease.
- Accessible from any device with an internet connection.
- Most apps only require a web browser to access the services vs complicated software that was installed on your computer.
- Intelligence built in to most apps and services which drives value from connecting these bits and pieces together to see information in ways not possible before.
- New features constantly being rolled out along with improvements to the user experience.

CAPABILITIES OF OFFICE 365

- PowerApps the easy way to create mobile applications from a SharePoint List or Document Library
- PowerBI Reporting and Dashboarding capabilities
- Flow, the workflow engine that allows you create a workflows and automate routine tasks.
- Azure, AD, logic apps, chatbots, knowledge bases
- Invoicing, Bookings, and the Graph, AI for Office 365

THE OFFICE WORKER'S JOURNEY TO THE CLOUD

- Users adopt OneDrive for personal file storage and as the place to go when creating new files. The OneDrive strategy works best when users install the mobile apps on their phones for the complete cloud experience.
- When users see their files across all their OneDrive locations, they begin to trust the system which is the gateway to trusting other cloud services.
- Users who understand the importance of OneDrive will be able to easily understand other cloud services, concepts, and when to use them.

ONEDRIVE

What is Microsoft OneDrive?

- Description of Microsoft OneDrive and what it offers

How can OneDrive work for you?

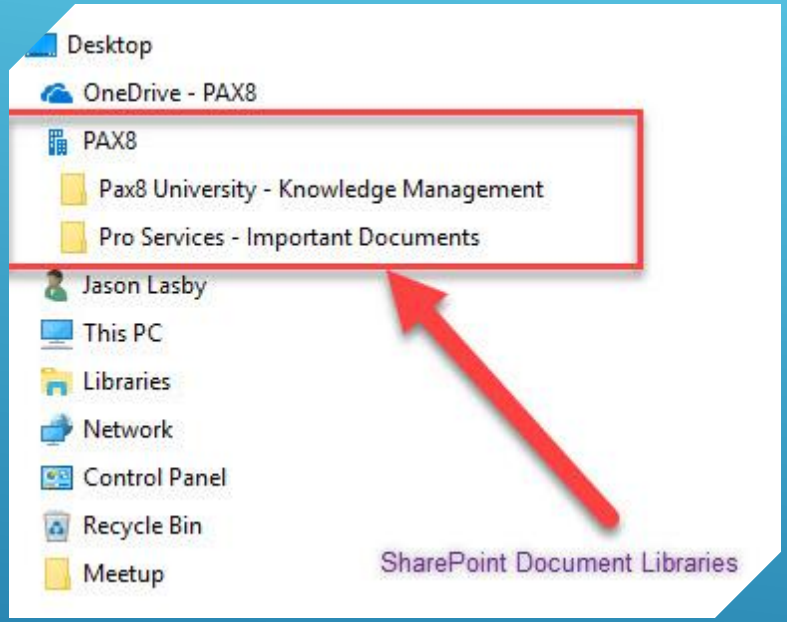
- Benefits of using OneDrive vs DropBox
- Quick walk through of how OneDrive works

Where can you find additional resources?

ONEDRIVE BASICS

- OneDrive for Business is a cloud based file storage location accessible from your laptop, phone, or tablet that is associated to your Office 365 subscription.
- Start here when creating new Office Documents.
- OneDrive offers users the Recycle Bin with the ability to recover files on their own.
- Version History, restore a document up to 500 times from the original!
- Easily find your files with Search, Recent Files, & Shared Files

OneDrive for Business has 2 parts, the personal storage space and the SharePoint Sync folders. Both show up on your Windows laptop in the File Explorer tree.



ONEDRIVE FOR BUSINESS

WHAT TO TAKE AWAY

- SharePoint sync folders are like old school mapped drives
- You are responsible for your content and files
- You are free to work anywhere, anytime, on any device.
- Download files on demand, free up space when you are done
- Easily share your files with others internally.

HELP & SUPPORT

- https://support.office.com/en-us/onedrive

TEAMS

What is Microsoft Teams?

- Description of Microsoft Teams and what it offers

How can Teams work for you?

- Benefits of using Teams vs Skype vs Slack
- Quick walk through of how Teams works

Where can you find additional resources?

WHAT IS TEAMS

- Teams is the replacement for Skype
- Chat, VoIP calling internally, externally with a calling plan and and enterprise subscription, video conferencing, web casts, file sharing
- Teams offers lots of quick and easy ways to work with files internally and with users outside our organization.
- Teams has dedicated Files and Meetings buttons for easy access to your calendar and files.
- Host meetings with up to 5000 participants
- Record meetings easy playback and review.

HOW CAN I USE TEAMS

- Using Teams to collaborate with your team or partners allows you to easily access all your files from OneDrive, SharePoint, or in your Teams Channels under the Files Tab.
- Search for files, people, conversations, topics or #hashtags just like you would on any social media site.
- Teams let's you schedule Meetings with anyone inside your organization and with the right settings enabled, guests or people you work with outside your company can join meetings and work together.
- Teams makes it easy to share files, have conversations that bring out the richness of working collaboratively in the cloud.

WHEN SHOULD I USE TEAMS

- If you get an email asking for help or information you can quickly start a conversation with that person in Teams by moussing over their name and clicking the chat icon.
- Taking your conversations to Teams is a great way to get the information or answer questions quickly and easily, plus you can always start a screensharing session to dive deeper.
- Record training sessions or meetings with 3 or more people.
- Teams should be used for most of your day to day communications, email should be for sharing basic announcements or simple updates that do not require a response.

WHAT TO TAKE AWAY

- Teams is a fun, interactive way to work!
- Teams allows you to find, share, and work on all your Office files
- Lots of connectors for things like quizzes, surveys, and interactive content.
- Teams captures everything, emails, recorded video calls, chats, and files so it is easy to keep all the important information together without having to jump around to lots of other applications

HELP & SUPPORT

- https://support.office.com/en-us/teams

SHAREPOINT

What is Microsoft SharePoint?

- Description of SharePoint and what it offers

How can SharePoint work for you?

- Benefits of using SharePoint

Quick walk through of how SharePoint works

Where can you find additional resources?

WHAT IS SHAREPOINT

- The homepage when users open their browser along with shared document storage locations for the company.
- An easy way to capture & display important information for the company, your department, team, or event.
- Social and highly collaborative in nature
- A place to store content you create for your day to day work.
- Lots of great tools and capabilities you can use when you are ready.
- Automation, using Flow and SharePoint you setup workflows to route documents for review or approval.

BENEFITS OF USING SHAREPOINT

- The number one reason to use SharePoint is metadata, labels, keywords, whatever, they help make it easy to sort, group, filter and share the right content with ease!
- Ensure you are not duplicating content in your eco system by leveraging SharePoint Search so users can quickly find their files! 3 clicks or less
- Convert forms that are trapped in Word and PDF files into rich SharePoint Lists that make collecting data from users super easy!
- Create spaces for people to work, share files, and collaborate in real time with co-authoring of files in the browser and in Teams!

WHAT TO TAKE AWAY

- SharePoint sync folders are like old school mapped drives
- End users are empowered and are responsible for their content and files
- Users are free to work anywhere, anytime, on any device the company allows.
- Sync and Download files on demand, free up space when you are done, get it and go!
- Easily share your files with others internally.
- SharePoint is more than just a folder to store some files in the cloud and it requires someone to maintain it.

HELP & SUPPORT

- Microsoft makes it easy to use their extensive and constantly updated help site.
- The site has easy to understand step by step instructions on how to do anything and everything in SharePoint.
- https://support.office.com/en-us/sharepoint

BRINGING IT ALL TOGETHER

To prove how easy it is to get going with OneDrive here is a quick 60 second step by step guide to getting started.

Good luck!

CREATE NEW FILE FROM ONEDRIVE DESKTOP

- Open Windows Explorer
- Find your OneDrive – Company Name
- Right click, New, Word Document
- Edit the file and add some text, close and rename.
- Right click on the OneDrive folder and View Online
- Now you should see the file you just created from your desktop.

CREATE A NEW FILE IN ONEDRIVE ONLINE

- Go to www.office.com and sign in with your username and password
- Click the Waffle in the upper left corner, find OneDrive, click it
- Click New and select Word
- The files should open in the browser
- Add text to the document
- Click the Name of the File at the top center of the window, rename it
- Close the file and go back to OneDrive, auto save is enabled for files.

CREATE A FILE FROM A MOBILE DEVICE

- Download install and sign into OneDrive
- The OneDrive mobile app allows access to all of your OneDrive accounts, multi personal and business accounts.
- Click the + symbol upper right corner and select the file type you need
- Edit the file and add text, save and rename the file.
- Check your desktop OneDrive location to verify you see the file
- Right click on the File and View in Browser to see the file is now everywhere.

WHAT TO TAKE AWAY

- The Office 365 cloud allows business users to work on any device with internet access in ways not possible before.
- Adoption strategies help users work the right way in the cloud, start everything in OneDrive! Use Teams to reply when people message you in Outlook, Sync your files from SharePoint Document Libraries you use regularly.
- Training, on going learning, and good old fashioned hands on experimentation with concepts will help you achieve the freedom the cloud promises to all users.
- These tools should enhance your capabilities and compliment your workflow in your day to day challenges.

THANK YOU

- We hope this presentation has been useful as a primer to help you understand these tools.
- If you have any additional questions or would like to schedule a call to discuss an upcoming project, please contact your Pax8 Sales Rep to book a free 1-hour call with myself or another Solutions Engineer.