

Office 365 Basics

About Superhighways

- We help small charities do more with digital
- Here's our practical advice on making the move to Office 365 as smoothly as possible



What we'll cover

- What is Office 365?
- Understanding the various packages
- What you need in place
- OneDrive vs Sharepoint (vs Teams)
- Getting started with Email
- Getting started with Files
- Security measures
- Other Office 365 Apps inc Teams



Microsoft 365 Training

[START WITH 6 SIMPLE STEPS >](#)



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Microsoft Teams



Yammer

[More Office apps >](#)



Learn the basics

Get going quickly and easily with Microsoft 365 video training.

[START NOW >](#)



Training templates

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

[DOWNLOAD NOW >](#)



Quick Starts

Get up to speed in no time with these popular guides.

[GET STARTED >](#)



Save time with tips

Work smarter and get more out of your Office apps.

[GET TIPS >](#)

Which subscription?

Microsoft 365 Business Premium (Nonprofit Staff Pricing) Donation	Microsoft 365 Business Premium (Nonprofit Staff Pricing)	Office 365 E3 (Nonprofit Staff Pricing)	Office 365 E1 (Nonprofit Staff Pricing)
Best for businesses that need all the apps and services included in Business Standard plus advanced	Best for businesses that need all the apps and services included in Business Standard plus advanced	The Office suite for PC and Mac with apps for tablets and phones, plus email, instant messaging, HD video	The online versions of Office with email, instant messaging, HD video conferencing, plus 1 TB personal file
Free 10 licences	From £3.80 user/month	From £4.00 user/month	Free

- [Microsoft 365 Business Premium vs Office 365 E3 & E1](#)
- Start with the donated plans then look at what else you need
 - Enhanced security (M365 Business Premium) vs Email archiving & Legal hold requirements (O365 E3)?
 - Office applications to download vs buy outright via Charity Digital?
 - Remember you can mix and match



Registration process

- [Register with Charity Digital](#) as Microsoft use them to verify your non-profit eligibility
- Request the Microsoft 365 service by registering for the Microsoft for Non-Profit programme at <https://nonprofit.microsoft.com/en-us/getting-started>
- Verify your domain (you'll need to log on to your domain control panel and make some changes)



Requirements for best experience

- Windows 10
- Office 2016, 2019 or M365 Apps (Subscription)
- Is your broadband up to it?
 - Your upload speed as well as download speed is important
 - Do you have contingency?



A phased plan of action

1. Upgrade Operating System and Office versions
2. Migrate your emails
3. Migrate your data

For each phase – plan in...

- Engagement / buy in across your organisation
- Manage expectations and showcase benefits
- Training, training, training! An ongoing offer + induction for new staff



Data storage – folders & files

OneDrive vs SharePoint (vs Teams)

Consider:

- Ownership
- Permissions management
- Collaboration
- Access
- Privacy
- Sharing



Outlook demo

- Portal access
 - Outlook settings – Focussed inbox, Conversational view, Out of office, and Signature
 - Encryption
 - Opening another mailbox
-
- [Outlook Mail for Windows cheat sheet](#)
 - [Outlook Calendar for Windows cheat sheet](#)
 - [Outlook Mail on the Web cheat sheet](#)
 - [Outlook Calendar on the Web cheat sheet](#)



SharePoint demo

- Organising and navigating your folders and files
- Editing & collaborating documents
- Sharing files with others
- Version history

- [SharePoint download guide](#)





Home

Admin

Management



Admin

Home

Documents

Office Admin

Staff Admin

Recycle bin

Edit

[Return to classic SharePoint](#)



Open



Share



Copy link



Download



Manage access

Documents



Name



Document.docx



- Open >
- Preview
- Share
- Copy link
- Manage access
- Download
- Delete
- Automate >
- Rename
- Pin to top
- Move to
- Copy to
- Version history
- Alert me
- More >
- Details



GDPR & Cybersecurity

- Multi factor authentication
- Enterprise Mobility & Security - device management, encrypted emails, data loss prevention
- Discovery – right to be forgotten & Data Subject Requests
- Organisational policies and procedures – passwords, homeworking, byod, leavers





Send Attach **Encrypt** Discard ...

Encrypt: This message is encrypted. Recipients can't remove encryption. **Change permissions** Remove encryption

To

Cc

Bcc

Add a subject

Change permissions

Choose how recipients can interact with this message

- Encrypt
- Confidential - All Employees
- Do Not Forward
- Encrypt**
- Highly Confidential - All Employees

Kate White
Superhighways Manager

Send Discard ...





Outlook



OneDrive



Power Autom...



Partner



Word



Excel



Calendar



To Do



PowerPoint



OneNote



Forms



Planner



SharePoint



Teams



Whiteboard



Stream





Microsoft Teams

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

Search for or type a command



KD Kingston Data Hack > General ... Private

Conversations Files Planner Eventbrite bookings +



Board Charts Schedule

Filter (0) Group by Bucket

To do	In progress	Done
+	+	+
SWAY 18/06	Evaluation	Book venue
Sorrel Parsons		Contact all speakers
		Finalise agenda
		Order lunch

Next steps

- Ask an Expert – book a 45 min 1:1 with Colin or Kate if you want to discuss Office 365 set up for your organisation. [Check dates & book here.](#)
- Office 365 - an amazing tool box of apps.
Book [17th Dec 10 - 11.30](#)
- Introduction to Teams - a walkthrough for small charities.
Book [8th Dec 10 - 11.15](#)



Thank you for listening!

Kate White & Colin Cregan

katewhite@superhighways.org.uk

colincregan@superhighways.org.uk

www.superhighways.org.uk

[@SuperhighwaysUK](https://twitter.com/SuperhighwaysUK)

