



Access.
Accomplish.
Share.

Helpful tips to use Office 365: an email, web, and collaboration tool set

Work together, better

Set your group up for success



See who is
online



Quickly
communicate
with your
team



Team emails,
calendars
and meetings



Interact on a
team site

Work together, better

 See who is online

Personalize your display picture in Lync

Go to **My picture**, click on your image box and drop in a link from an existing picture site, such as Windows Live, Facebook, LinkedIn, or Flickr.



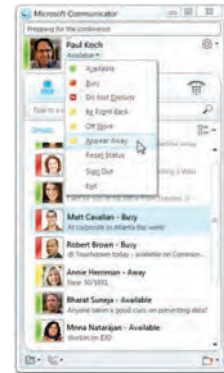
Work together, better

➔ See who is online

Change your Presence Status in Lync

Your presence is a collection of attributes describing your status, activity, location, willingness to communicate, and contact information. Your presence status is automatically updated based on whether you are online, on the phone, in a meeting, or you've been away from your computer for a while.

Open the **status menu** under your name in the Lync window to manually change your status.



Work together, better

➔ See who is online



Get a persons contact and presence info and instantly communicate in Lync

Hover over a persons name to see their contact card. Click on the **instant message icon** or the **phone icon** to instantly launch a conversation, video chat or a phone call. You also can add them to your contacts list, schedule an appointment, or tag for future alerts.

You can do this in Lync, in an email or on a teammate's **My Profile** page.

Work together, better

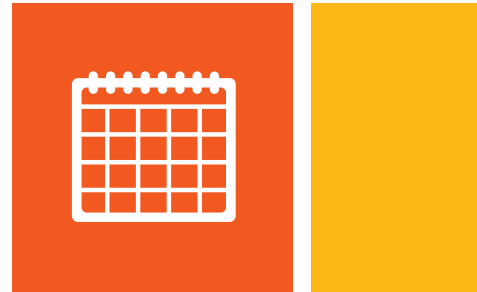
Team emails, calendars and meetings

Create a team email alias in Outlook

In the Outlook Web App, click **Home | Options | Groups**. Click **New** under **Public Groups I Own**. Under **Display Name**, type in your desired team alias. Under **Membership** add new members with the **Add | Select Members** buttons.

Share your calendar with a group

In the Calendar view, click **Share | Share This Calendar**. Enter the person or people you want to share with.



Work together, better

Team emails, calendars and meetings

Set up a team meeting in Outlook

In the Outlook Web App, go to the **Calendar bar** at left and click on your desired date. Double-click your chosen time within the desired day on the right to open a new appointment. Populate the subject and location, invite attendees and send.



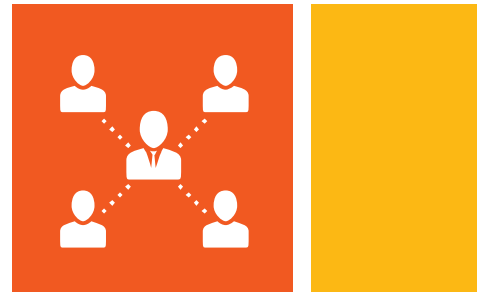
Work together, better

Interact on a team site

Create a home base for your team in SharePoint

In the **Site Actions** menu, click **New Site** and select a template from the **featured items** or **browse all** tabs. Give the site a title and URL, and then click **Create**.

On your new site edit pages, choose a theme and upload and download individual files.
Set permissions for who can access the site and invite your team to join.



Work together, better

Interact on a team site

Use your team site online and offline

Work offline by creating a copy of a team site on your local computer that is automatically synchronized with the same site online. Under **Site Actions** click **Sync to SharePoint Workspace**. In the Account Configuration Wizard click **Create a New Account**. Give your account a name, provide an email address and click **Finish**.



Work together, better

Interact on a team site

Keep everyone in sync with a team calendar

Navigate to the site where you want to create a new calendar. Click **Site Actions | View All Site Content | Create**. On the **Create** page, under **Tracking**, click **Calendar**. Give it a name, and click **Create**.

Leverage team knowledge with a wiki

A wiki is a site that is designed for groups of people to capture and share ideas by creating pages and linking them together. On the site where you want to create a wiki page, click **Site Actions | More Options**. In the **Create** dialog box, click **Wiki Page Library**. Give it a name, and click **Create**.



Get everyone on the same page

Work together online and offline



Work with
the Office
tools you
know



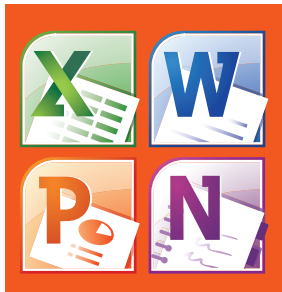
Discover
what you
can do in
OneNote

Get everyone on the same page

→ Work with the Office tools you know

Open documents to view or edit in Office Web Apps

Office Web Apps lets team members work in documents at the same time with no need to reconcile between versions.



Go to the document library on your SharePoint site, and click the link associated with the document. The document opens in the appropriate Web App. If SharePoint asks you to choose between **Read Only** and **Edit**, hover over the document name and click the arrow that appears. Choose **View in Browser** to read the document or **Edit in Browser** to edit the document. When you save the file it will automatically appear in the **Shared Documents**.

Get everyone on the same page

➔ Work with the Office tools you know

Add slides to the team presentation in PowerPoint Web App

If your colleague wants you to add new slides to a presentation, you can quickly do that online in your browser. Go to a document library on your SharePoint site, and then click the link associated with the PowerPoint presentation. Click **Edit in Browser | New Slide**.



Get everyone on the same page

➔ Work with the Office tools you know

Work together simultaneously on a spreadsheet in Excel Web App



Go to the document library on your SharePoint site, and click the link associated with the Excel workbook. Copy the URL displayed in the web browser to an e-mail or instant message and send to the people you want to work with. In Excel Web App, click **Edit in Browser** to edit the workbook. Recipients of your message can click the link you sent and edit the workbook while you are editing it. You will see each other's changes as they are made.

Get everyone on the same page

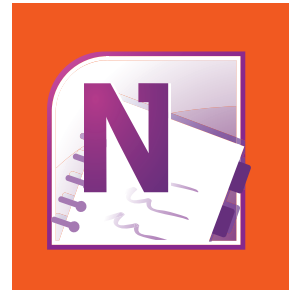
➔ Discover what you can do in OneNote

Use OneNote for smarter note-taking

Store your OneNote document in the **Shared documents** library, and OneNote Web App lets you view and edit it online in a browser. Add research to your notes on your desktop and it will automatically synch online with your OneNote Web App.

Brainstorm together in OneNote Web App

Click the link associated with the OneNote notebook, copy the URL displayed in the web browser to an e-mail or instant message and send to the people you want to work with. Click **Edit in Browser** to edit the notebook. Recipients of your message can click the link you sent and edit the notebook while you are editing it. You will see each other's changes as they are made.



Be apart: work together

Collaborate in real time from anywhere



Video calls
from your
computer



Share your
good work

Be apart: work together

➔ Video calls from your computer



Video chat in Lync

With a webcam, you can hold a video call with your contacts. In Lync click the options icon to the right of your name. Click **Tools | Options | Video Device** and then **Webcam Settings** to configure your camera.

Once configured, hover over a contacts name and to the right of the call icon click **View more Options | Start a Video Call**. During a call, you can send instant messages, email, whiteboard and share presentations and your desktop.

Be apart: work together



Share your good work

Use your whiteboard in online meetings in Lync

Click **Share | New Whiteboard**. To start writing or drawing on the whiteboard, use the tools in the lower left.

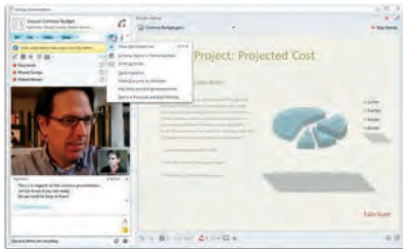
Record a chat session, meeting, or presentation

As a presenter, click **More Options | Start Recording** or in the menu bar, click **Actions | Start Recording**.



Be apart: work together

➔ Share your good work



Share and give control of your desktop to others in Lync

During a conversation click **Share | Desktop**, or the monitor(s) to share. To give control to others, click **Give Control** or click **Automatically accept control requests** to give control to everyone on the call.

Be apart: work together

Share your good work

Work together on a PowerPoint presentation in Lync

Select the presentation that you would like to share. Click the arrow buttons at bottom to step through slides, or click **Start Slide Show** to play slide show in full-screen view. A teammate can edit the presentation by clicking **Edit in Browser**. Save the presentation and it will automatically be stored back and accessible on your team site.

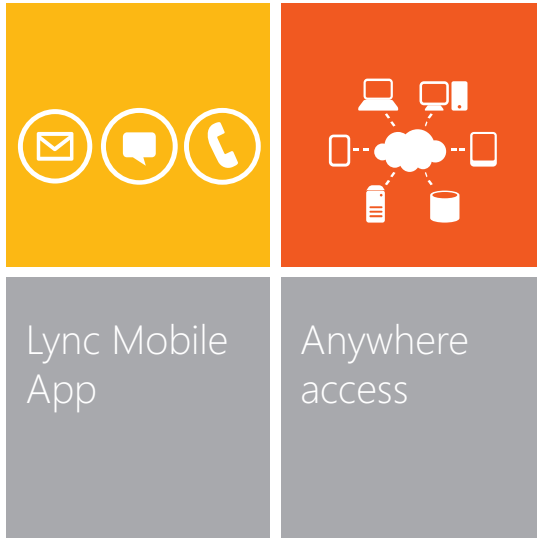
Annotate a presentation

Click **Share | PowerPoint Presentation**. In the **Share PowerPoint** dialog box, double-click the presentation you wish to share. When the content is uploaded, others will see the presentation and you can use the annotation tools in the lower left.



Go mobile, stay connected

Work from anywhere using your phone



Go mobile, stay connected

Lync Mobile App

Communicate through the Lync Mobile App

Download Lync Mobile App from your Windows Phone, iPhone, iPad, or Android phone's marketplace. The app allows you to join a conference, IM, email, or call with a single touch. Check the presence of others while controlling how they see your availability. Receive alerts for any missed communications and manage multiple conversations at once.



Go mobile, stay connected

Lync Mobile App

Start an IM for immediate communication

Click on **Contacts** and select the person you would like to IM. Click the chat icon and start typing. Receive alerts for any missed communications.



Go mobile, stay connected



Anywhere Access

Access all of your Office documents from your phone

You can use your browser-enabled cell phone to read Microsoft PowerPoint, Word, and Excel documents. Access Office Web Apps from your phone and catch up on your work or review a presentation on the go.



Sync your Outlook email accounts to your phone

In your phone settings choose to add a new email account. Select to add an Outlook or Exchange account, enter your information and sync your Outlook calendar, contacts and email.



Microsoft®

Office 365