

Office 365 apps

a powerful toolkit you should get to know!



What we'll cover today

- Some basics
- OneDrive vs SharePoint
- Useful apps demo with Q and A
 - Forms
 - Planner
 - Sway
 - Teams
- EMS (Enterprise Mobility & Security)



Bookings



Calendar



Delve



Doodle AG



Dynamics 365



Excel



Forms



Kaizala



MicrosoftAzur...



MyAnalytics



OneDrive



OneNote



Outlook



Partner



People



Planner



Power Apps



Power Autom...



Power BI



PowerPoint



SharePoint



Stream



Sway



Tasks



Teams



To Do



Whiteboard



Word



Yammer



YouCanBook...

Office 365 Training Center

[START WITH 6 SIMPLE STEPS >](#)



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Microsoft Teams



Yammer



Access



Learn the basics

Get going quickly and easily with Office 365 video training.

[START NOW >](#)



Try it with templates

Learn what's possible with Word, Excel, and PowerPoint.

[TRY IT >](#)



Work better together

Share, co-author, communicate, and collaborate as a team.

[SEE HOW >](#)



Save time with tips

Work smarter and get more out of your Office apps.

[GET TIPS >](#)



See great ways to work

Get inspired with cool new infographics for Word, Outlook, and PowerPoint — custom signatures, language translation, voice dictation, collaboration, mobile options, and more.

[LEARN NOW >](#)

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SharePoint vs OneDrive



Things to Consider:

- Ownership
- Permissions Management
- Collaboration
- Access
- Privacy
- Sharing

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New Form

New Quiz

Questions

Responses

Office 365 apps training demo

Are you reading this as I'm chatting to you? Presentation hazard...

+

Choice

Text

Rating

Date

↓

- Ranking
- Likert ⓘ
- File upload
- Net Promoter Score®
- Section



Send and collect responses

Anyone with the link can respond

<https://forms.office.com/Pages/Respon>

Copy



Share as a template

+ Get a link to duplicate

Share to collaborate

+ Get a link to view and edit

Questions

Responses **57**

Top tools...

57

Responses

00:51

Average time to complete

Active

Status

View results

Open in Excel

1. Are you already using online forms to collect data?

[More Details](#)

● Yes	25
● No	32



**Demo time
followed by Q and A**

bit.ly/TheBigOne365



Office 365 Forms – a summary

- Multi question types available (including quizzes)
- No limit on number of questions
- Branching options e.g. if answer Yes, jump to Q5
- Share to collaborate with colleagues
- Click to get an email alert for each response
- Remember to copy link allowing anyone with link to respond
- See response summaries, or individual responses or download into Excel
- [Further info](#)

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To Do – Your personal tasks list

☰

🔍

- ☀ My Day
- ☆ Important
- 📅 Planned 10
- 🚩 Flagged Email 4
- 🏠 Tasks 12
- ☰ September to do 6
- ☰ **Finish off before I go on leave!**
- ☰ Things to do before hong kong 3
- + New list

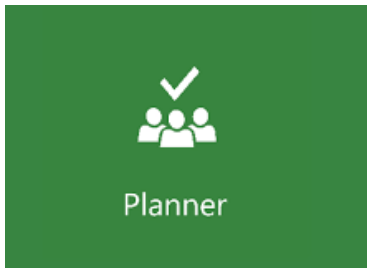
Get the app.

Finish off before I go on leave! ...

👤 Share ⬆️ ⬆️ Sort

- ✓ VC Sutton email re database ☆
- ✓ ARCC 0365 quote ☆
- ✓ Creative Youth IT security audit report ☆
- ✓ Annual Report notes for Joanne ☆
- ✓ Get back to Kitchen Collective ☆
- ✓ Get back to Lambeth Larder ☆
- ✓ Get back to Urban Dandelion ☆
- ✓ Get back to East London Community group ☆

+ Add a task



Planner ☆
... > General

Board Charts Schedule ...

KW AR SP PT +1 Members ▾

To do **In progress** **Done** **Add new bucket**

To do

In progress

- Evaluation
15/06 ...
- KW Kate White

Done

- Book venue ...
- Contact all speakers ...
- Finalise agenda ...
- Order lunch ...

Hide completed 2 ^

Create Sway round up
22/06 ...

SP Completed by Sorrel Parsons on 21/06

SWAY

Aim - 1) to share back with attendees - embedding resources & adding links out to Step by step guides etc Focus on 1st section and then just slides from other speakers
2) To share with those who didn't attend -

**Demo time
followed by Q and A**



Planner

Office 365 Planner – a summary


- Use to manage projects and collaborate with your team
- Add your own Buckets (columns) e.g. To do, In progress, Completed or Jan, Feb, March etc
- Add tasks and allocate to colleagues & set deadlines
- Add checklists, upload files and make comments
- Colour code / categorise tasks
- View as buckets, as a calendar or filter on e.g. categories, tasks allocated to you, outstanding tasks
- [Planner video training](#)

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Details E Emphasize A Accent Link Focus Points



Kingston Data Hack

1 - Exploring small charity data in the Roya...

Heading 1 Card



Background

Exploring small charity data in the Royal Borough of Kingston upon Thames

Text Card

The word data has the power to terrify and excite. For some it's simply the boring stuff that only the geeky understand. For others it uncovers hidden patterns, correlations and insights that can change the world.

Data is something that every small charity and community group has, such as information about the numbers of people attending activities or personal information from clients.




Image Card: Kingston Data Hack smiling.jpg

Caption

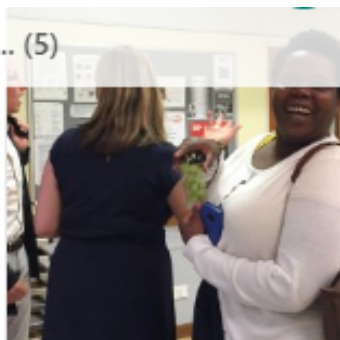


▶ 1 – Exploring small charity data in the Roya... (5)



Heading

The word data has the power to terrify and excite. For some it's simply the boring stuff that



Superhighways and Kingston Voluntary Action brought together small charities and data



Embed

▲ 2 – "I had a hunch" Hearing from peers about...



Background

Heading 1 Card

"I had a hunch" Hearing from peers about their experiences of data

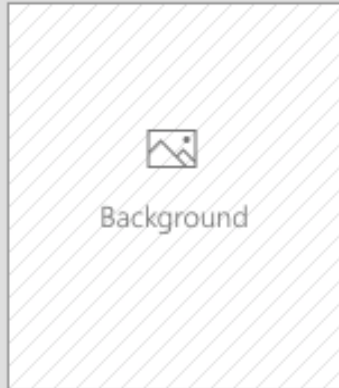
Text Card

Local organisations shared how they have started on their data journey using digital tools to analyse and visualise client and outcomes data.

We heard from Kingston Young Carers' Project on how they overcame the challenge of limited reporting capacity within their database, Learn English at Home on how they have transformed the way they assess client progress and Man and Boy on their use of online questionnaires and Kobo toolbox.



▶ 1 – Exploring small charity data in the Roya... (5)								
 Heading	The word data has the power to terrify and excite. For some it's simply the boring stuff that		Superhighways and Kingston Voluntary Action brought together small charities and data	Embed				
▶ 2 – "I had a hunch" Hearing from peers about... (6)								
 Heading	Local organisations shared how they have started on their data journey using digital tools to	 Group (1)	2.1 Kingston Young Carers	2.2 Learn English at Home	2.3 Man and Boy			



Heading 1 Card

Supporting Kingston's carers with one to one training with Kingston Carers' Network

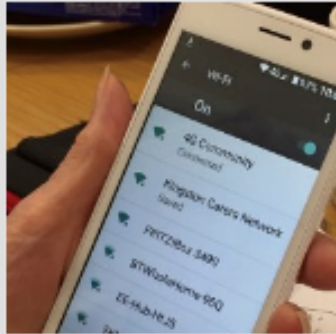


Image Card: 16.png

"How do I connect to the WiFi?"

Text Card

"I was really lucky to find this session, all my family is too busy to help me with these few simple things and someone dropped out so I could come. It has been really useful"



Image Card: KCN1.jpg

"Why can't I see the password?"

**Demo time
followed by Q and A**



Office 365 Sway – a summary

- Use for presentations or online publications
- Choose from a range of templates & designs
- Build your Storyline by adding blocks of differing kinds of content
- Including video & embedded content (presentations, maps etc)
- Share via a link, embed in a web page, or present to a room
- Some examples:
 - [Data Hack – event round up](#)
 - [Get Online Week – a week in the life](#)
 - [CVA annual review](#)
- [Further info](#)

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- Activity
- Chat
- Teams**
- Meetings
- Files
- ...
- Store

- Favourites
- SU Superhighways ...
 - General
 - GDPR
 - Members
 - RBK Grant
 - Team meetings
 - 1 more channel
 - KD Kingston Data Hack ...
 - General
 - IA Impact Aloud 2018 ...

KD

Kingston Data Hack > General ...

Private

🗨 ↗ 🔄 📄 ⋮

Conversations Files Planner Eventbrite bookings +

📅 Board 📊 Charts 📅 Schedule
Filter (0) ▾ Group by Bucket ▾

To do	In progress	Done
<div style="border: 1px solid #ccc; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">+</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;">SWAY</p> <p style="font-size: 0.8em; margin: 0;">🌐 📅 18/06 🗨 ...</p> <p style="margin: 0; display: flex; align-items: center;"> SP Sorrel Parsons </p> </div>	<div style="border: 1px solid #ccc; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">+</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;">Evaluation</p> <p style="text-align: right; font-size: 0.8em; margin: 0;">...</p> </div>	<div style="border: 1px solid #ccc; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">+</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;">Book venue</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;">Contact all speakers</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;">Finalise agenda</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Order lunch</p> </div>



Office 365 Teams – a summary

- An online collaboration space for your team
- Conversation, Wiki & Files tabs by default
- Add your own extras e.g. Planner, Forms, Weblinks
- Upload key documents and collaborate in real time (no more attached docs)
- Chat and @mention to alert colleagues
- Arrange meetings – links with Outlook calendar + video / audio calls
- Invite external partners into the space (or what about trustees?)
- [Teams video training](#) and Superhighways [remote working guides](#)

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Send Attach **Protect** Discard ...

Do Not Forward: Recipients can read this message, but they can't forwards, print, or copy content. **Change Permissions** Remove

To

Cc

Bcc

Add a subject

Kate White
Superhighways Manager
Tel 020 8255 8040

www.superhighways.org.uk
@SuperhighwaysUK

Change Permissions

Choose how recipients can interact with this message

Confidential - All Employees

Encrypt

Do Not Forward

Confidential - All Employees

Highly Confidential - All Employees

Protect



Email Received in Gmail

test encrypted doc Inbox x

Colin Cregan
to me ▾

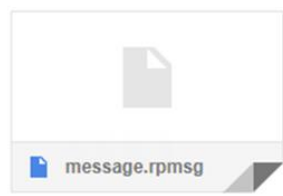
Colin Cregan (colincregan@superhighways.org.uk) has sent you a protected message.

Read the message

This link will expire on June 24, 2018

[Learn about messages protected by Office 365](#)

Microsoft respects your privacy. To learn more, please read our [Privacy Statement](#).
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



test encrypted doc - colin x Encrypted Message x

Secure | <https://outlook.office365.com/Encryption/authenticationpage.aspx?st=Google&ru=https%3a%2f%2foutlook.office365.com%3a443%2fEncryption%2fdefault.aspx%3fitemID%...>

Office 365

colincregan@superhighways.org.uk has sent you a protected message

Sign in to view the message

Or, sign in with a one-time passcode

[Need Help?](#)

[Terms of Use](#) [Privacy & Cookies](#)

Office 365 EMS – a summary

- 10 M365 licences including EMS free via Charity Digital
- Email encryption
- Multi factor authentication

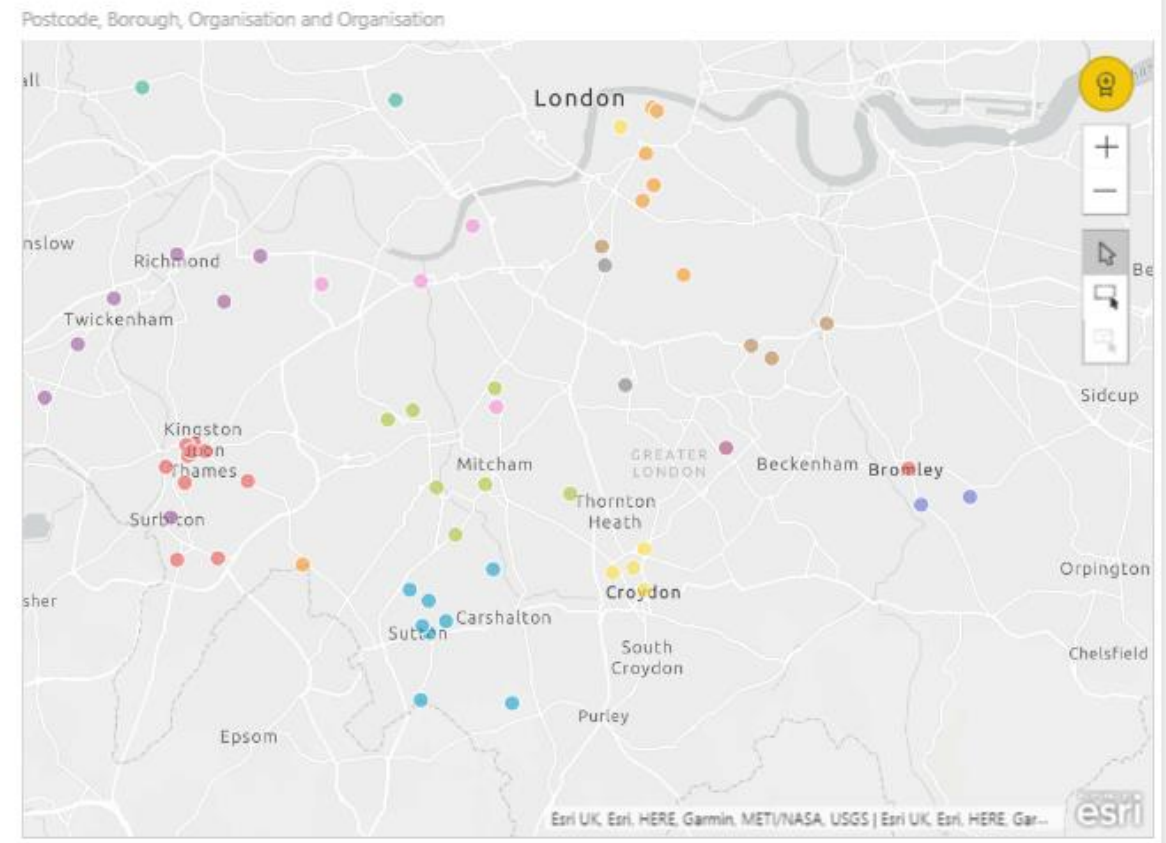
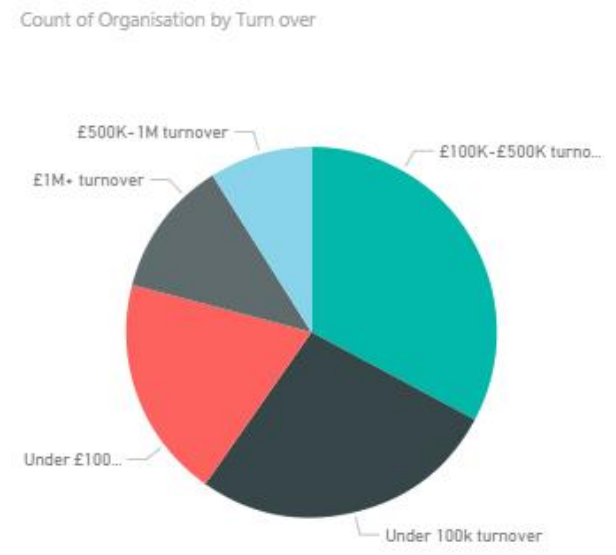
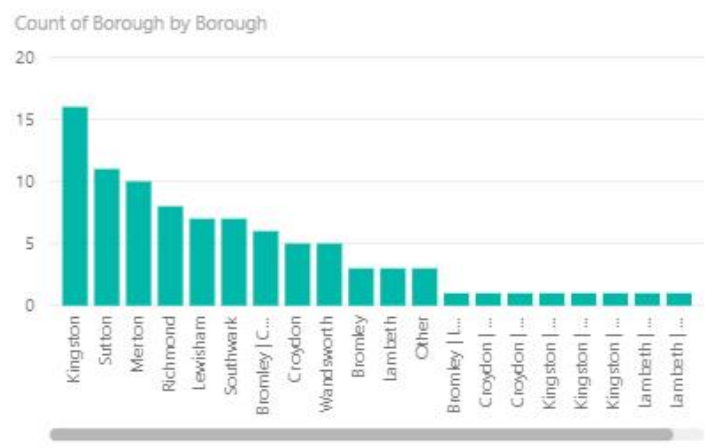
- Read our blog on [what's included in EMS](#) (e.g. device management) or see how you can [switch your subscription](#)

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- EMS (Enterprise Mobility & Security)
- Something extra



Data analysis & visualisation tool



1957

young people started programmes with us over the past 12 months.

STARTS

England

Scotland

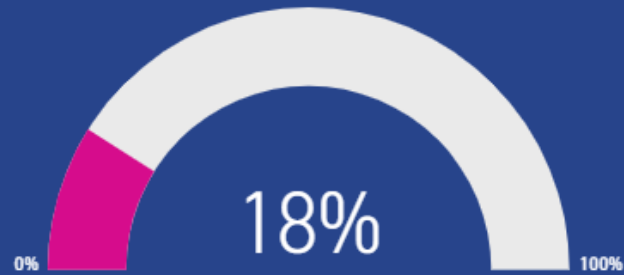
Female

Male

16-17

18-24

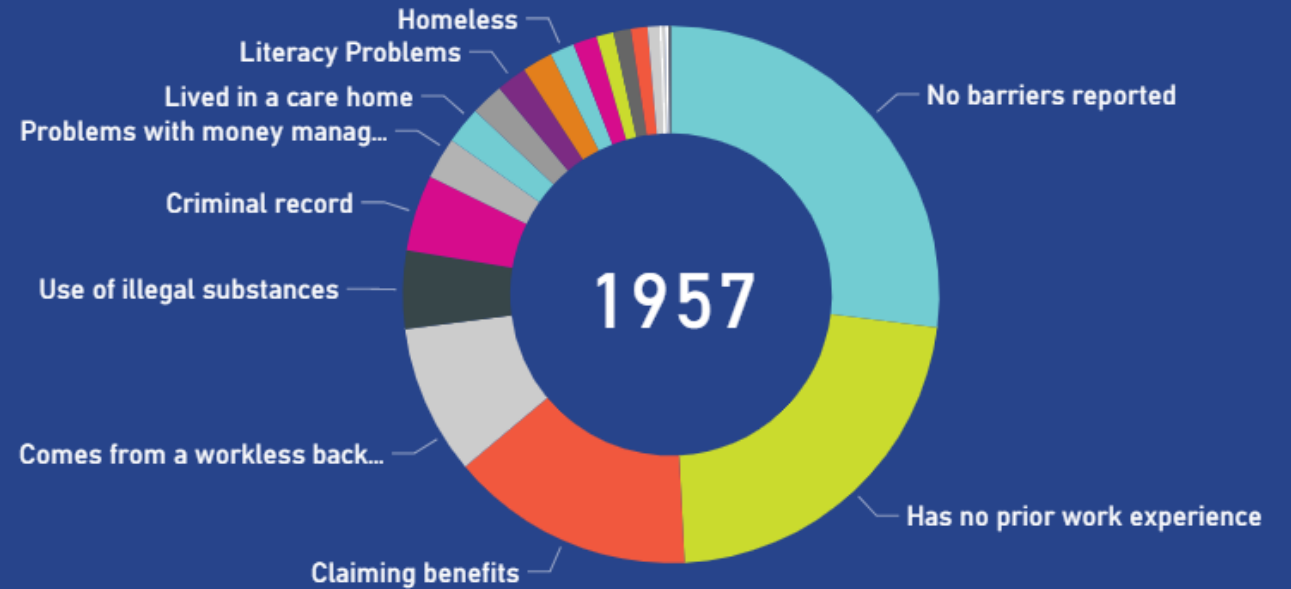
BAME PARTICIPATION RATE



FEMALE PARTICIPATION RATE



REPORTED BARRIERS



Thank you for listening!



superhighways
harnessing **technology** for **community** benefit

info@superhighways.org.uk
www.superhighways.org.uk
[@SuperhighwaysUK](https://twitter.com/SuperhighwaysUK)