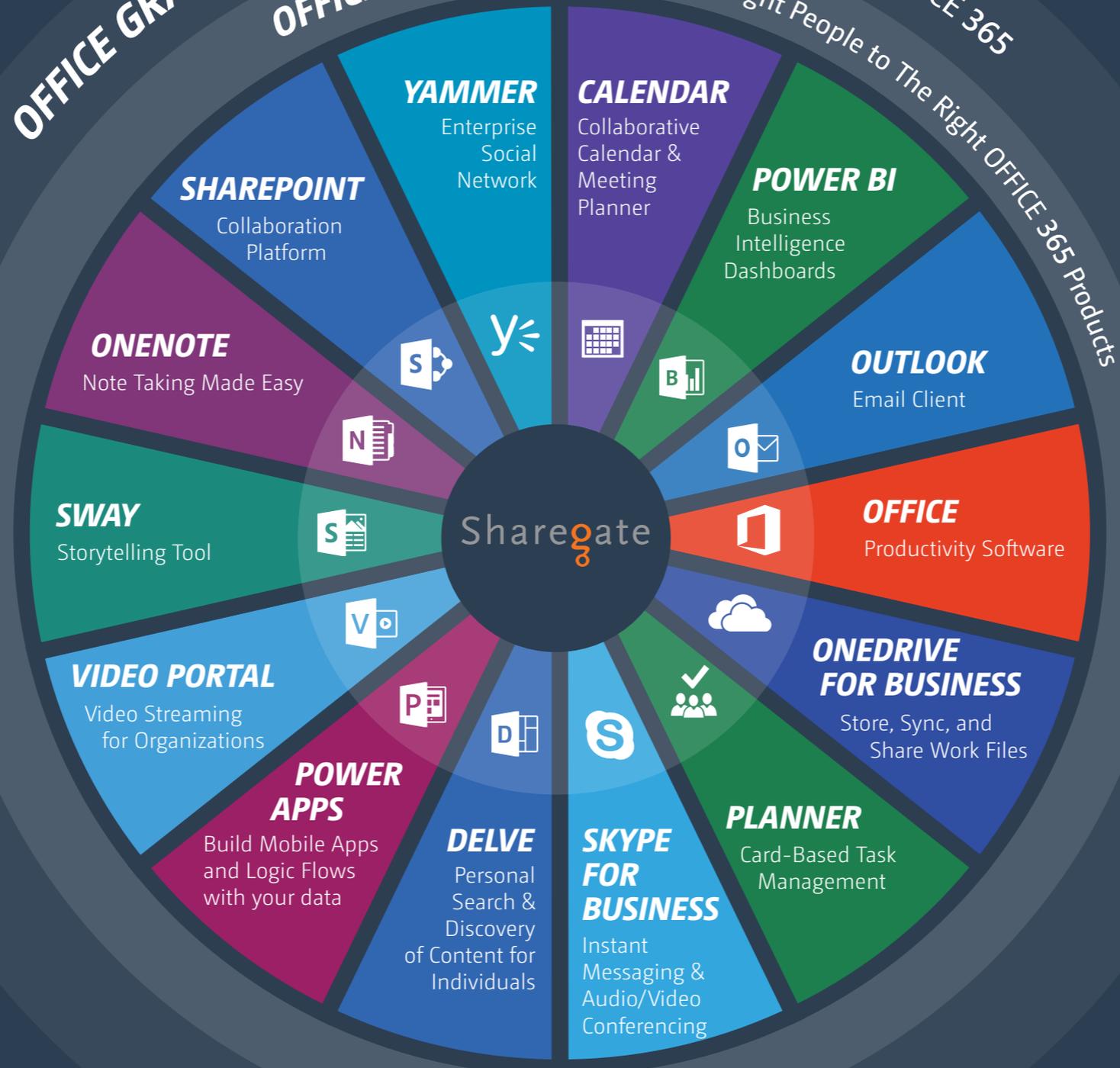


GUIDE TO OFFICE 365



OFFICE GRAPH - Connects Activities Done by an Individual on OFFICE 365

OFFICE GROUPS - Connects the Right People to The Right OFFICE 365 Products



OFFICE GRAPH

Office Graph connects activities performed by individuals in the entire Office 365 Suite, and goes a step further by

- learning from them. Delve, a tool that leverages Office Graph, for example, can predict what files you may be looking for, and display them, before you even search for them.

Additionally, we can go beyond individual products, using Office Graph to create apps, or to give us different ways of looking at our digital workplace as a whole. Your “Recent Documents”, for example, wouldn’t just be your SharePoint recent documents, but all of them in the Office Suite.

OFFICE 365 GROUPS

These are displayed much like your old security groups, but will be much more powerful and connected. Office 365 Groups is a way of grouping individuals logically, much like any other group you may have used before – but the difference lies in how it integrates with Office 365. When a group is created, Office 365 Products are automatically attributed to that group in a way that makes the most sense.

It acknowledges that not everyone in an organization works the same way, and that every team or project don't always fit in a specific product. This way, when you create a team or "Group", products will be attributed, and that team can choose what to use for their particular needs. They might choose to start with an Outlook calendar and Yammer, and eventually incorporate Planner, as well. The combinations are vast, and the major benefit is that these products are all linked to the group.

OFFICE

The usual Office Suite you are familiar with, open and edit documents you want to work on. Most Office 365 plans include the Office client in their subscription.



OUTLOOK

Needs no introduction, but as we move forward it's important to split the Mail functionality and the Calendar into two.



ONENOTE

Renowned note taking app that facilitates working as a team within a notebook.



SKYPE FOR BUSINESS

Originally called Lync, this is an instant messaging and audio/video conferencing tool. Great for PowerPoint presentations to people not at the office with you, online meetings, as well as regular phone calls. Has also recently added a broadcast feature to allow up to 10,000 attendees to be viewing the feed.



SHAREPOINT

A platform for you to build what you need to work with your content. Generally used to build Intranets, Extranets and Collaboration Team Sites for people to work together more intelligently. It includes Workflows and many more features that makes it great for planned ECM deployments.



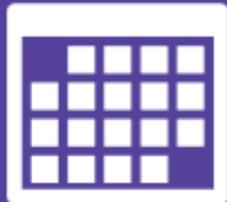
YAMMER

An Enterprise Social Network to help businesses have open conversations. Allows you to create groups and, within them, threaded conversations.



CALENDAR

The outlook calendar to organize events and meetings



ONEDRIVE

The place individuals go to see, and work with, their files. OneDrive for Business includes a personal document library for every user to store their files, much like the old My Documents folder or Home Drive previously used. It also allows individuals to see all recent Group Files from one location. Lastly, it includes a Sync Offline tool, which allows users to continue working when a connection isn't possible.



POWER BI

An easy way to connect your data and create beautiful and interactive dashboards. Whether you have information in SQL, SharePoint or even an Excel file, Power BI will help you see more from them.



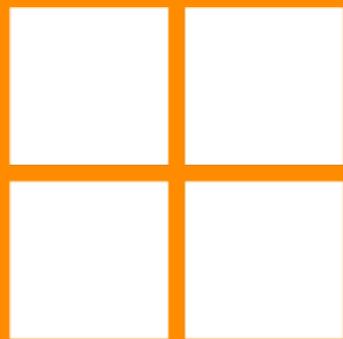
DELVE

Built on Office Graph, it is meant for Personal Search and Discovery of content for individuals using Office 365. It includes new People Profiles, and information such as the org chart. It uses Office Graph and machine learning to show you content in a card-based feed intelligently, as well as allows you to group them into boards. Delve is also where the new Office 365 Blogging feature is located, providing individuals with a responsive and easy-to-use interface to tell stories.



POWER APPS

Not necessarily a part of Office 365, but plays a good part in it. Power Apps helps you create Workflows on your content stored in various data sources including SharePoint and OneDrive for Business. It also helps you create mobile apps easily that connect and talk to SharePoint and other Office 365 products.



VIDEO PORTAL

A place for the organization to store video content and automatically stream it on all devices and browsers. The Video Portal leverages Azure Media Services to do all the hard work for you, all you have to do is create channels and upload your videos. The mobile apps also allow you to record and send your videos directly to the right channel.



PLANNER

A card-based task manager, Planner allows you to organize your tasks into cards, and show their progress, by moving them from left to right into appropriate columns. For example, you could have columns titled “To-Do”, “Doing”, “Blocked”, and “Done”. Then, using cards to represent your tasks and linking content within them, as well as assigning people to them, you move them from “To-Do” to “Done” as they progress.





About Sharegate

Sharegate simplifies management tasks for SharePoint, Office 365, and OneDrive for Business for thousands of administrators and IT professionals around the world. A privately-held company based in Montreal, Sharegate is trusted by more than 10,000 organizations. As a leader in its industry, Sharegate lives by the motto: "innovate and keep things simple & fun."

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