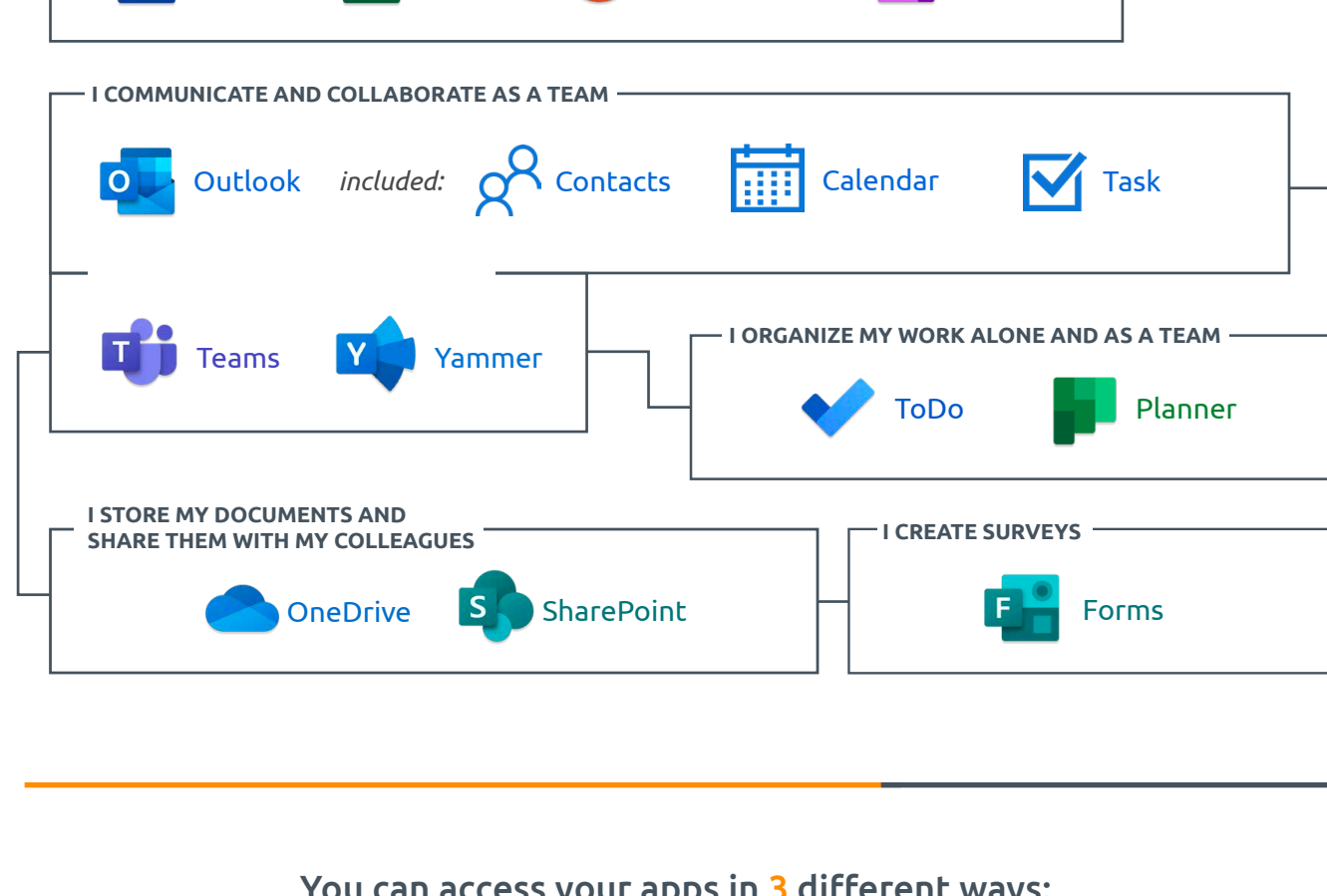


Office 365, The solution to help you in your daily work!

Office 365 offers a set of apps and services designed to help you focus and simplify your daily work. This Cloud version of Office will allow you to stay connected to your data and all applications, from anywhere and on any device.

Connect to your Office 365 apps with your
firstname.lastname@solutions30.com ID identical to your email.



You can access your apps in **3** different ways:



DESKTOP APP

Enjoy all the Features even offline.



WEB (OFFICE.COM)

Find a lighter version accessible in your favorite web browser.



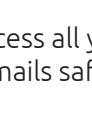
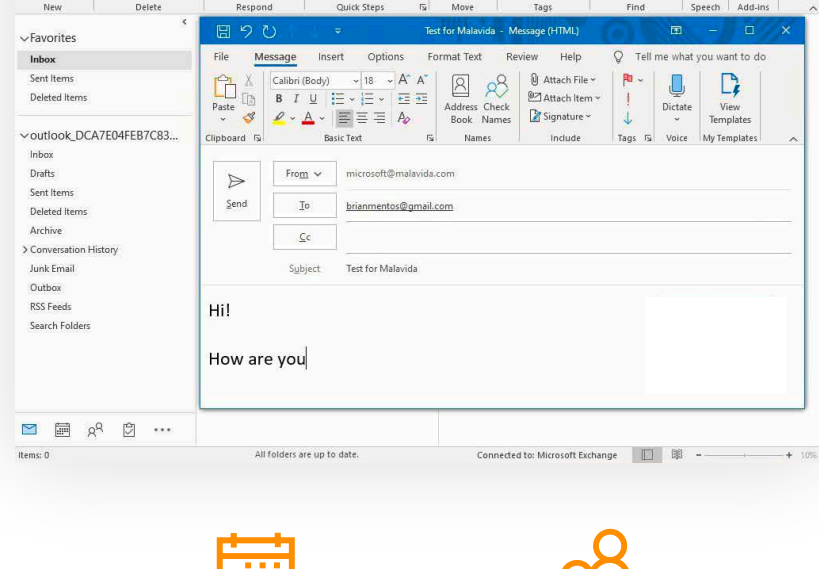
MOBILE APP

Carry all your Office 365 apps in your pocket (Android/iOS).

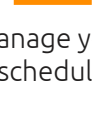
Outlook

Communicating effectively

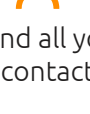
Send, receive and manage your emails through a simple, ergonomic interface. Use Outlook's built-in calendar to track appointments, events and directly access your Teams online meetings.



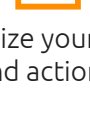
Access all your emails safely



Manage your schedule



Find all your contacts



Organize your tasks and actions

4 tips on Outlook

Add **shared calendars** from your team members to better organize yourself and collectively.

In your calendar folder, in the home menu, select "Add a Calendar."

Open a **shared mailbox** to easily send e-mail from a public email.

Select Outlook - Preferences - Account. Then click on the "+" sign (New Account).

Delegate your inbox to allow someone else to manage your email and calendar.

Right click on the root folder of the mailbox and select "Properties" then "Access Authorizations."

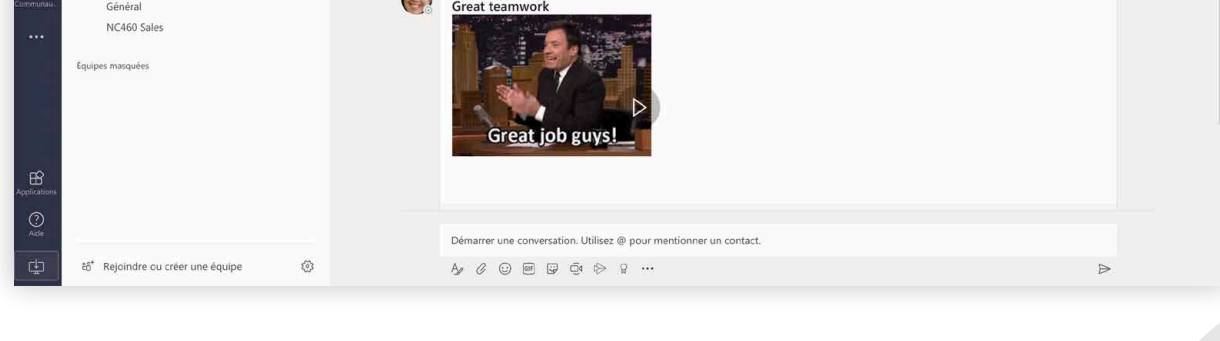
Send **automatic answers** of your absence from the office. You can set a range of dates to disable responses automatically.

Click on "File" then "Automatic Responses"

Teams

Collaborate as a team

Chat instantly, make calls and meetings in a team space that integrates all your everyday applications, at the office and or in telecommuting!



CONVERSATION

Chat with instant messaging in groups on different topics, send GIFs, make call, share files... Simple and effective to exchange with people!



TEAM

Join teams on different projects/subjects, exchange information, create and share files. Much easier to work as a team in an organized way!



CALENDAR / MEETING

Organize online / audio meetings with both internal and external participants. Even if the guests do not have Teams they will still be able to participate in the meeting via the web.

But also: a store with hundreds of applications, your recent files, a help center...

4 Tips on Teams

Notify with the @ in your team publication, to make sure the information is seen:

@Name
(Notify one person in particular)
@TeamName / @ChannelName
(Notify all the team/channel people)

Blur/personalize your background during an online video meeting to avoid distractions:

In the meeting window, click the "... " icon, then select "Show background effects"

Add documents, websites and business applications to tabs to make it easier to access:

Click on the "+" icon
(Located in the menu bar at the top of your team)

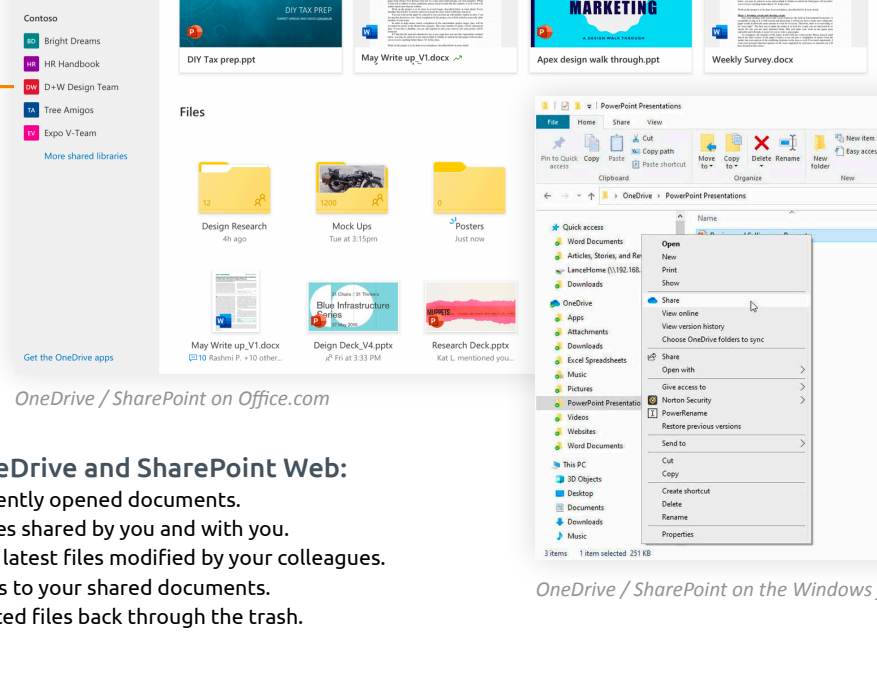
Pin an important channel in Teams to access it faster:

Click on the "... " on a team channel and select "pin"
It will always appear in first place in your teams!

OneDrive & SharePoint

Store and share your documents

Store your individual data (expense notes, HR...) in OneDrive, and find the libraries of shared documents in SharePoint! Work safely and never lose your data with the cloud.



Only on OneDrive and SharePoint Web:

- View your recently opened documents.
- Find all the files shared by you and with you.
- Check out the latest files modified by your colleagues.
- Manage access to your shared documents.
- Get your deleted files back through the trash.

OneDrive / SharePoint on the Windows file explorer

4 Tips on OneDrive & SharePoint



Sync your files between your computer and the cloud so you can access them from your file explorer even offline.



Create Word/Excel/PowerPoint documents directly from OneDrive and SharePoint. By sharing a document, it can be co-edited with several people!



Share files quickly to people. For example, you can block modification and download. (right click on a OneDrive file in your Windows Explorer)



Find the different versions of your document. With version history, view and restore older versions of your files in OneDrive and SharePoint! (Click on "file" then "Information")

Want to develop your skills on Office 365 apps?

Check out many videos, hundreds of tips and tutorials in your Office 365 Learning Center at:

<https://solutions300.sharepoint.com/sites/O365LearningCenter>