



Full-Day Tutorial: A Power User's Guide to Building Productivity Solutions in Office 365

JENNIFER MASON & DON KIRKHAM



Microsoft Office MVP
Director of Strategy & Innovation, Planet
Technologies
@JenniferMason
jmason@go-planet.com

JENNIFER MASON



Microsoft Certified Trainer
MSFT Certified Professional Developer
Sr Developer, Planet Technologies
@DonKirkham
dkirkham@go-planet.com

DON KIRKHAM

Agenda

- ▶ Overview of Office 365
 - ▶ Primary Pillars of Office 365
 - ▶ Additional Tools
 - ▶ Mobile Apps
- ▶ When to use what?
- ▶ Groups & Teams
- ▶ Collaborating on Documents
- ▶ Searching for People & Content
- ▶ Automating Solutions & Designing Forms with Power Apps and Flow
- ▶ Q&A

Introduction

What is Office 365?

Experience
Office
virtually
anywhere

- Office 365 is a subscription service that keeps you up-to-date with the latest versions of Office applications and other cloud services.
- Your recent documents, settings, and custom dictionaries follow your Office 365 account, so you can quickly pick up where you left off from any device.
- Office Web Apps—for Microsoft Word, Excel, PowerPoint, and OneNote—let you work across multiple devices right from your browser. Users can work on the same file together, simplifying version management.

Why Office 365?

- ▶ **Work collaboratively with teams.**
- ▶ **Have interactive online meetings.**
- ▶ **Store and share documents.**
- ▶ **Get email, calendar, and contacts.**

Primary Tools

What are the key components included in Office 365?

- ▶ Outlook Online (Exchange Online)
- ▶ SharePoint Online
- ▶ OneDrive for Business
- ▶ Skype for Business
- ▶ Office Online

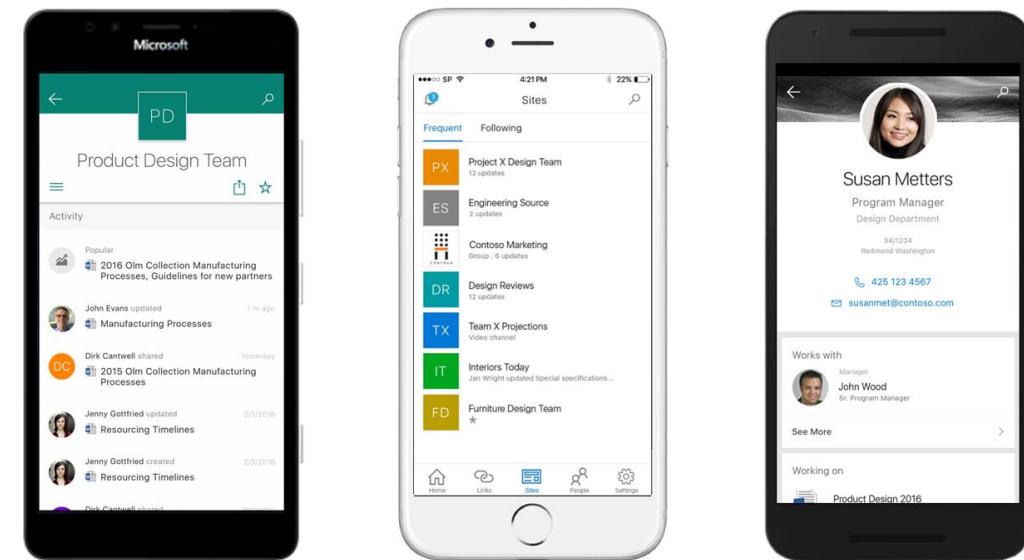
What Else?

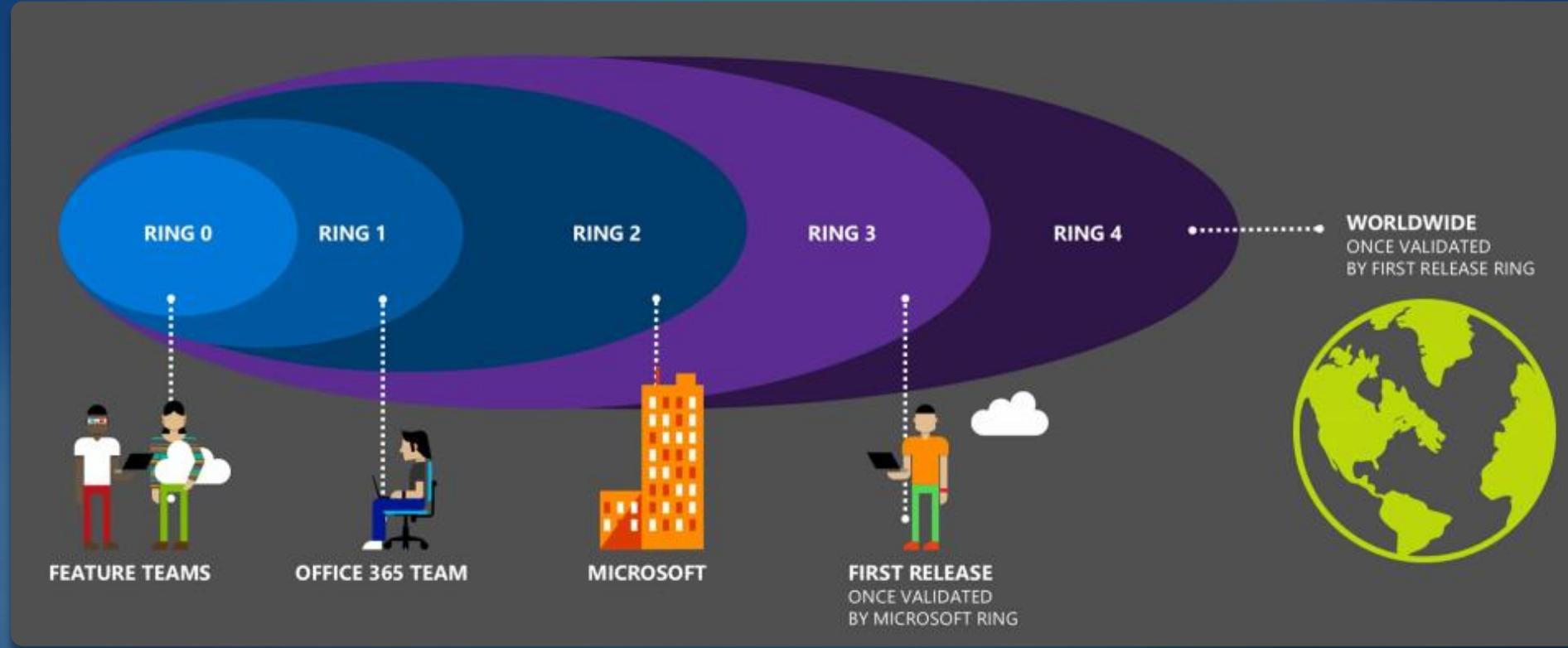
These are other applications that are included in Office 365.

- ▶ Yammer
- ▶ Teams
- ▶ Planner
- ▶ Delve
- ▶ Power BI
- ▶ Flow
- ▶ PowerApps

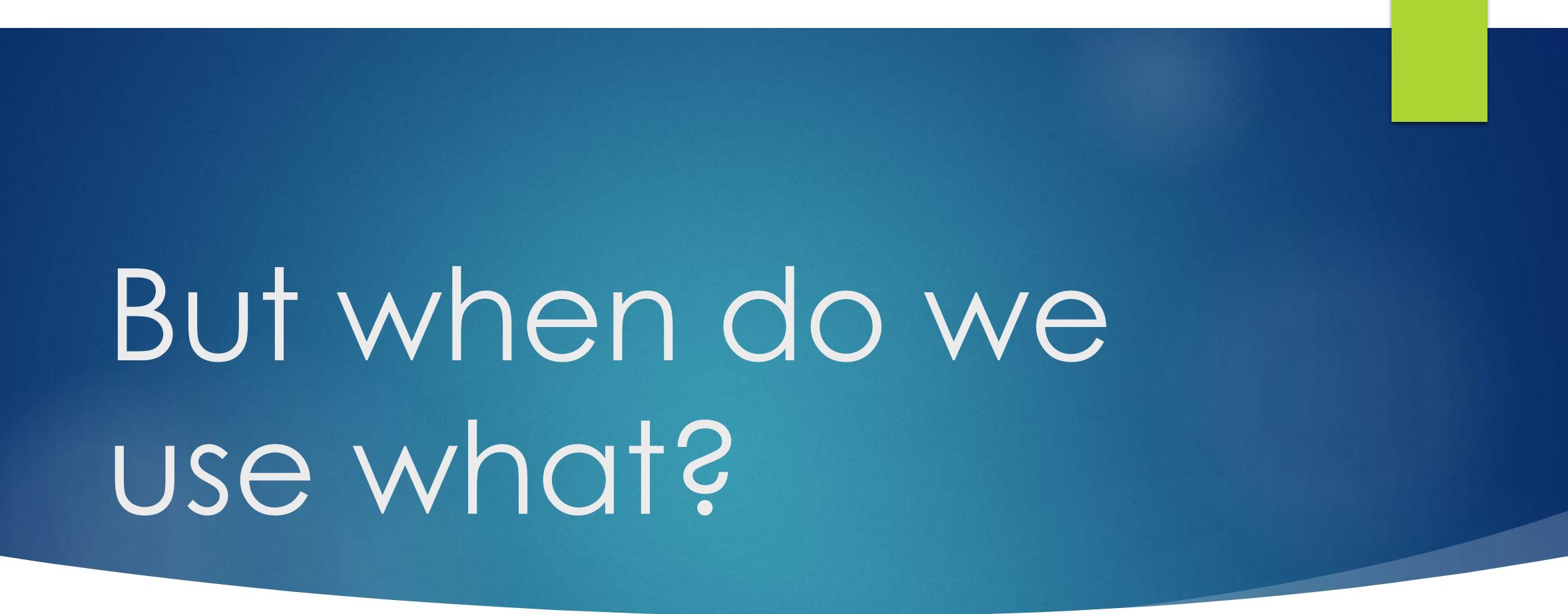
Mobile Applications

- ▶ SharePoint App
- ▶ Groups
- ▶ OneDrive
- ▶ Teams





Understanding Feature Deployment



But when do we
use what?

Making business decisions within the chaos!

Guiding Principles

- ▶ Just keep moving!
 - ▶ Waiting for the “perfect” solution will keep you waiting forever!
- ▶ Know YOUR Stuff
 - ▶ Who are your users?
 - ▶ How do they typically behave?
 - ▶ What tools do you think will work best for them?
 - ▶ What documents REQUIRE additional metadata and tagging?

Groups & Teams

GROWING PAINS!



► Figuring out the path
when thinks make no
sense at all.....

Collaborating on Documents



Searching for People & Content

Automating Solutions & Designing Forms with Power Apps and Flow

Q&A