

Tips, Tricks and Features of MS 0365

By

Missi Baranko

USpireND Executive Director

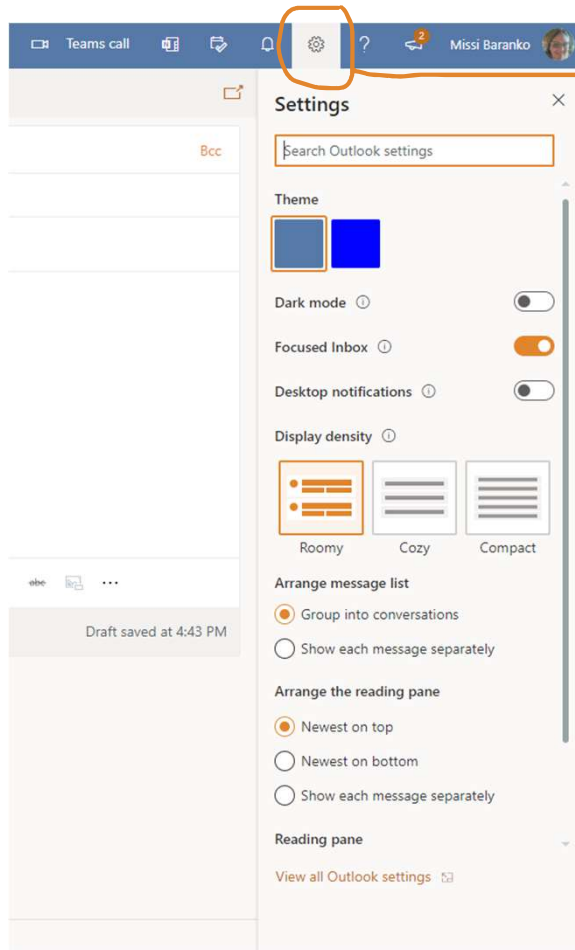




Outlook
365

**Access all emails
instantly, on any
system in a
consistent layout.**

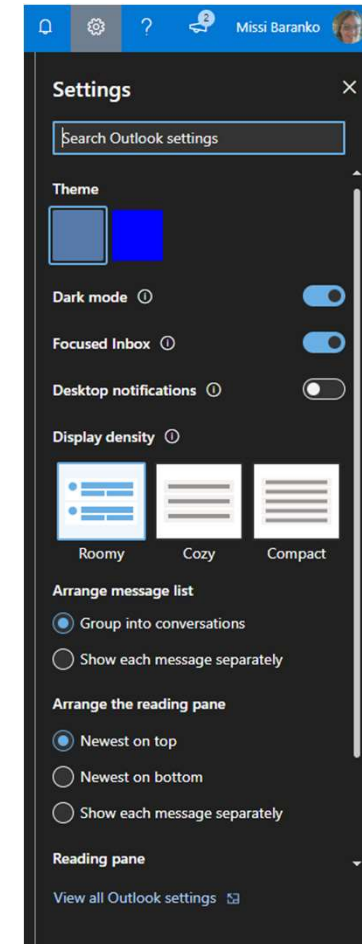
Outlook – How It Looks



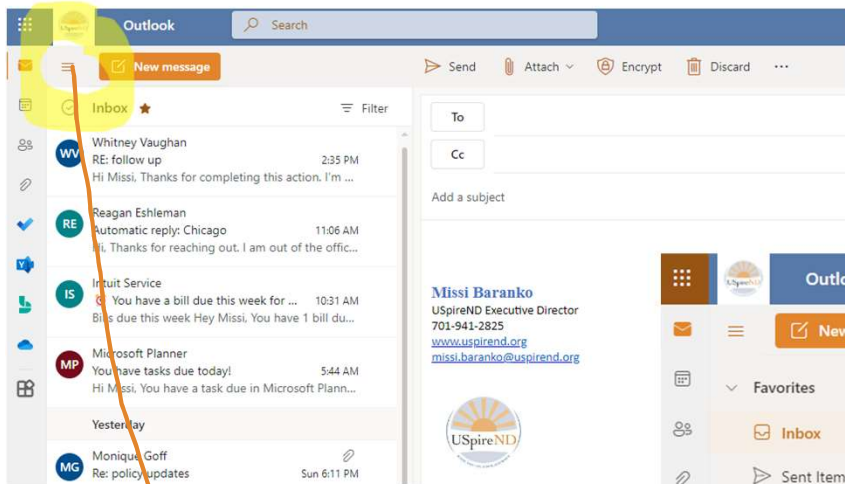
Click on Settings

- You need to close out of Outlook and open it back up for changes to take place.

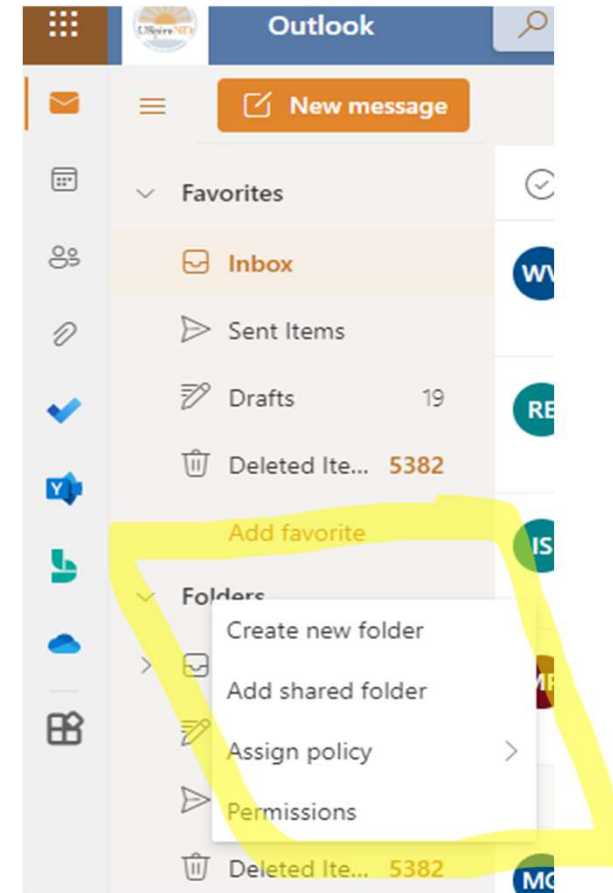
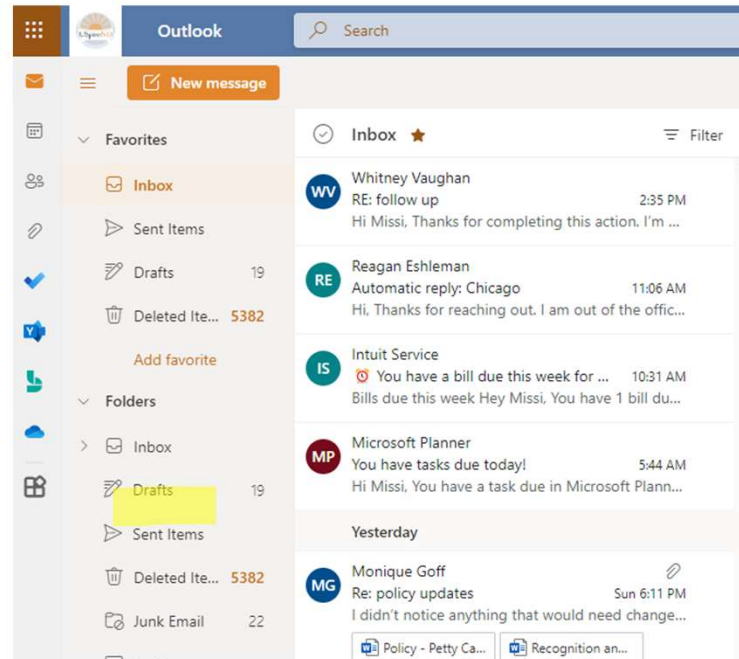
For more settings, click on bottom “View all Outlook settings”



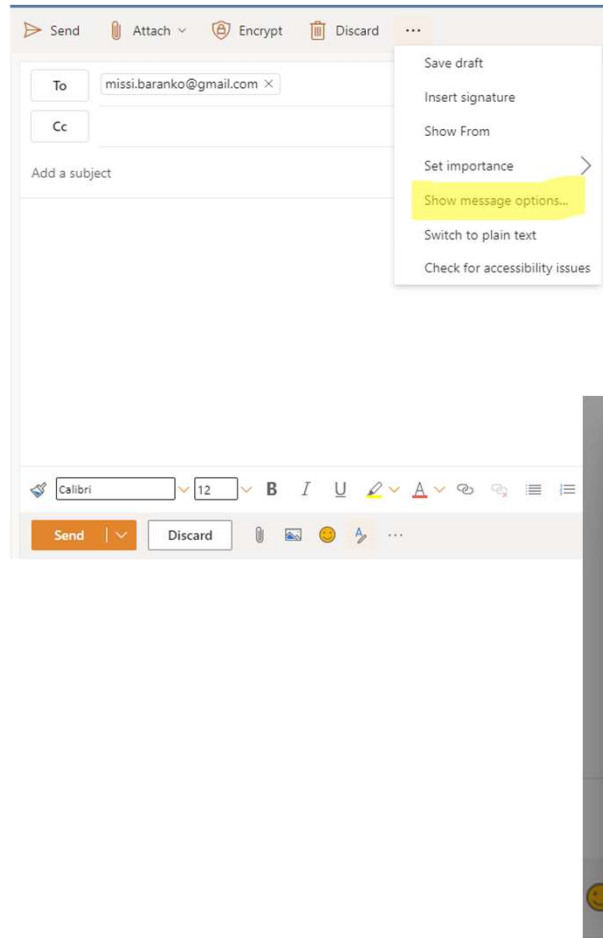
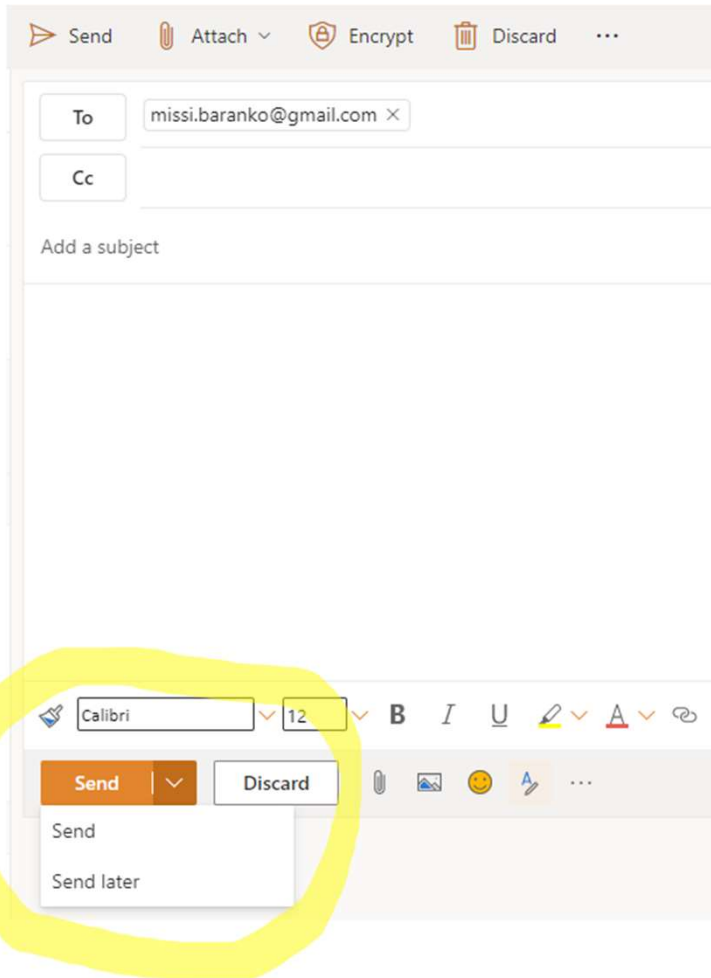
Outlook – Folders



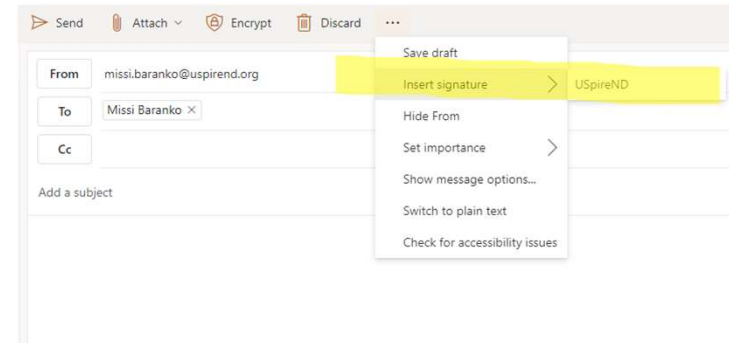
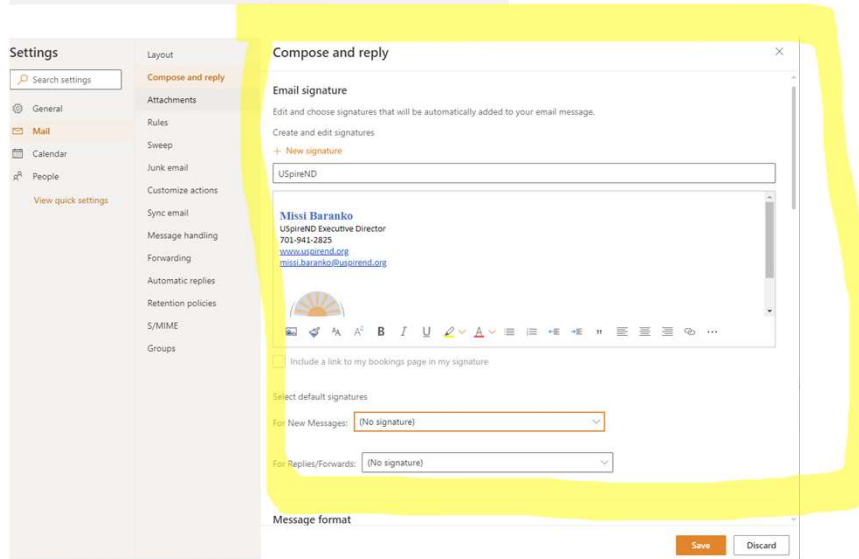
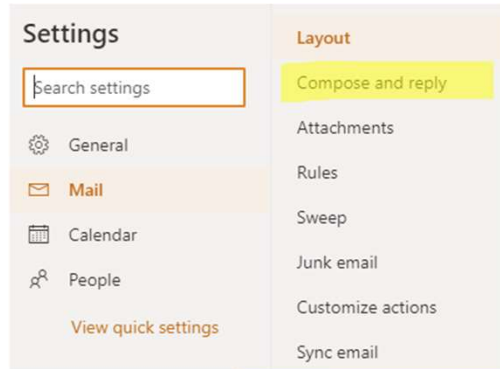
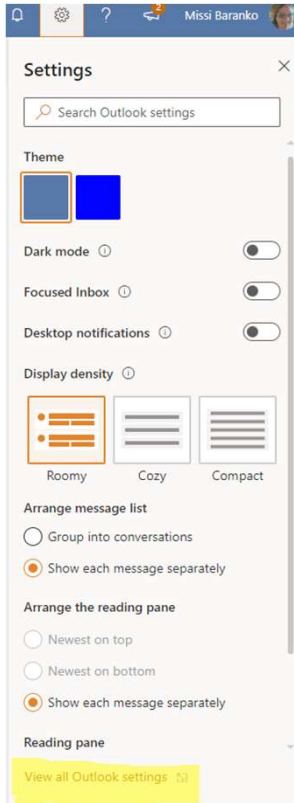
- Click the “menu” or “hamburger”
- Right Click “Folders”
- Choose “Create new folder”



Outlook – Send Later and Encrypt



Outlook – Add Signature





Microsoft Teams



More is possible with Microsoft Teams



Stay connected and access shared content any time to learn, plan and innovate - together

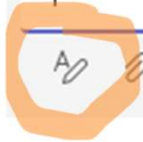
Teams – Features

- **Teams and channels.** Teams are made up of channels, which are conversation boards between teammates.
- **Conversations within channels and teams.** All team members can view and add to different conversations in the General channel and can use an @ function to invite other members to different conversations, not unlike Slack.
- **A chat function.** The basic chat function is commonly found within most collaboration apps and can take place between teams, groups, and individuals.

The screenshot displays the Microsoft Teams interface. On the left, a sidebar lists various teams, including 'Fun Stuff' which is currently selected. The main area shows a chat conversation within the 'Fun Stuff' channel. The chat history includes a post from Holly Roepeke on 8/18 at 1:06 PM, featuring a photo of a white puppy sitting at a desk with a laptop. The text of the post reads: 'Our newest puppy! Will be my office mate when Neveah goes back to school.' Below the photo, it says 'He's really taken to the job'. There are three reaction icons (heart, smile, and thumbs up) next to the post. A 'Reply' button is visible below the post. Below this, a post from Missi Baranko at 8:58 AM is titled 'Book Exchange!'. The text says: 'I just read this great book - would love to mail it to anyone else who would like to read it 😊'. It includes an Amazon link: 'https://www.amazon.com/Outdoor-Kids-Inside-World-Radically/dp/0593129660/ref=sr_1_1?crd=1X0DHX1K046WZ&keywords=outdoor+kids+in+an+inside+world&qid=1661180270&srefix=outdoor+kids+in+an%2Caps%2C116&sr=8-1'. Below the link is a preview for the book 'Outdoor Kids in an Inside World: Getting Your Family Out of the House and Radically Engaged with Nature...' from Amazon.com. A 'Collapse all' button is visible below the book preview. At the bottom of the chat, there are two more replies: one from Ashley Baldwin at 2:34 PM saying 'Ill take it!' and another from Missi Baranko at 3:21 PM saying 'Awesome! I will get it mailed out to you - it is a great read.' A 'New conversation' button is located at the bottom right of the chat area.

Microsoft Teams – Chat Tips

Start a new conversation. Type @ to mention someone.



New conversation Everyone can reply Post in multiple channels 🗑️

B *I* U ~~S~~ | Paragraph | | 99 | ...

Add a subject

Start a new conversation. Type @ to mention someone.

... ➤

Microsoft Teams – Send Later

Start a new conversation. Type @ to mention someone.



Send Later
Schedule Message

1 Recipient 2 Message 3 Schedule

Chat Channel New Chat

Fun Stuff

USpireND

✓ Fun Stuff

✓ Recipient: Fun Stuff

Next

The image shows the Microsoft Teams app picker interface. The 'Send Later' app is highlighted with an orange circle. The interface includes a search bar, a list of recent apps, and a grid of available apps.

Teams

Your teams

- HF Staff
- HF Coordinators

Find an app

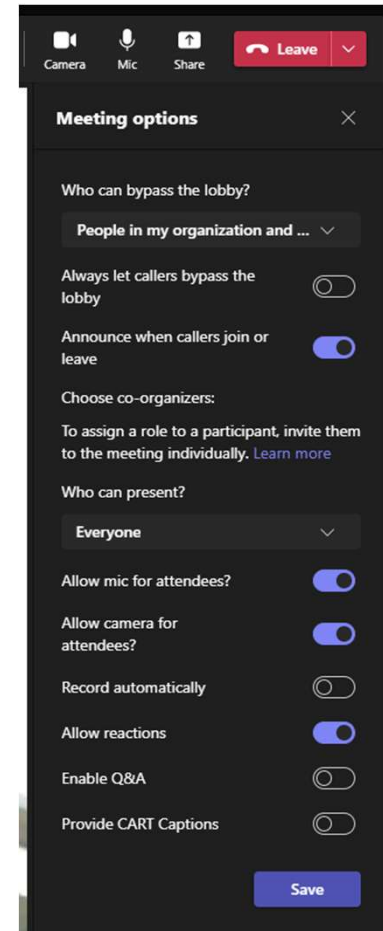
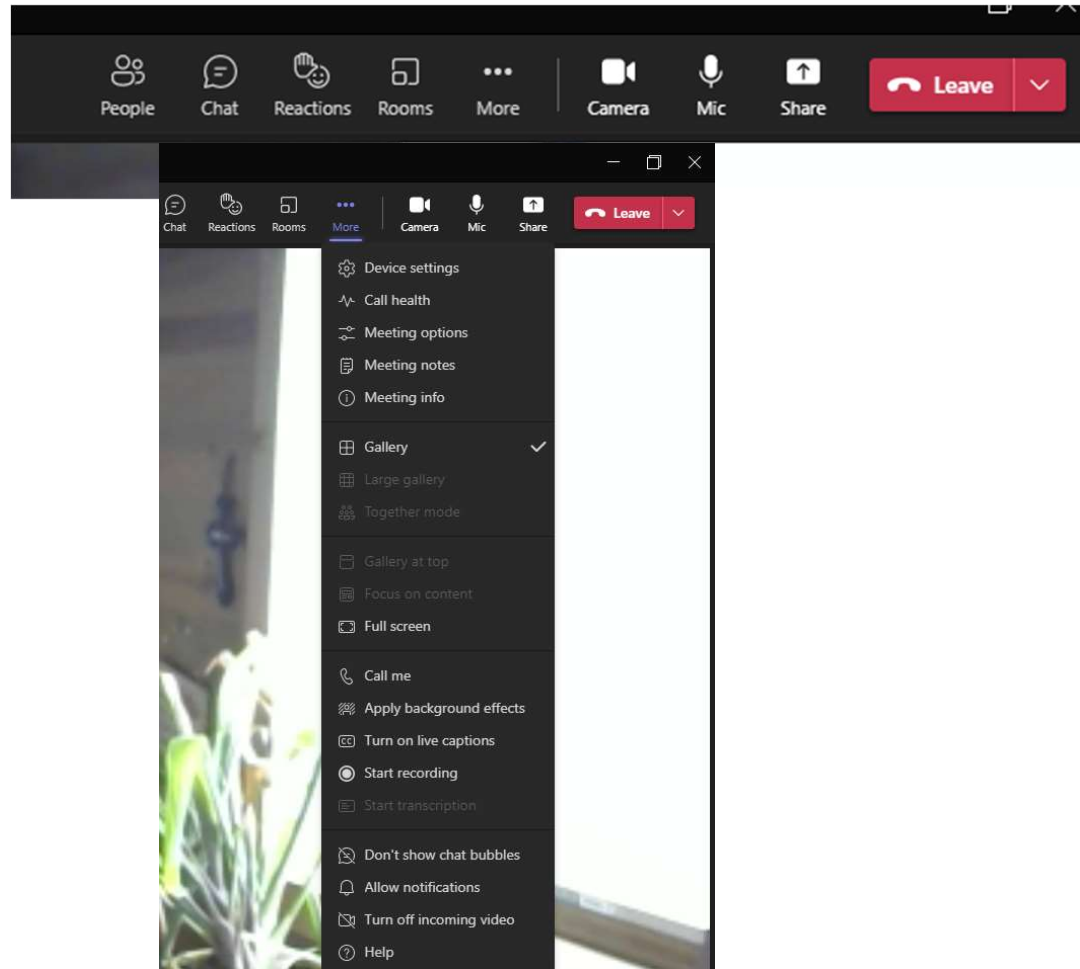
Recent

- Send Later
- Shifts
- Tasks by Planner an...
- OneNote
- Wiki
- Stream
- Excel
- Approvals
- Microsoft Scenes
- Power Automate
- Power BI
- PowerPoint

More apps >

Microsoft Teams – Meeting Features

- **Online video calling and screen sharing.** Enjoy seamless and fast video calls to employees within your business or clients outside your business. A good video call feature is great to have on a collaboration platform. One can also enjoy simple and fast desktop sharing for technical assistance and multi-user real-time collaboration.
- **Online meetings.** This feature can help enhance your communications, company-wide meetings, and even training with an online meetings function that can host up to 10,000 users. Online meetings can include anyone outside or inside a business. This feature also includes a scheduling aid, a note-taking app, file uploading, and in-meeting chat messaging.



Microsoft Teams – Add a Tab

The screenshot shows the Microsoft Teams interface. On the left is the 'Teams' sidebar with a list of teams including 'HF Staff', 'HF Coordinators', 'HF Admin', 'HF FAS', 'Accounting', 'USpireND HR', and 'USpireND'. The main area displays the 'General' channel with a list of documents. An orange circle highlights the '+' icon in the top right corner of the channel header. A blue water drop icon is also visible in the channel header area.

Add a tab

Turn your favorite apps and files into tabs at the top of the channel

More apps

Recent

Tabs for your team

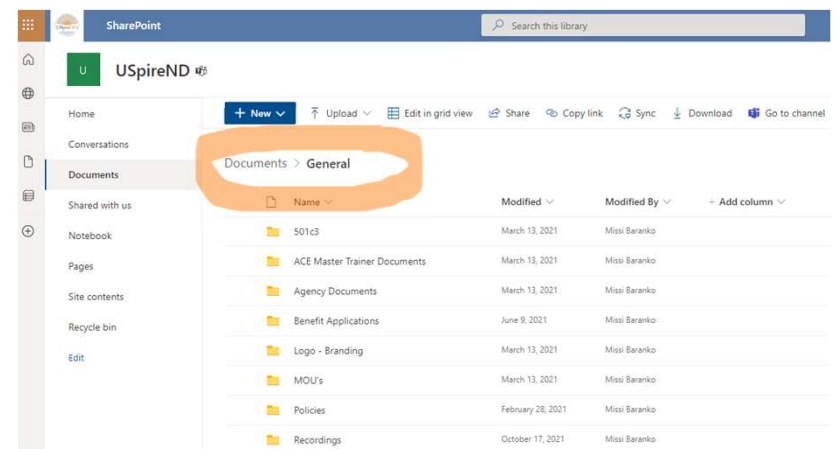
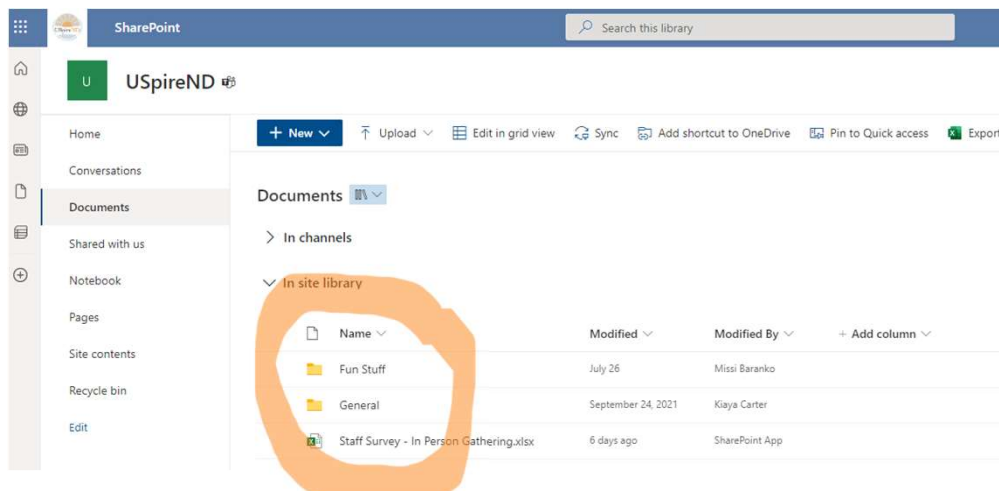
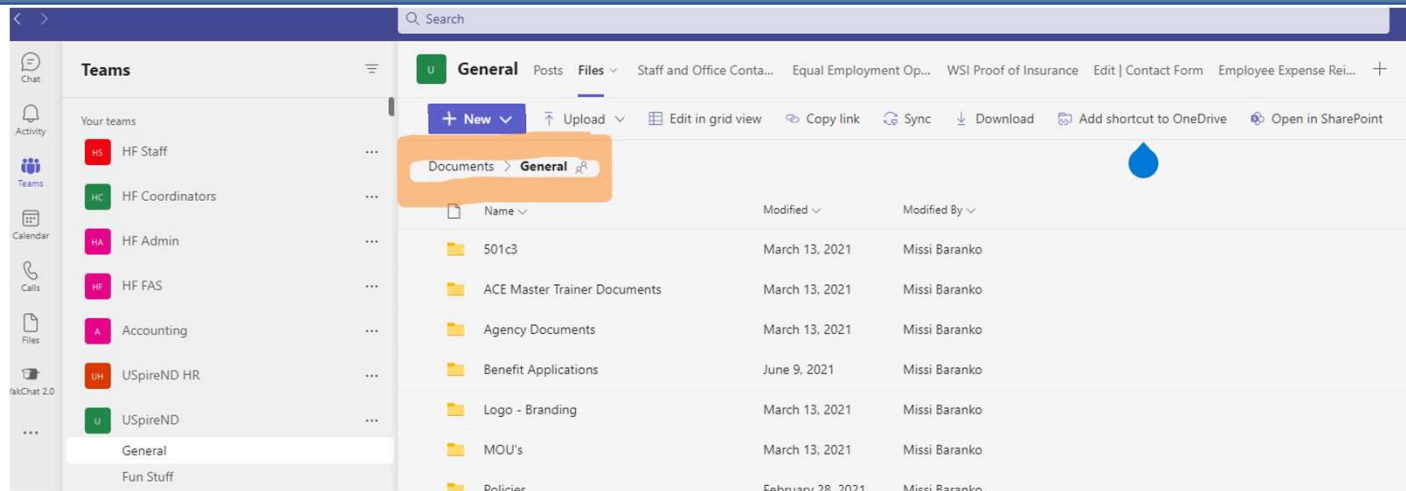
- Tasks by Planner an...
- OneNote
- Wiki
- Stream
- Whiteboard
- Excel
- PDF
- YakChat 2.0
- Forms
- Document Library
- Lists
- Polly
- Power Automate
- Power BI
- PowerPoint
- SharePoint
- SharePoint Pages
- Visio
- Website
- Word
- YouTube

More apps

- 15Five
- 360 Tours
- 365Projects
- ACV
- adam.ai
- Additio
- Adobe Acrobat
- Adobe
- Adobe
- Agile Task
- AgilePolly
- Aktivlearn
- Ally
- AMION

Microsoft Teams – Documents

• **Document storage in SharePoint.** Every team who uses Microsoft Teams will have a site in SharePoint Online, which will contain a default document library folder. All files shared across all conversations will automatically save to this folder. Permissions and security options can also be customized for sensitive information.





Sharepoint

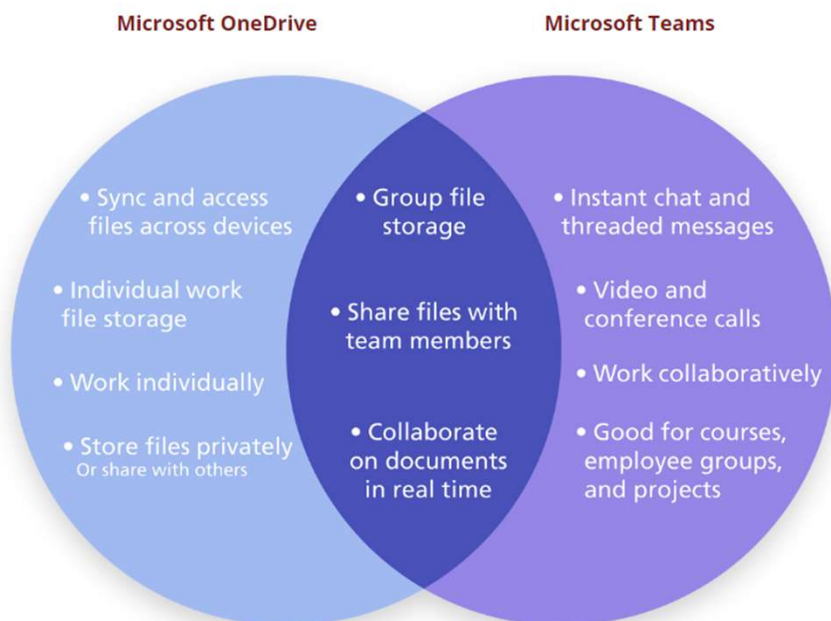
**Secure place to
store, organize,
share, and access
information from
any device.**

Sharepoint – Why?

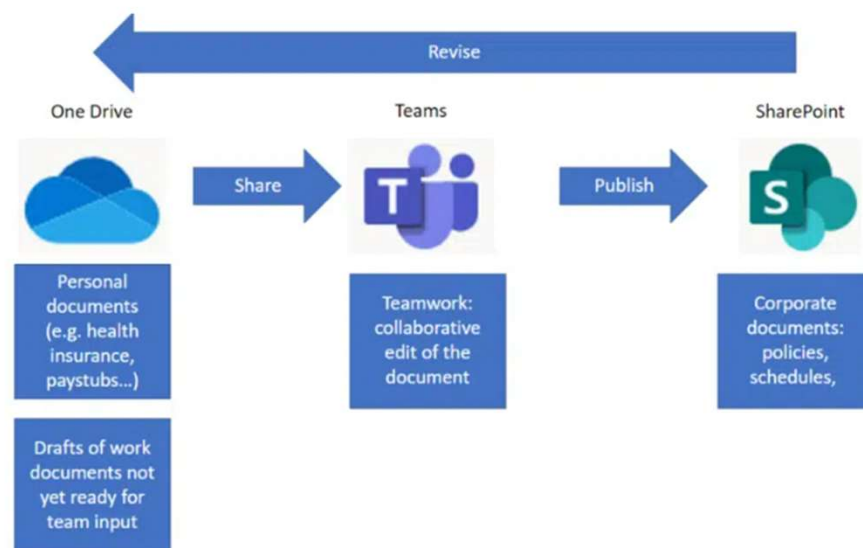
Cloud/Server Based Storage - Version History - Collaboration - Access

Microsoft OneDrive vs Teams and SharePoint

What can I do with OneDrive and Teams?



[Click to view in a new tab](#)



Sharepoint – Sync

The screenshot displays the SharePoint interface for a site named 'USpireND'. The 'Sync' button in the top ribbon is highlighted with an orange circle. The left-hand navigation pane shows a tree view of folders, with 'USpireND - Documents' selected and highlighted in blue. Below the ribbon, the 'Documents' library is shown with a table of folders:

Name	Modified	Modified By	+ Add column
Fun Stuff	July 26	Missi Baranko	
General	September 24, 2021	Kiaya Carter	

Two dialog boxes are overlaid on the right side of the screen. The top dialog, titled 'Open Microsoft OneDrive?', asks for permission to open the application and includes a checkbox for 'Always allow uspirend.sharepoint.com to open links of this type in the associated app'. The bottom dialog, titled 'We're syncing your files', provides information about the sync process and includes a 'Close' button.

Sharepoint – Version History

U USpireND

Home + New Edit in grid view Open Share Copy link Download

Documents > General > Policies > PDF Policies

Name	Modified	Modified By
Compensation.pdf	September 28, 2021	Missi Barank
Confidential Information.pdf		Missi Barank
Confidentiality Agreement.pdf		Missi Barank
Conflict of Interest Policy.pdf		Missi Barank
Contractor Oversight.pdf		Missi Barank
Dating in the Workplace.pdf		Missi Barank
Determination of Contractor Status.pdf		Missi Barank
Dress, Appearance & Hygiene.pdf		Missi Barank
Driving For Work.pdf		Missi Barank
Employee Benefits.pdf		Missi Barank
Employee Suggestions.pdf		Missi Barank
Employment Classifications.pdf		Missi Barank
Employment of Relatives.pdf		Missi Barank
Employment Separation.pdf		Missi Barank
Employment Verification.pdf	September 28, 2021	Missi Barank

Return to classic SharePoint

Version history

Delete All Versions

No.	Modified	Modified By	Size	Comments
1.0	3/21/2021 8:50 PM	Missi Baranko	156.8 KB	



Office App

The Office app delivers several key benefits including:

- **Combining Word, Excel, and PowerPoint in a way that simplifies the experience with fewer apps to download or switch between. It requires far less phone storage than installing individual apps while maintaining virtually all the capabilities of the existing mobile apps people already know and use.**
- **Integrating our Lens technology to unlock the power of the camera with capabilities like converting images into editable Word and Excel documents, scanning PDFs, and capturing whiteboards with automatic digital enhancements to make the content easier to read.**
- **Adding new functionality for common tasks people often encounter when working on a phone—things like making quick notes, signing PDFs, scanning QR codes, and transferring files between devices.**