

~~Office~~ Microsoft 365 –
an introduction to the
basics & a look at the
apps included

About Superhighways

Providing tech support to small local charities in London for 20 + years

- ✓ Tech support
- ✓ Training – [see our current offer](#)
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ [Datawise London](#)
- ✓ Websites
- ✓ eNews – [sign up here](#)



What we'll cover

- What is Office 365?
- Browser vs local apps access
- Email – some tips with Outlook
- File storage - OneDrive Business, Sharepoint & Teams
- Files – some tips with Sharepoint
- Security measures
- Teams
- Other Office 365 Apps – Forms, Sway, To Do, Planner, Power BI, Bookings, Flow / Power Automate & Approvals



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 >](#)

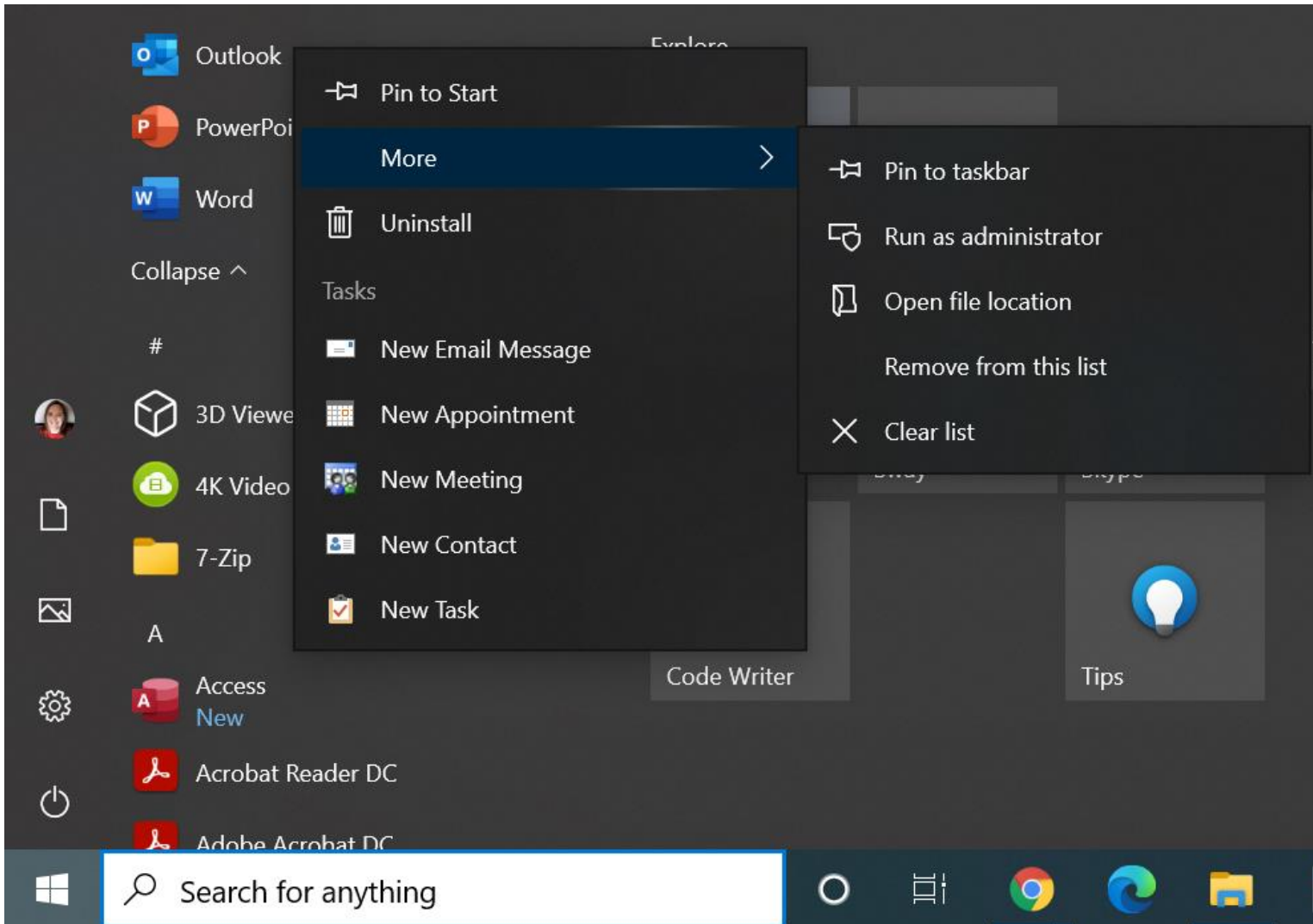


Save time with tips

Work smarter and get more out of your Office apps.

[GET TIPS >](#)

Launching your Office 365 apps



Using the Windows Start Menu, or Search for anything box.

Right click to **Pin to Start** or click **More** and also **Pin to taskbar**



Accessing Office 365 via the web portal

- Log in at www.office.com with your email and password

Microsoft | Office Products ▾ Resources ▾ Templates Support My account Buy now All Microsoft ▾

Remote Learning in education. Learn more >

You're signed out now.

Sign back in as katewhite@superhighways.org.uk

[Sign in](#)

[Switch to a different account](#)

[Forget this account](#)

Office →

Microsoft 365

- Outlook OneDrive
- Word Excel
- PowerPoint OneNote
- SharePoint Teams
- Power Autom... Partner
- Calendar To Do
- Forms Planner

- Choose the apps from the landing page or the App launched grid of 9 squares always at the top right of your screen

Outlook demo

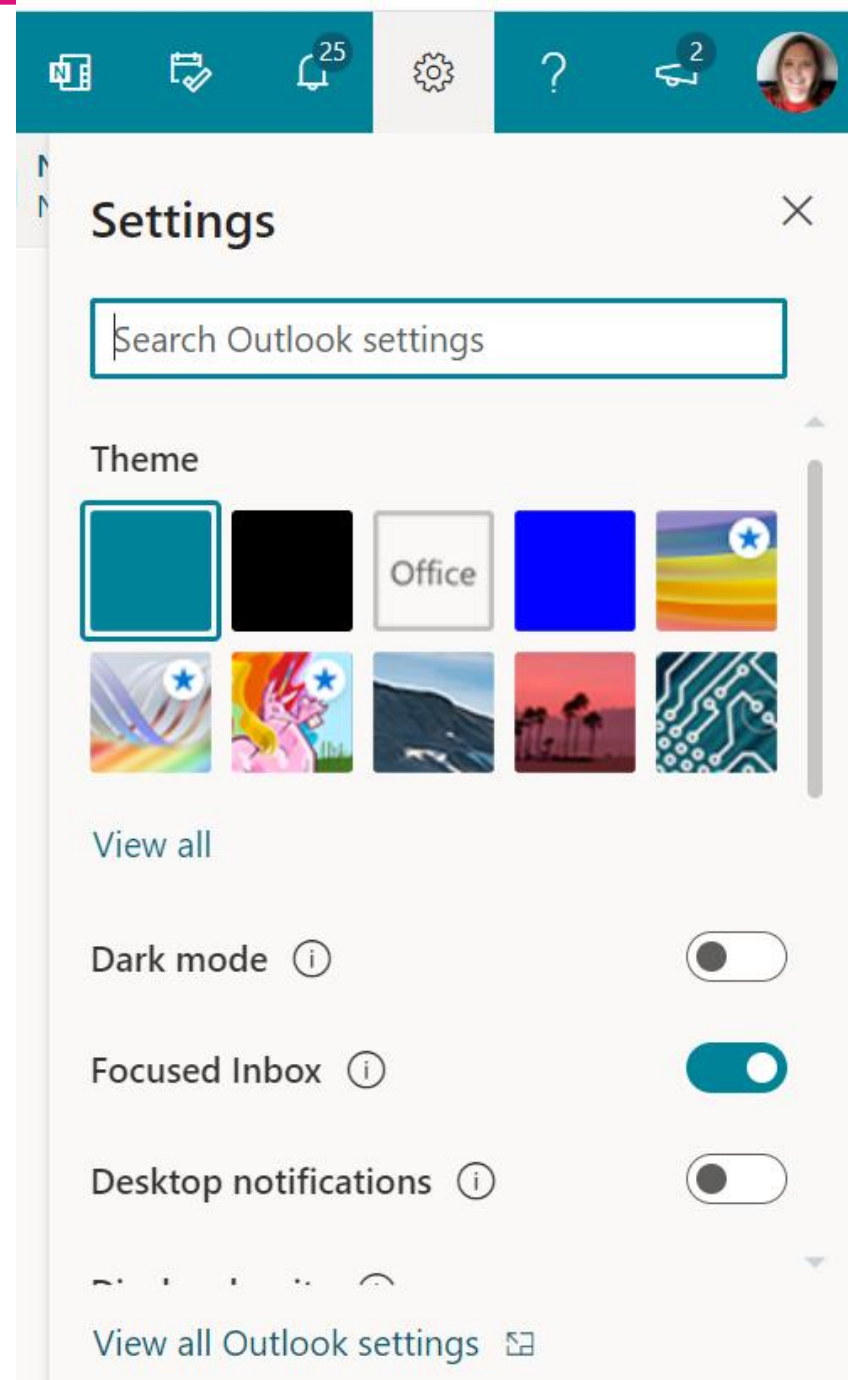
- Opening another mailbox
- Outlook settings – out of office etc
- Encryption

- [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](#)



Outlook via web settings

- Click on the cog wheel at the top left to access Settings
- Either scroll through or use the Search box e.g. 'Out of Office' will find you the Automated responses settings



Open another mailbox via web

- Click on your profile pic / initials in the top right and select Open another mailbox
- Type in the mailbox you need to open (this will depend on what you have access to) and click Open. It will open in a new Tab.

Open another mailbox

Open

Cancel

Open another mailbox via local app

- If you have permission to view and access another mailbox, it should be listed in the left hand pane underneath your main inbox
- Click on the name and the Inbox etc should drop down

The screenshot shows an email client interface. On the left is a sidebar with a mailbox list. On the right is the main email view showing a list of messages.

Mailbox List (Left Pane):

- Favorites
 - Sent Items
 - Deleted Items 692
- Connected Kingston
- > Kylie Noble
- > Sue Quilter
- > Superhighways Equipment
- > Superhighways Helpdesk
- Superhighways Info
 - > **Inbox** 24
 - Drafts [4]
 - Sent Items
 - > Deleted Items 284
 - Archive 1
 - Clutter

Email List (Main View):

Buttons: All, Unread, By Date (dropdown), Up arrow

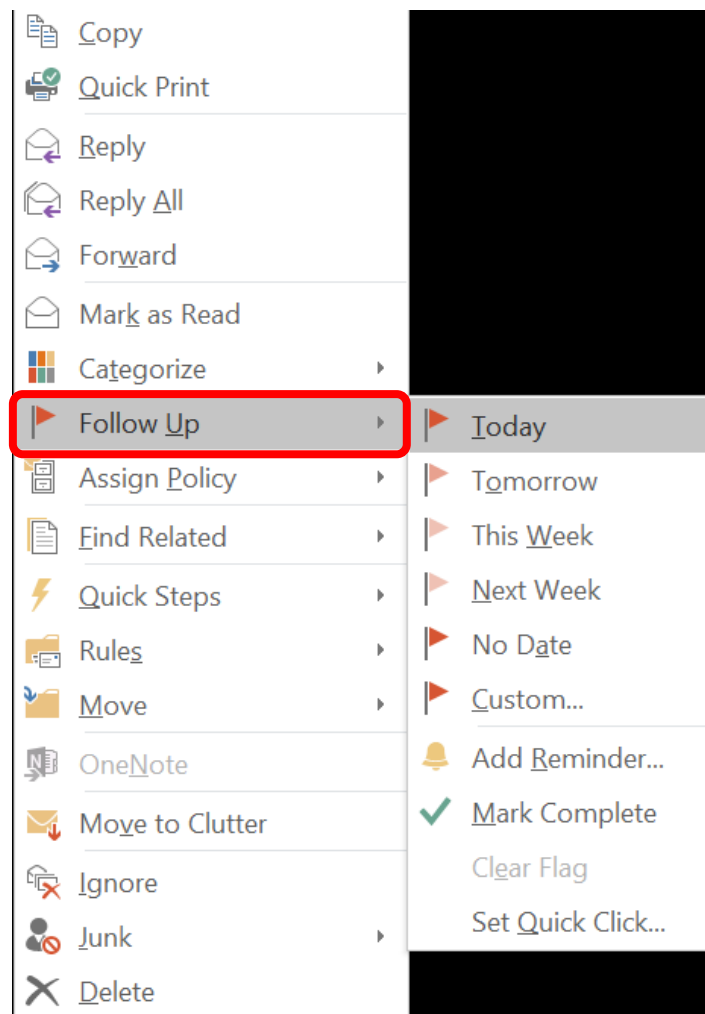
Grouped by: Last Week, Two Weeks Ago

- Last Week**
 - Alise from Infogram** (star icon) **Free Dataviz Resources to Get you Inspired** Thu 13/05
All the inspiration you'll need to get started. Get inspired right here on Infogram
 - Otter.ai** man-boy-a-positive-story-of-impact (1) - Ready to View in Otter Wed 12/05
<https://d28bktgdj10sby.cloudfront.net/email/assets/img/logo-otter@2x.png> Hi
- Two Weeks Ago**
 - Alise from Infogram** Congrats Kate ! Sun 09/05
Here's how to share your project with your audience. Congrats Kate! Your project
 - Zoom** You've exceeded your cloud recording storage recording limit 08/05/2021
Hi Kate White, You have exceeded your cloud recording storage recording limit.
 - Alise from Infogram** Kate Add Data and Create Powerful Stories 06/05/2021
Use interactive graphics to bring your data to life. Tell stories with interactivity and

Flagging emails for follow up

Useful as **a reminder** to follow up on an email when you don't have time there and then...

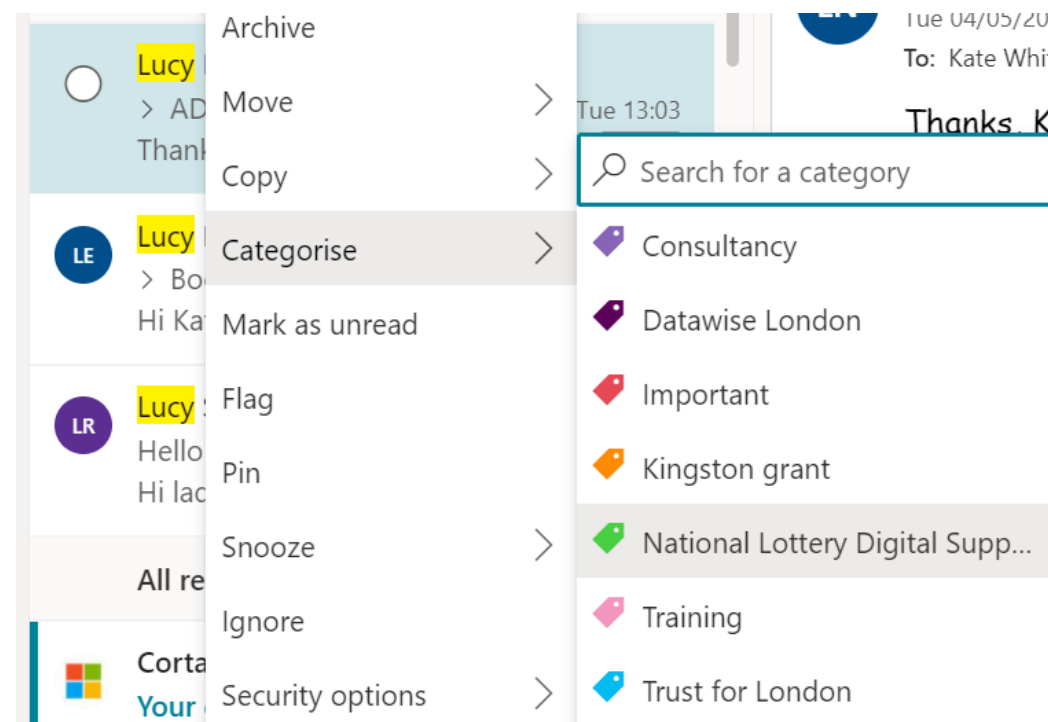
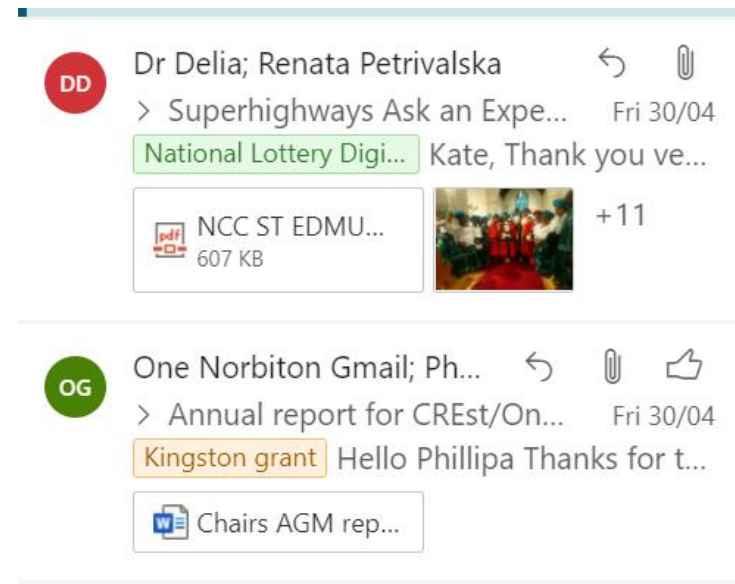
- Right click on an email
- Select Follow up
- Choose a time frame or No Date
- You can then search on Flagged emails



Categorising emails

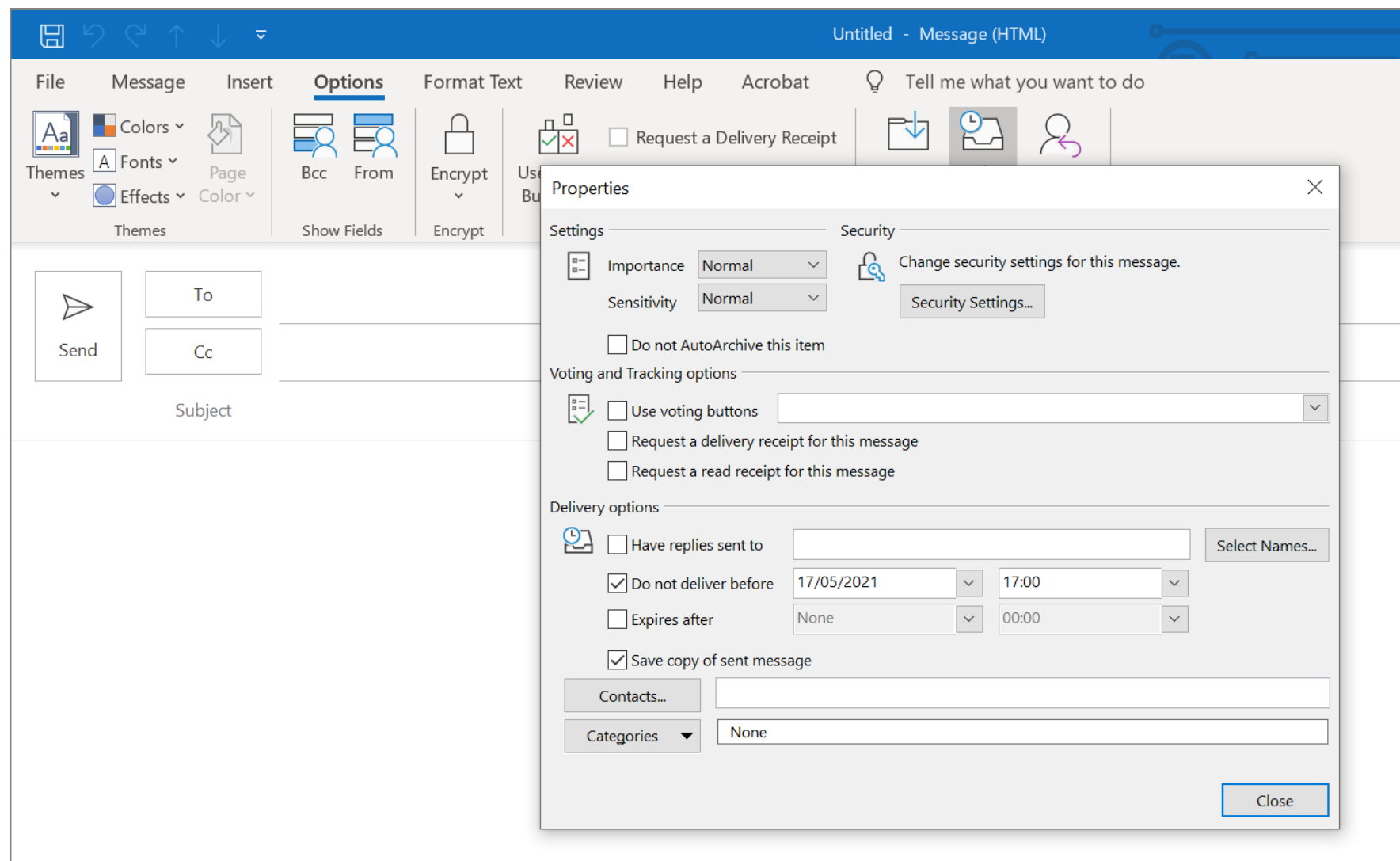
Categorise your emails against standard or custom themes – you can then search and filter for quick access

- Right click on an email
- Select Categorise & select a Category
- To add a new Category, select New Category



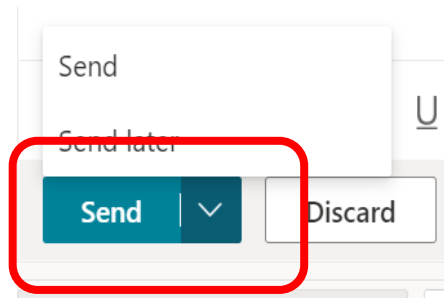
Delay delivery via Outlook app

- Open a **New mail** message
- Go to **Options**
- Select **Delay delivery**
- Choose a date and time

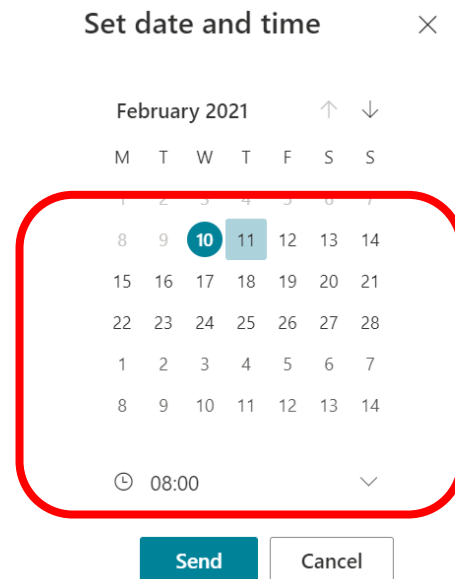


Send later option via web

- Click the Down arrow next to Send and select Send later



- Now choose the date and time



Enterprise
Mobility+Security



If you have
EMS enabled
on your
account you
can Encrypt
emails.

Find out
more about
this and
other security
features [in
this blog](#)

Send Attach **Encrypt** Discard ...

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

To

Cc

Bcc

Add a subject

Kate White
Superhighways Manager

Send | Discard

Change permissions
Choose how recipients can interact with this message

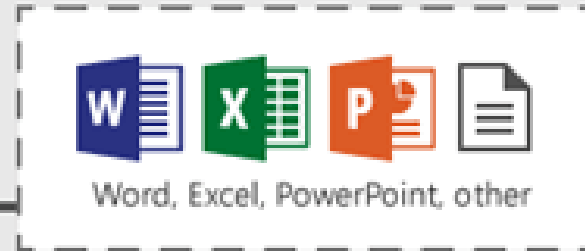
- Encrypt
- Confidential - All Employees
- Do Not Forward
- Encrypt**
- Highly Confidential - All Employees



Data storage



Office 365



Business documents



Store **business** documents for your own use in OneDrive for Business.

You can find and edit your documents, or you can share them with specific people. And you can sync them to your computer or device.

Business documents



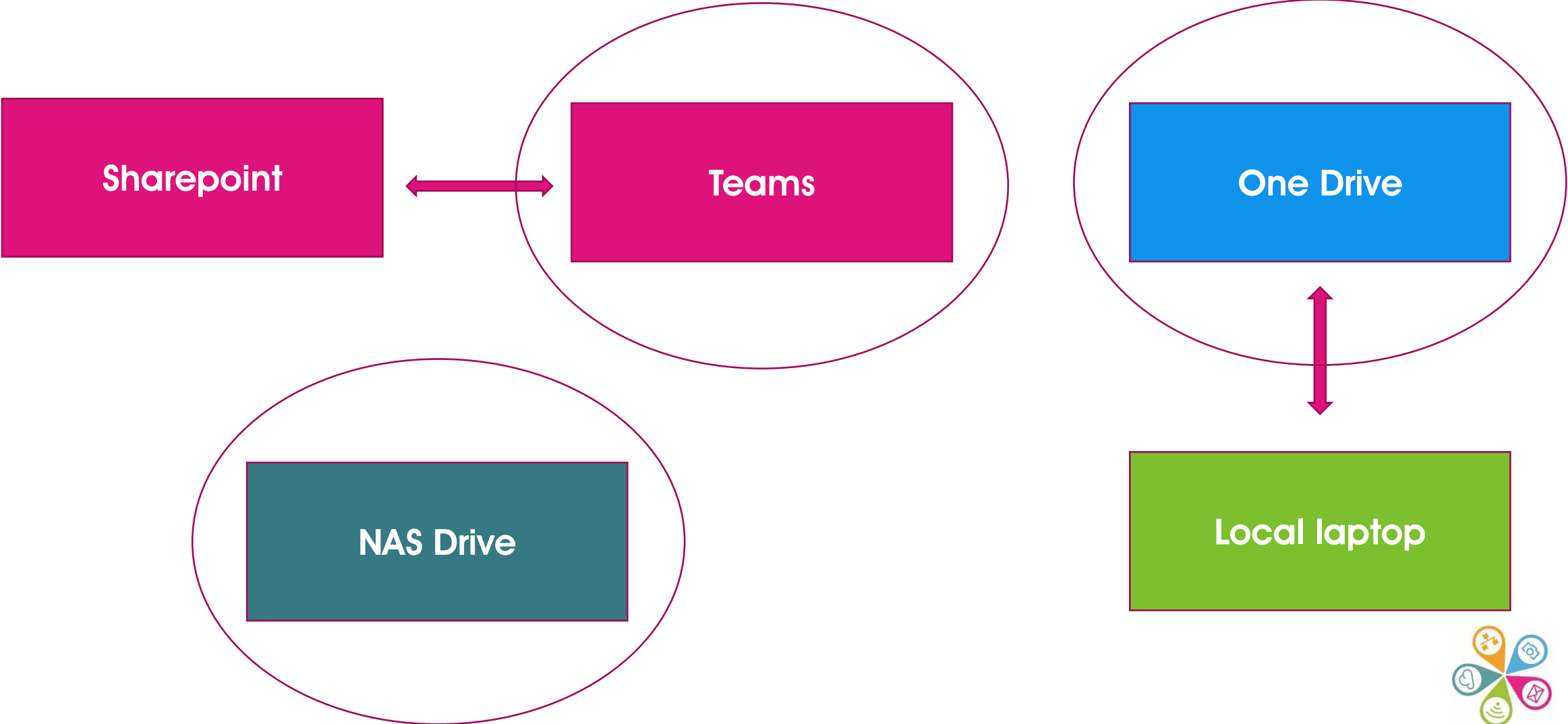
Store **business** documents for a team in a *Team site*. For example, store team plans that everyone updates, or publish meeting agendas.



Team site

All members of the team can find and edit documents. And team members can work on them from their own computer or device.

Your current set up



Things to consider

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



SharePoint demo

- Navigating your folders and files
 - Editing & collaborating on documents
 - Sharing files with others
 - Version history
-
- [SharePoint download guide](#)



Saving documents

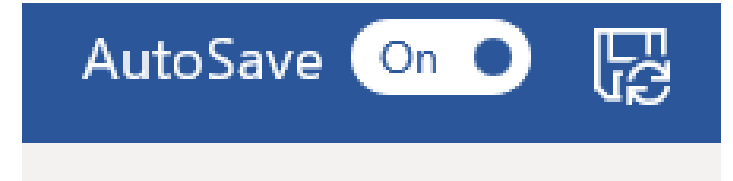
Select **Save As** and navigate to the One Drive or Sharepoint Folder (choose Sites) you need to save the document in.

The screenshot displays the 'Save As' dialog box in a Microsoft Office application. The left-hand navigation pane is dark blue and contains the following options: Home, New, Open, Info, Save, **Save As** (highlighted), Save as Adobe PDF, Print, Share, Export, Transform, Close, and More... The main area is titled 'Save As' and is divided into three sections. The top section shows a 'Recent' list with items like 'Kingston Voluntary Action', 'OneDrive - Kingston Voluntary...' (with email katewhite@superhighways.org.uk), 'Sites - Kingston Voluntary Action' (with email katewhite@superhighways.org.uk), and 'Centre 70 Ltd' (with email kwhite@centre70.org.uk). Below this is an 'Other locations' section with icons for 'This PC', 'Add a Place', and 'Browse'. The right-hand pane shows the current location as 'Superhighways' and includes a text input field for the file name, a file type dropdown set to 'Word Document (*.docx)', and a 'Save' button. Below this is a table listing files and folders:

Name ↑	Date modified
Shwys Admin	10/09/2020 09:41
Staff Training	04/06/2020 16:15
Technical Support Wiki	03/10/2017 10:40
Training and Resources	20/04/2021 12:22
Volunteering	09/09/2020 13:19
Wiki	02/10/2017 17:29

AutoSave

- If AutoSave is On at the top right of your screen, as indicated, changes to your document will automatically be saved
- If you want to create a new version of a document, remember to Save As and give the file a new name. Otherwise changes will over write the original



Navigating & managing files Sharepoint via web

The screenshot displays the SharePoint web interface for the 'Superhighways' site. The top navigation bar includes the SharePoint logo, a search bar, and user profile information. The left sidebar shows navigation options like Home, Notebook, Documents, Subsites, Pages, Site Contents, and Edit. The main content area shows a file list in the 'Collaboration' folder under 'Training and Resources'. A context menu is open over the selected file 'Collaboration tools training se...', showing various actions such as Delete, Pin to top, Rename, Automate, Move to, Copy to, Properties, Version history, Alert me, Manage my alerts, and Check out.

SharePoint

Search

Admin Development GKV Info & Comms Management Networks and Partnerships Superhighways

Superhighways

Following Share

Home Notebook Documents Subsites Pages Site Contents Edit

Return to classic SharePoint

Edit in grid view Open Share Copy link Download 1 selected All Documents

Training and Resources > Collaboration

Name	Modified
Collaboration tools for small charities.pdf	9 December, 2020
Collaboration tools for small charities.pptx	29 April
Collaboration tools training se...	29 April
Collaboration tools training session plan.do...	8 December, 2020
Document.docx	25 April
Heritage Divital x 3 session bookings.xlsx	29 April

- Delete
- Pin to top
- Rename
- Automate
- Move to
- Copy to
- Properties
- Version history
- Alert me
- Manage my alerts
- Check out

+ Add column

Using the Delve app

The screenshot displays the Delve app interface. At the top, there is a teal header with the Delve logo and navigation icons. Below the header is a search bar and a sidebar with navigation options like Home, Profile, and People. The main content area shows the profile of Kate White, with a green landscape background. Underneath the profile, there is a section titled "Your recent documents" with tabs for "Documents and attachments", "Attachments only", and "Documents only". A descriptive paragraph explains that these are documents authored or modified by the user. Below this, four document cards are shown, each with a Microsoft Word icon and a document title. The first three are Word documents, and the fourth is a PowerPoint presentation.

Delve

Search

Home

Profile

Bookmarks

People

- Philippa Leary
- Jacky Fung
- Sorrel Parsons
- Philippa Leary
- Alice Linell

Kate White > Your recent documents

Documents and attachments | Attachments only | Documents only

These are documents you've authored or modified, or sent to others as email attachments. Other people will only see documents that they have access to. [Learn more about why you can trust Delve](#)

Author	Document Type	Document Title	Additional Info
You	Word	Main Terms of Employment - ...1).docx	STATEMENT OF MAIN TERMS OF EMPLOYMENT ... Part Time This Statement, together with Alice's contract.
You	Word	Superhighways SLL Monitoring F...gital.docx	VCSEP Subject Liaison Leads Monitoring - Digital Name(s) Kate White MAC Region London Re: VCSEP Digital Subject Liaison Le...
You	Word	VCSEP LIN SLL Grant Agreement.docx	VCSEP Local Intelligence Network (Subject Liaison Leads) Following confirmation of extension Re: VCSEP Digital Subject Liaison Le...
You	PowerPoint	Data 4 Good Festival	Cornerstone 34 views

[Are my documents safe in Delve?](#)

Sharing docs



Options will depend on Account settings

Send link ... ✕

People with existing access can use the link >

Sorrel Parsons ✕

Add another ✓

Message...

Send



Copy link



Outlook

Link settings ✕

Who would you like this link to work for? [Learn more](#)

Anyone with the link ⓘ

People in Kingston Voluntary ⓘ
Action with the link

People with existing access ✓

Specific people

Apply

Cancel

Send link ... ✕

Requesting access for these specific people >

karen@bvsc.co.uk ✕

Add another ✓

Your organization's policy may prevent you to share with the external contact your IT department

Can edit
Make any changes

Message... **Can view**
Cannot make changes

Send

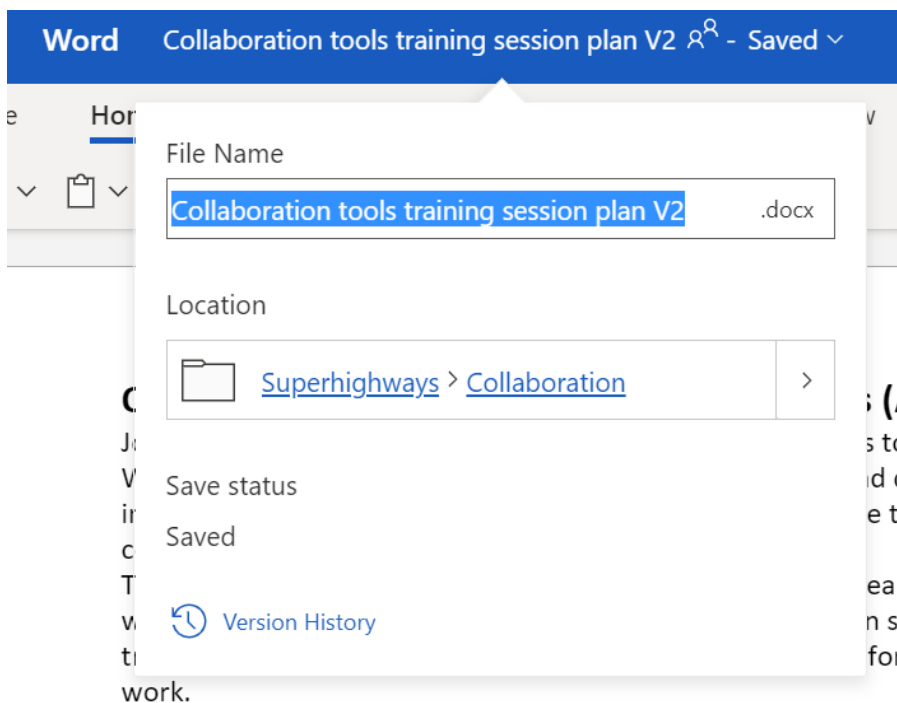


Copy link



Outlook

Version history via the web



Save a Copy Restore

Bexley & Heritage Digital)

ration with your team, stakeholders, or audiences.

es online, how can we continue to effectively collaborate both
izz of a face to face meeting, post it note exercise or water

editing, chat and conversation, data collection and interactive
interactive time throughout the session so you get a chance to
rganisation and gain the confidence to implement in your own

[3k/edit?usp=sharing](#)

[inDp31/edit?usp=sharing](#)

Version History



Show Changes

- > April 29, 9:04 AM
Current Version
■ Kate White, ■ Sorrel Parsons
- > April 27, 11:24 PM
■ Kate White
- > April 25, 7:26 PM
■ Kate White
- > April 21, 11:24 AM
■ Kate White, ■ Sorrel Parsons
- > April 21, 11:19 AM
■ Sorrel Parsons

Version history via the local apps

Go to File / Options / Version history

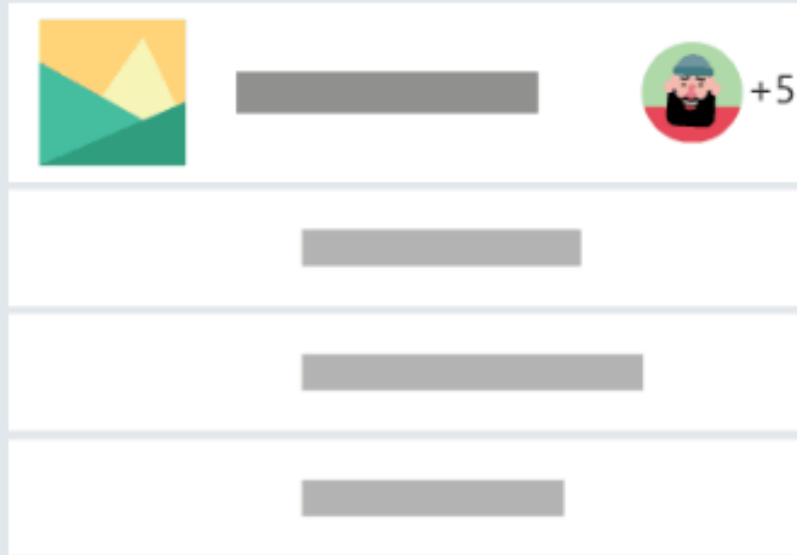
The screenshot displays the Microsoft Word interface. The ribbon is set to the 'Home' tab, showing options for Font, Paragraph, and Styles. The document text reads: "This is a test document to show Version history,". On the right side, the 'Version History' pane is open, showing a list of changes for the date "Today, 17 May 2021".

Change	Modified by	Time
 Modified by: Kate White	Kate White	08:50
 Modified by: Kate White Open version	Kate White	08:34

GDPR & Cybersecurity

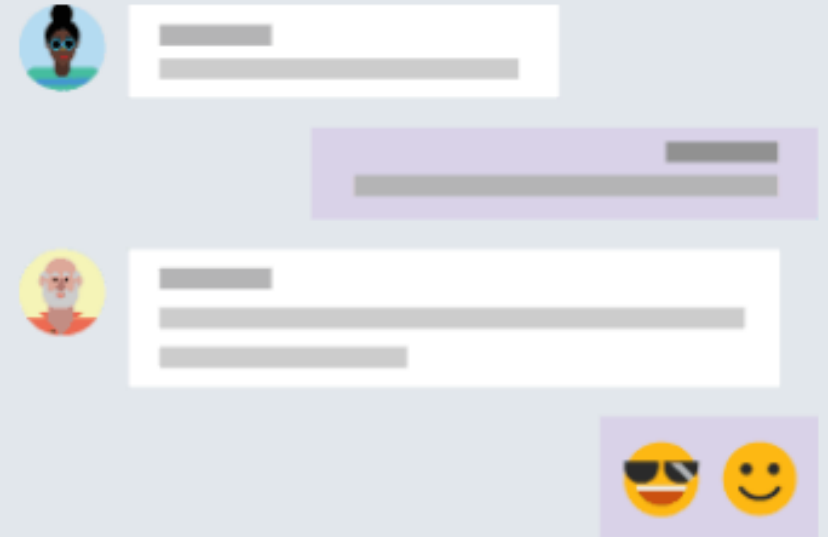
- Multi factor authentication
- Enterprise Mobility & Security - device management, encrypted emails, data loss prevention
- Discovery – right to be forgotten & Data Subject Requests
- Organisational policies and procedures – passwords, homeworking, byod, leavers





Bring your team together

Create an open, collaborative workspace for your team. Use channels to organize conversations by topic, area, or anything else.



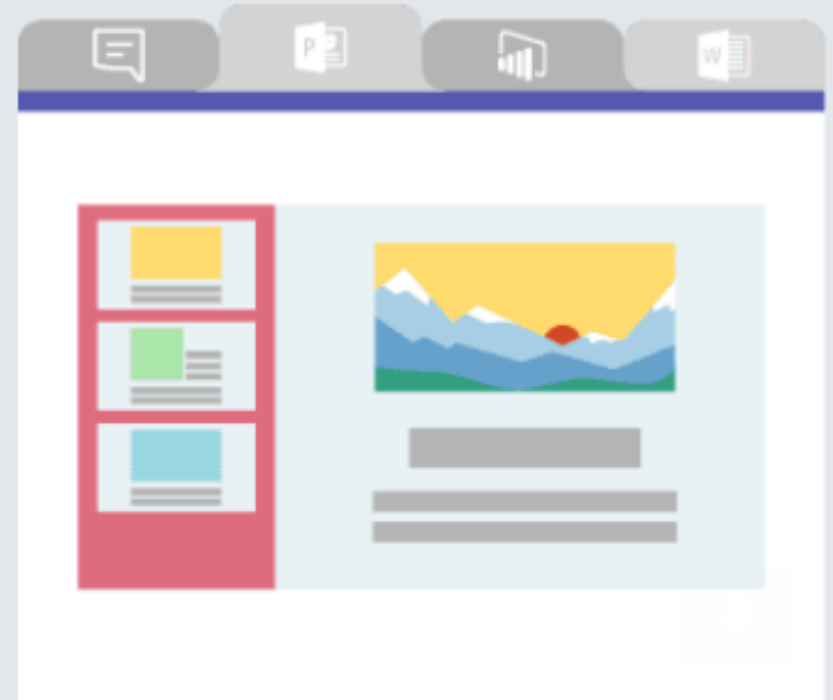
Chat 1:1 and with groups

Outside of open team conversations, chat privately and share files and notes with anyone in your organization.



Make video calls and schedule online meetings

Have impromptu or scheduled meetings in any channel. Or just call someone ☐



Team files, notes, and apps in one place

Your team's tools are organized and integrated in Microsoft Teams with the power of Office 365.

Microsoft 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](#)



Teams quick reference card

The image shows a screenshot of the Microsoft Teams application interface with several red boxes and lines highlighting key features, each with a corresponding label:

- Microsoft Teams** (top left header)
- Search for or type a command** (top search bar)
- Kingston Voluntary Action** (top right header)
- Activity**, **Chat**, **Teams**, **Calendar**, **Calls** (left sidebar navigation)
- Apps** (label for the left sidebar)
- Join or create a team** (bottom left button)
- General**, **Posts**, **Files**, **OneNote**, **Superhighways**, **Calendar**, **Office clear out day** (channel tabs)
- Command bar** (label for the tabs area)
- Today** (chat header)
- A chat** (label for the chat content area)
- Write a message** (bottom text input area)
- Send your message** (bottom right send button)
- Your Profile** (top right profile picture)

The chat content area shows a message from **Philippa Leary** at 07:07: "Just been testing az screen recorder app on my phone. Thinking it could be useful to share a quick how to for tech support in how to make a team call with peeps we are working with? 🤖 and you can sent an attachment too with a step by step. KateKate White Alice Linell Colin Cregan Nine Htet Sorrel Parsons". Attachments include **IMG_2903.JPG** and **how to make a team call.mp4**. A reply from **Alice Linell** at 08:41 says: "Brilliant, thanks Philippa, I'll check it out. I wasn't sure, was there meant to be sound on your recording?". Another reply from **Philippa Leary** at 09:09 says: "No just testing how the app records. It records everything - so you would chat your way through what your are doing, why and which buttons to press etc."



The left hand menu bar

Microsoft Teams Apps



Activity

The activity app is your single inbox for all activity across Teams – when someone posts something in a team or sends you a message the Activity icon will alert you.



Chat

Chat & share files one-to-one or in a group outside of a Team.



Teams

Chat & share files with your team. The @ indicates that you or one of your teams has been mentioned in a post



Calendar

Schedule meetings with your team and have it synch with your Outlook calendar



Calls

Call people both internally & externally



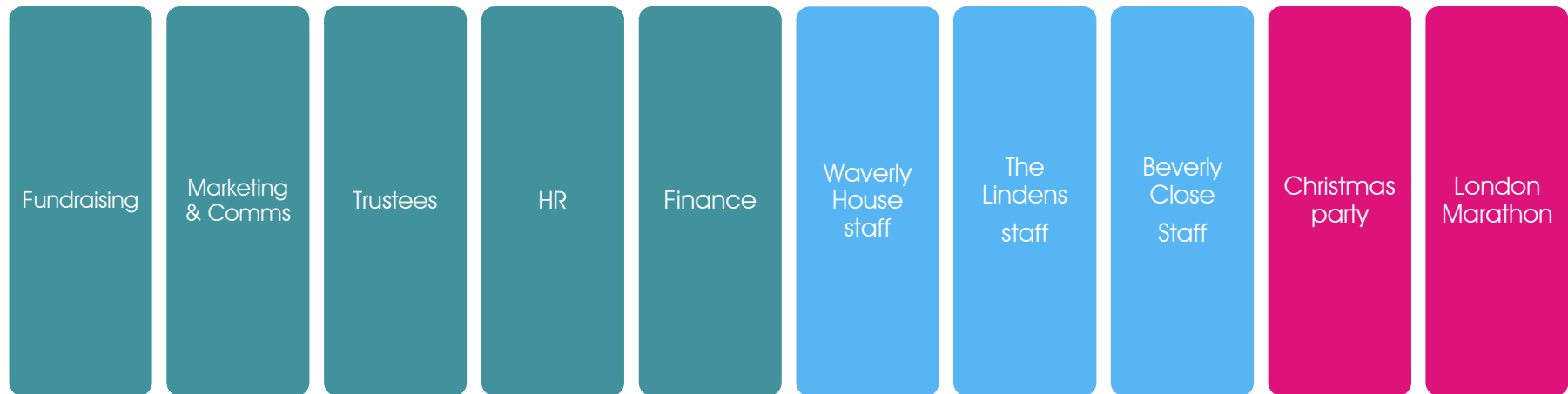
Structuring your Team with Channels

These can be public to all or private to those you specifically invite
You can invite members external to your organisation as guests too

Team

KSH Support

Channels



Areas of work

Sub teams

Specific projects



Use Posts to send messages to all people in a Team / Channel. Use @mention to target all or specific people

The screenshot shows the Microsoft Teams interface. On the left, the 'Teams' sidebar lists 'Cornerstone', 'Superhighways', and 'KVA Staff'. The main area shows the 'Covid-19' channel with a post by 'Kata White' containing a message and a link. A dropdown menu is open below the post, showing suggestions for @mentions: 'KVA Admin', 'KVA Staff Team', 'KVA Twitter Feed Channel', and 'KVA Infrastructure'. Two red callout boxes are present: one pointing to the dropdown menu with the text 'Start typing @ and then the name of the person, team, channel or tag to generate a list of suggestions', and another pointing to the 'KVA Staff Team' suggestion with the text 'Select the person or group of people you want to notify'. The bottom of the screen shows the '@KV|' input field and various communication icons.

Search for or type a command

Kingston Voluntary Ac...

Teams

Your teams

- Cornerstone
- Superhighways
- KVA Staff

General

Covid-19

15 hidden channels

- Testing Team organisation

Join or create a team

Let's get the co

Try @mentioning people you want to collabora

Suggestions

- KVA Admin
admin@kva.org.uk
- KVA Staff
Team
- KVA Twitter Feed
Channel
- KVA Infrastructure
5 people have this tag

Start typing @ and then the name of the person, team, channel or tag to generate a list of suggestions

Select the person or group of people you want to notify

Activate Windows
Go to Settings to activate Windows.



Use Chat to communicate on a 1:1 or group basis

- Others in the Team can't see your chats
- Access chats from meetings
- Switch to a Video / Voice call – top right

The screenshot displays the Microsoft Teams chat interface. On the left is a sidebar with navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main chat window shows a conversation with Alice and Sorrel. The chat header includes the participants' names, a pencil icon for editing, and options for Chat, Files, and a plus sign for more actions. In the top right corner of the chat window, there are icons for video call, voice call, a share icon, a group of three people icon, and a share icon. The chat history shows a message from Sorrel Parsons at 11:05 saying "It's OK sorted" with a thumbs up reaction. A subsequent message from Alice Linell at 16:26 discusses guidelines for a client session and includes a file attachment titled "How to run a client session on L...". Below this, Sorrel Parsons responds at 16:39 saying "You're soooooo fast. What a cracking idea" and "Are we meeting again now?". Alice Linell replies at 16:41 saying "We're in the old cohort meeting". At the bottom, there is a text input field with the placeholder "Type a new message".



Use Conversation to comment on a document

This will then be visible in the Posts tab

The screenshot shows the Microsoft Excel interface with a Teams conversation overlay on the right. The Excel window title is "Make your Mark impact 2.5 ho...". The ribbon is set to "Home". The Teams conversation is titled "Kingston Voluntary Action" and shows a message from Sorrel Parsons at 13/04 11:54. The message discusses meeting timings and mentions "Kate White". A "See more" link is visible below the message. A file thumbnail for "Make your Ma..." is also present in the conversation.

	A	B	C	D	E	F
12	3.05	Data collection - forms including SMS surveys & social media sharing of questions	20	mins	Kate	Is there enough time for setting up Mentimeter or Form - using 2 qu
13	3.25	Break	10	mins		
14	3.35	Numbers and stories	10	mins	Sorrel	Welcome back
15		Diaries, creative methods and introduction to Audio etc			Sorrel	Including in chat or breakout rooms What stories do they want to ca Demo Otter.ai?
16	3.45	Story gathering - breakout room	10	mins	Sorrel	5 mins breakout rooms &
17	3.55	Photos and Video	5	mins	Sorrel	
18	4.00	Excel (including short exercise) & systems	20	mins	Kate	Including breakout room 5 minutes in small groups
19	4.20	Presenting data & best practice	5	mins	Kate	
20	4.25	Checkout	5	mins	Sorrel	What method / tool will you add to the middle column of your strat
21	4.3	Close				
22			150			
23						
24						
25						

Options for people to join a meeting / call

Microsoft Teams



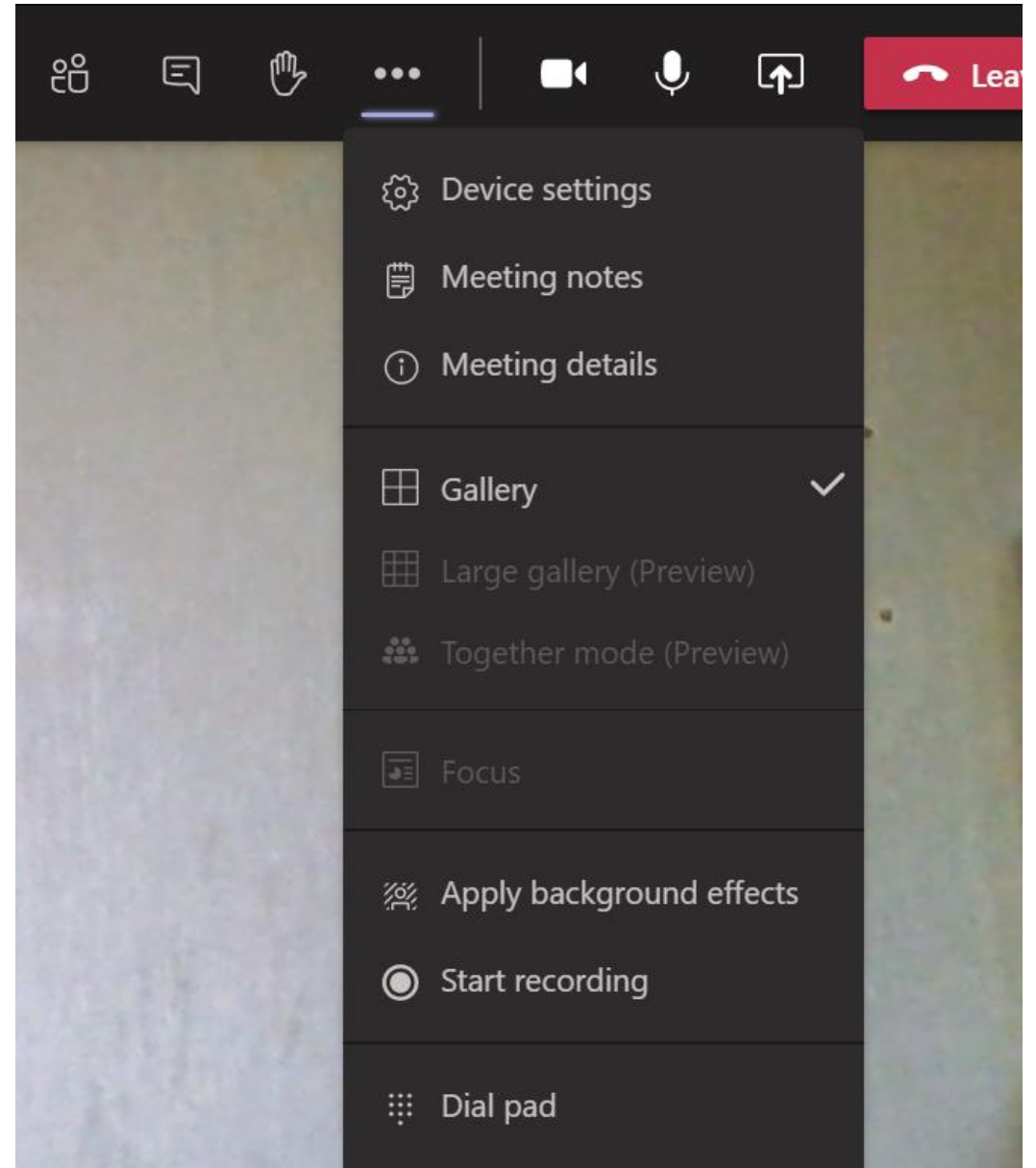
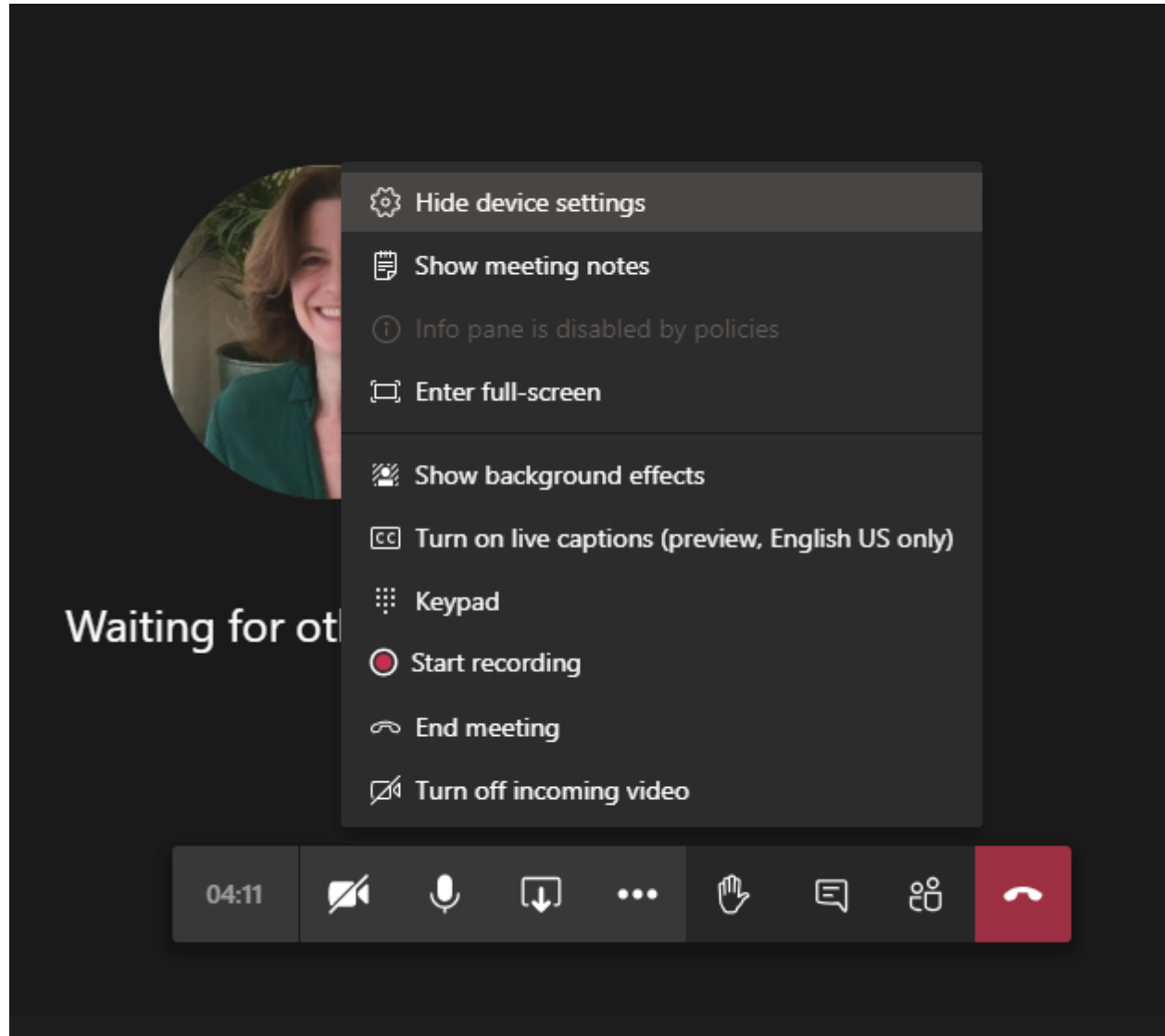
Stay better connected with the Teams desktop app

[Download the Windows app](#)

[Use the web app instead](#)

Already have the Teams app? [Launch it now](#)

Meetings / Calls tool bar (old & new)




Your Teams settings

Click on profile pic / initials. You can also switch between accounts & check for updates to latest version

The screenshot displays the Microsoft Teams interface. On the left is a dark navigation sidebar with icons for Activity, Chat, Teams, Calendar, Calls, Files, and Apps. The main area shows a chat window for 'Sorrel Parsons' with a message history including a Padlet link and a survey code. On the right, the user's profile card for 'Kate White' is visible, with a menu open showing options like 'Accounts & orgs', 'Add personal account', 'Saved', 'Settings', 'Zoom', 'Keyboard shortcuts', 'About', 'Check for updates', 'Download the mobile app', and 'Sign out'.











Chat ☰ ✉

Search

Kingston Voluntary Action  — ☰ ✕


Sorrel Parsons Chat Files 2 more ▾ +

Recent


-  Sorrel Parsons 13:24
You: Has the Local Insight passwo...
-  Engagement Collaborativ... 10:54
Sara Kelly: Thank you
-  Philippa Leary 09:50
I am going to have join by my iPa...
-  Colin and Nine 09:22
You: Sorry can't talk now - back t...
-  Sanja Djeric Kane 05/05
Thanks Kate. Can I have the contr...
-  Sanja and Sorrel 05/05
Sanja: Agreed. Thanks.
-  Jacky Fung 05/05
i think your access should be ok ...
-  Nine Htet 05/05
Thanks, Kate. Yes, I did call back.
-  Alice Linell 05/05
Hi, I popped the Data Ess data int...
-  Datwise London chit-chat 05/05
Sorrel: Didn't think so - you know...

Tuesday 18:13

Looks OK on Padlet maps - you have to choose a different base map as
Don't think you can change colours of pins etc <https://padlet.com/katev>

 **London Stories**
Made with panache
padlet.com

Yesterday

 **Sorrel Parsons** Yesterday 15:47
It's me looking for the surveymonkey code

Today

13:24

Has the Local Insight password been changed? I can't log in with my er
original (maybe I changed and forgot?) Don't want to reset password if
up separate ones for you and Alice?

Type a new message

Kate White
katewhite@superhighways.org...
Available ▾ | Set status message

- ↔ Accounts & orgs
- + Add personal account
- 🔖 Saved
- ⚙️ Settings
- Zoom — (100%) + 🖥️
- Keyboard shortcuts
- About ➤
- Check for updates
- Download the mobile app
- Sign out

Further resources to help you get started...

- ✓ [New to Teams – we'll show you around](#) – Superhighways blog post with screen shots
- ✓ [Getting started with Teams – chats, calls and meetings](#) – Superhighways blog post with screen shots
- ✓ [Microsoft Teams Quick Start Guide](#) – MS resource
- ✓ [Microsoft Teams YouTube channel](#) – Good range of videos as reminders or to share with others
- ✓ [Microsoft Teams Video Training](#) – as above
- ✓ [Instructor Led Live Training](#) – from Microsoft – book a date and join



M365: all the apps



Bookings
Simplify how you schedule and manage ap...



Excel
Discover and connect to data, model and a...



Lists
Allows users to create, share, and track dat...



OneNote
Capture and organise your notes across all ...



Planner
Create plans, organise and assign tasks, sha...



Power BI
Create actionable, dynamic, and engaging ...



SharePoint
Share and manage content, knowledge, an...



Teams
The customisable, chat-based team worksp...



Word
Bring out your best writing.



Calendar
Schedule and share meeting and event tim...



Forms
Create surveys, quizzes, and polls and easil...



MyAnalytics
Create better work habits with insights into...



Outlook
Business-class email through a rich and fa...



Power Apps
Build mobile and web apps with the data y...



PowerPoint
Design professional presentations.



Stream
Share videos of classes, meetings, presenta...



To Do
Keep track of your tasks in one place with intelligence that helps you collect, prioritise, and get more done together.



Yammer
Connect with co-workers and classmates, s...



Delve
Get personal insights and relevant informat...



Kaizala
A simple and secure mobile chat app for w...



OneDrive
Store, access, and share your files in one pl...



People
Organise your contact info for all your frien...



Power Automate
Create workflows between your apps, files, ...



Project
Develop project plans, assign tasks, track pr...



Sway
Create and share interactive reports, presen...



Whiteboard
Ideate and collaborate on a freeform canva...



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






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
- Set 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](#)






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





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 (adds thumbnail image), 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](#)





To do

- ☰
- 🔍
- ☀️ 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



Tasks



Group by Bucket ▾

Filter ▾

List

Board

Aims

+ Add task

Objectives / activities

The overall objective is to influence central and national thinking through the three areas of work. All this should be able to provide us with solid outputs that we (NAVCA/VCSEP/Partners) can use to

✓ 0/3

Mapping

Increase intelligence around what is happening at a local level in Digital Exclusion/Inclusion. This could cover mapping gaps, desktop research pieces, what training is out

Collecting

We want to share information, expertise, knowledge and resources

May

+ Add task

Networking

Attend GLA Engagement Collaborative Digital Inclusion Sprint

📅 06/05



Kate White

Mapping

Contact all CVSs and capture initiatives / good practice in each borough



Networking

June

+ Add task

Mapping

Collecting

Convene an event for London CVSs to share issues and best practice

Collecting

Networking

Attend Digital Inclusion in London Network

Networking

Create satellite website to present findings



Philippa Leary



Planner

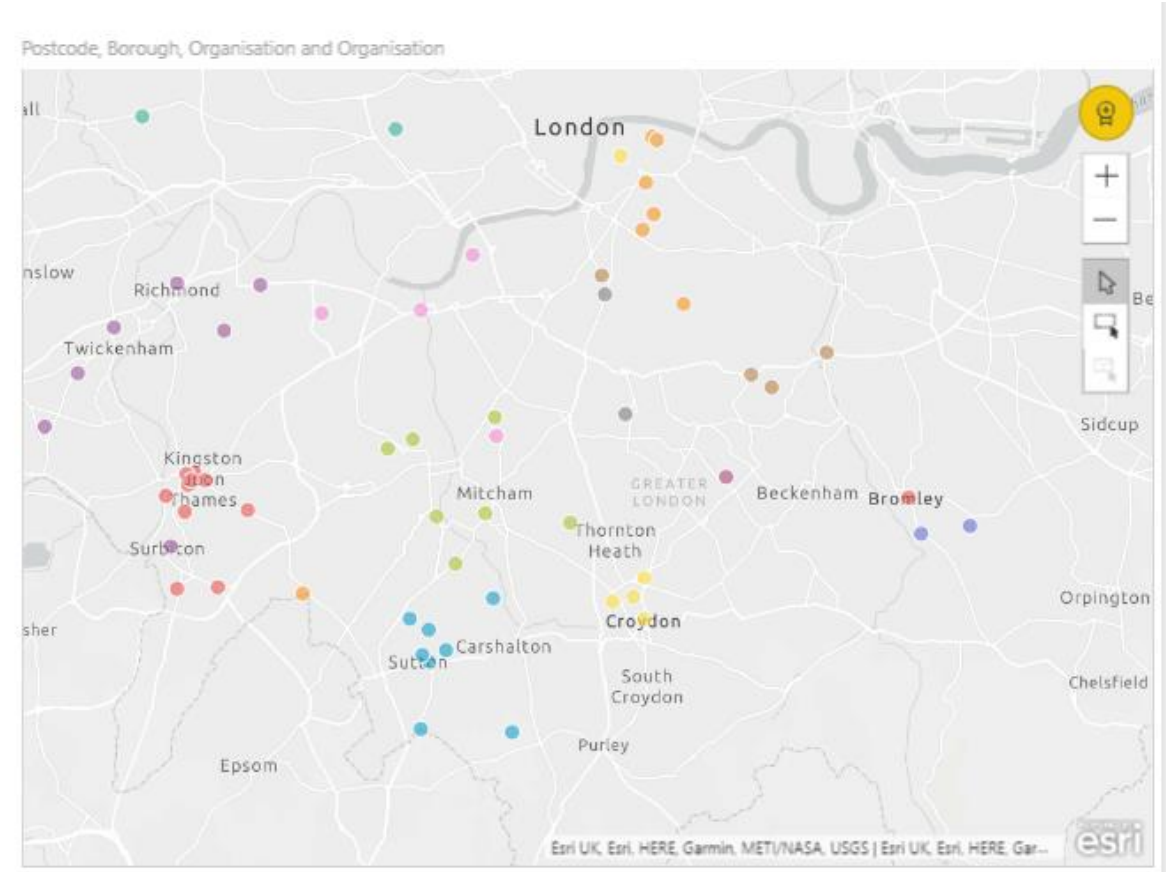
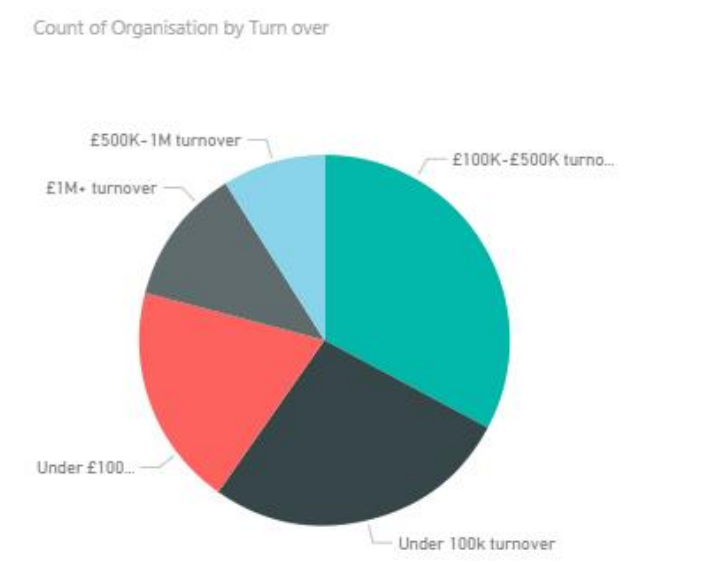
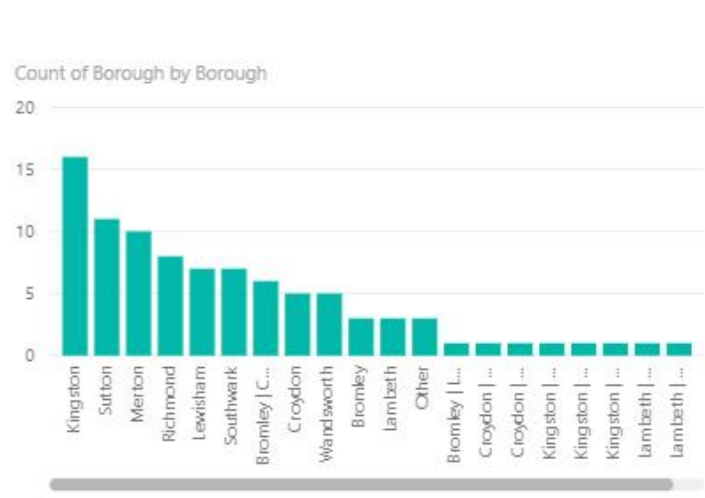
Office 365 Planner – a summary

- 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](#)



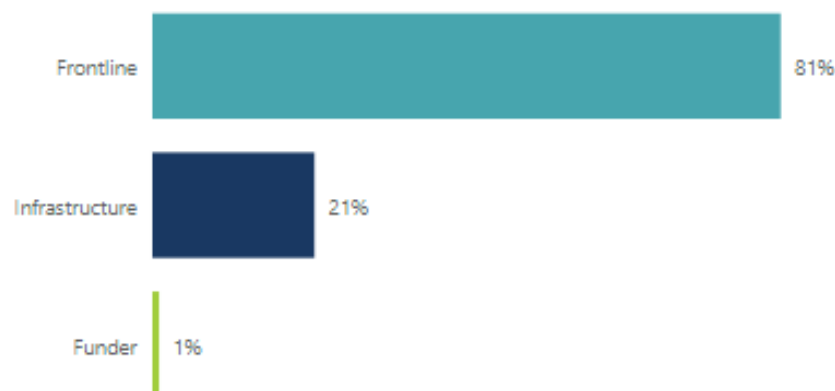


Data analysis & visualisation tool



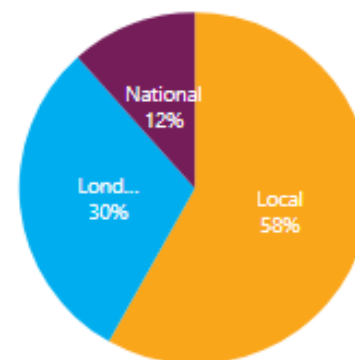
Discover which organisations started their data journey with us by attending our Data Essentials session

Primary Organisation Type*

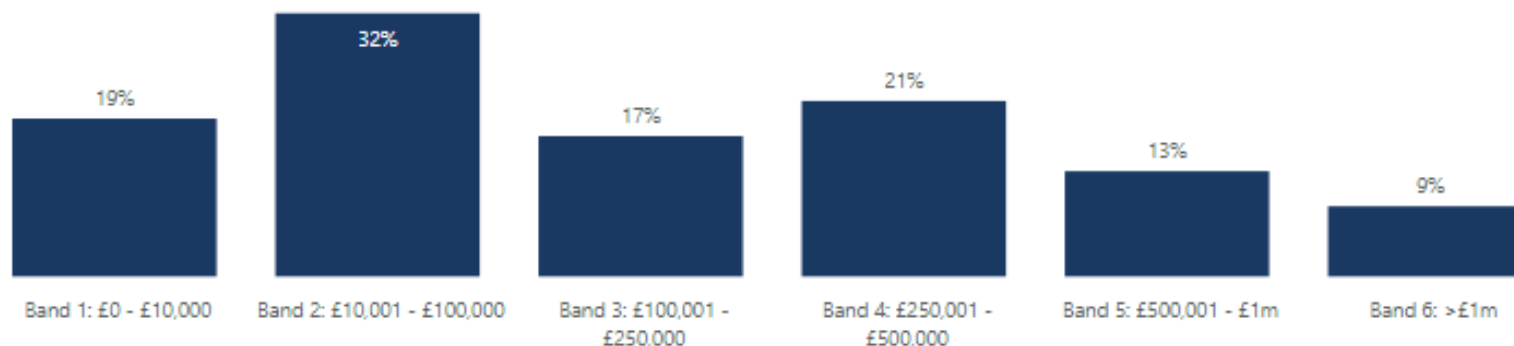


116
Organisations attending

Geographical Coverage*



Income*



Organisation
Abbey Community Association Ltd.
Active Horizons
Advice4Renters
AFYAH ORGANISATION
Aim High Dance Academy
Amity Youth Development
Autism Forward Cio
Badu Community CIC
Bankside Open Spaces Trust
Bexley Voluntary Service Council
Bromley Third Sector Enterprise
Business Conduits
Business Launchpad
Calthorpe London Infinity Elite
Camden Giving
CAPE
Carers Network Westminster
Carnival Village Trust
Citizens Advice Haringey
Citizens Advice Lewisham
Citizens Advice Richmond
Clear Community Web
Coalition for Efficiency
Community Action Sutton

* These three optional questions were only introduced in year 2 of the Datawise London programme. The above data is from participants answers to these questions on registration.



Superhighways

Digi surgery 1:1
1 hour 15 minutes
Free



25 September

< > September 2020

Select staff (optional)

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

 Anyone 

10:00

11:00

12:00

13:00







14:00

15:00



Approvals – via chat or a work flow

[Find out more here](#)

Approvals						+ New approval request
		Filter				Kingston Voluntary Action (default) ▾
Received	30+	Received				
Sent	0	Request title	Status	Created	Requested by	Sent to
		Please approve 'IN233713531'	Approved	30/04/2021 16:26:41	JF Jacky Fung	 JF
		Please approve 'Receipt-2334-3585'	Approved	20/04/2021 10:30:16	JF Jacky Fung	JF 
		Please approve 'ivcuOEMJPLzZ0pC7Y'	Approved	20/04/2021 10:19:42	JF Jacky Fung	 JF
		Please approve 'ivcxjKrcy7aTcgvWP'	Requested	20/04/2021 09:47:00	JF Jacky Fung	 JF
		Please approve 'OneBoxOut ltd 01 Apr 2'	Approved	08/04/2021 09:12:06	JF Jacky Fung	JF 
		Please approve 'Journal'	Cancelled	29/03/2021 16:51:24	JF Jacky Fung	JF 

Office 365 automation



Power Automate

Create workflows between your apps, files, and data to automate time-consuming tasks.

Three ways to make a flow

Start from blank ⓘ



Automated flow

Triggered by a designated event.



Instant flow

Triggered manually as needed.



Scheduled flow

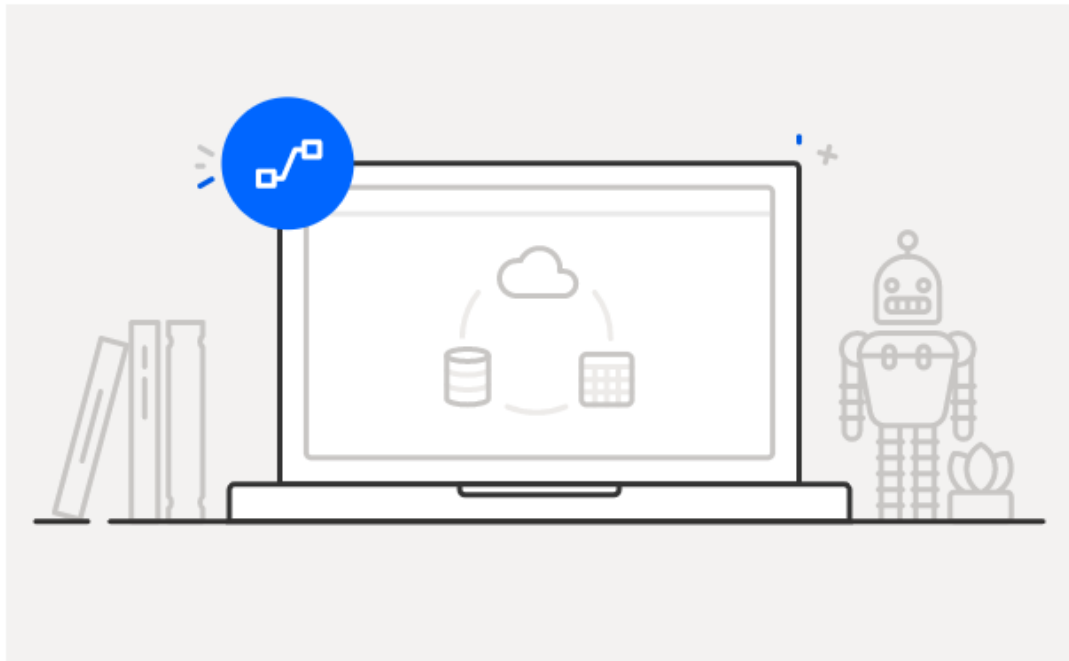
You choose when and how often it runs.



Business process flow

Guides users through a multistep process.

Build an automated flow

















Free yourself from repetitive work just by connecting the apps you already use—automate alerts, reports, and other tasks.

Examples:

- Automatically collect and store data in business solutions
- Generate reports via custom queries on your SQL database

Choose your flow's trigger *

 Search all triggers

- | | | |
|---|---|---|
|  | When a new response is submitted
Microsoft Forms |  |
|  | When an item is created
SharePoint |  |
|  | When an item is created or modified
SharePoint |  |
|  | When a file is created in a folder
SharePoint |  |
|  | When a file is created
OneDrive for Business |  |
|  | When a task is assigned to me
Planner |  |
|  | When a feed item is published
RSS |  |

5 Top Tips for making best use of accessibility options of Office 365

[Superhighways blog post](#)



Thank you for listening!

Kate White

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[@SuperhighwaysUK](https://www.instagram.com/SuperhighwaysUK)

