

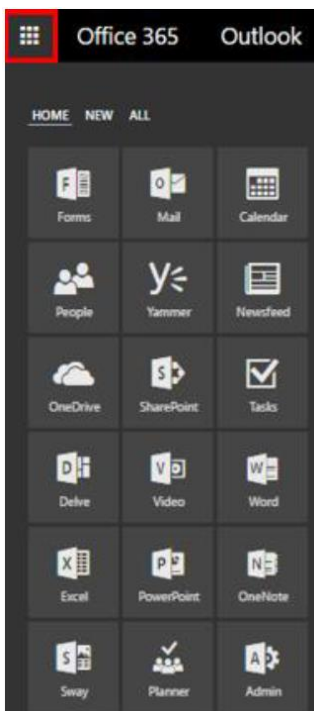
# Office 365 Manual

## How to start Office 365

Microsoft Office 365 is a cloud-based service that offers online access to Office applications that include Outlook, online storage with OneDrive, and the ability to install the desktop version of the latest Office suite (Word, Excel, Outlook, etc.). You start with the web address [www.office.com](http://www.office.com) and click on “Sign in”

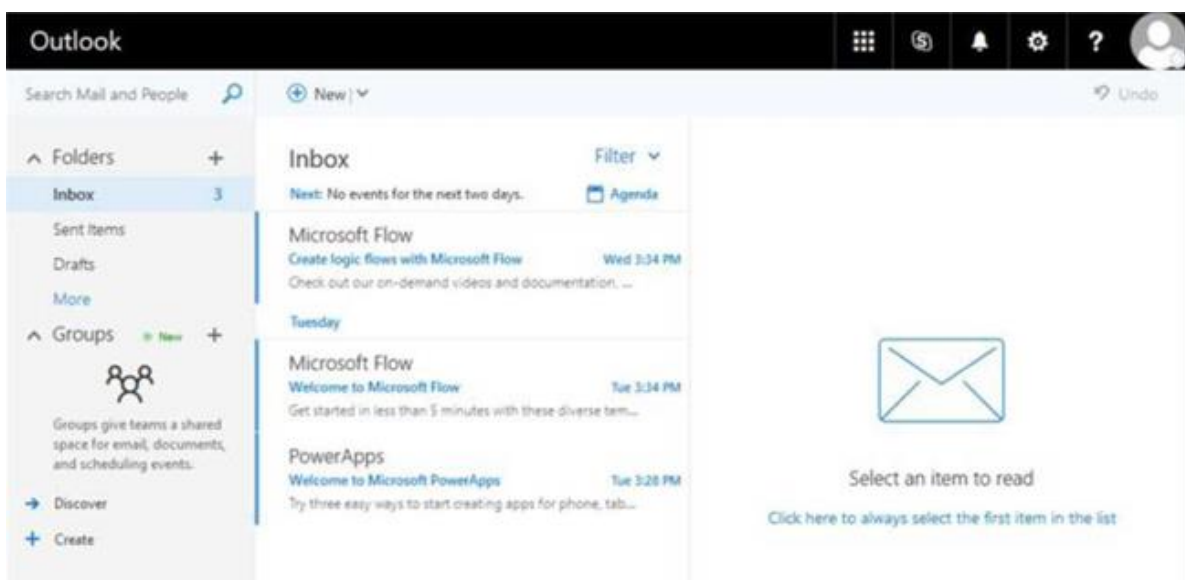
### App Launcher

The Office 365 app launcher provides a new navigation experience where all your apps are easily available from the top navigation bar. To access the App Launcher, click the top left app launcher icon.



### Mail (Outlook)

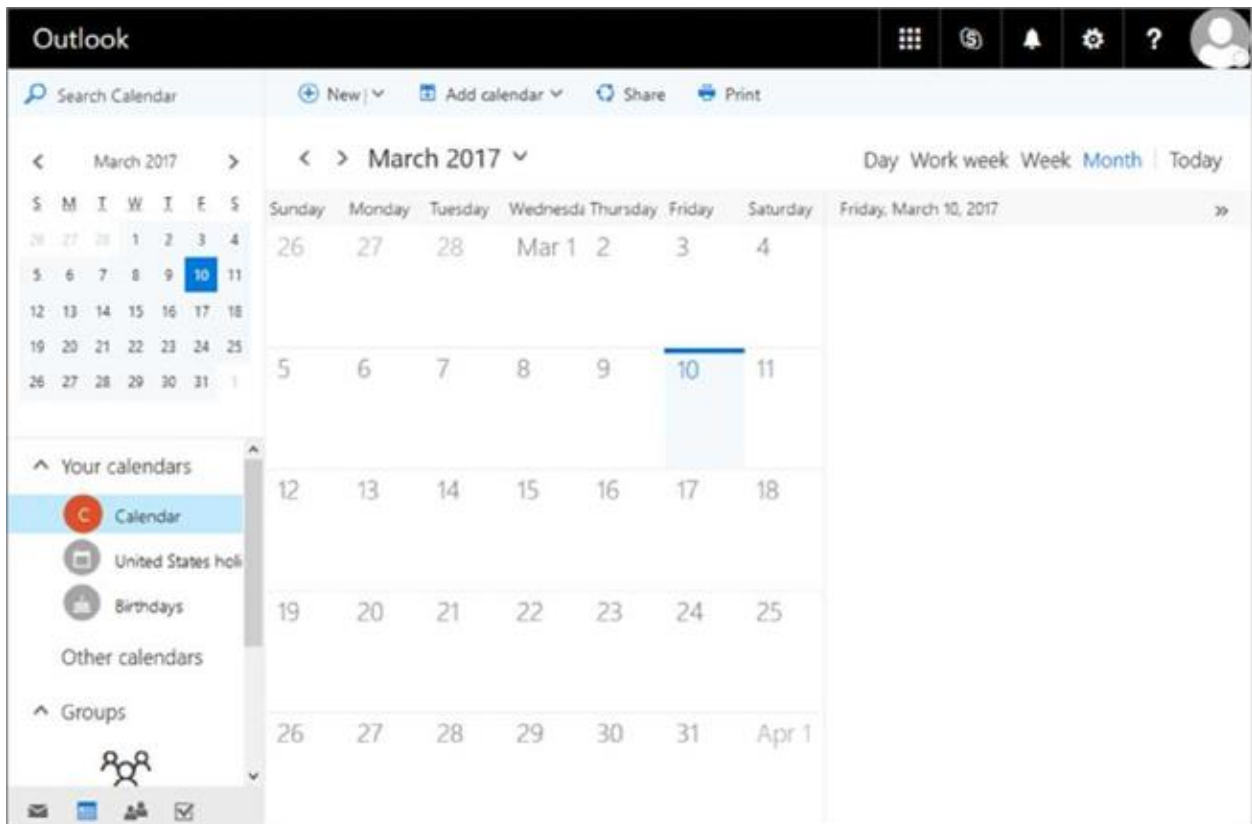
Mail is a web-based mail application from Microsoft where students and employees can access all email communications from North Idaho College online. To access your email, click the top left app launcher icon and choose the Mail icon.



## Calendar

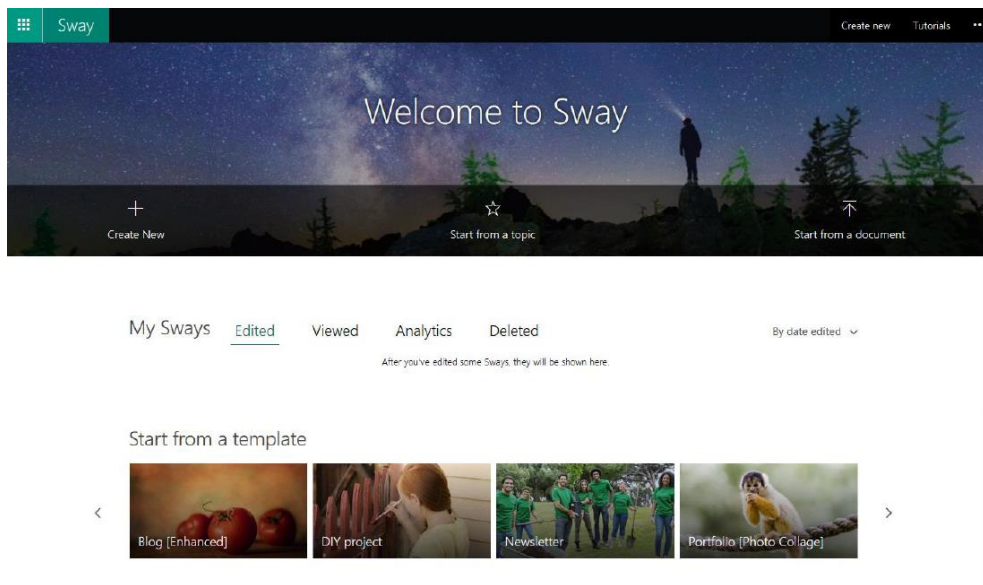
Your calendar in Office 365 allows you to create and track meetings, appointments, and other events. You can create multiple calendars, link to other people's calendars, and even share your calendar with other people in your organization. To access your calendar, click the top left **app launcher** icon and choose the **Calendar** icon.

For a complete overview, visit the [Microsoft Calendar Overview](#) page.



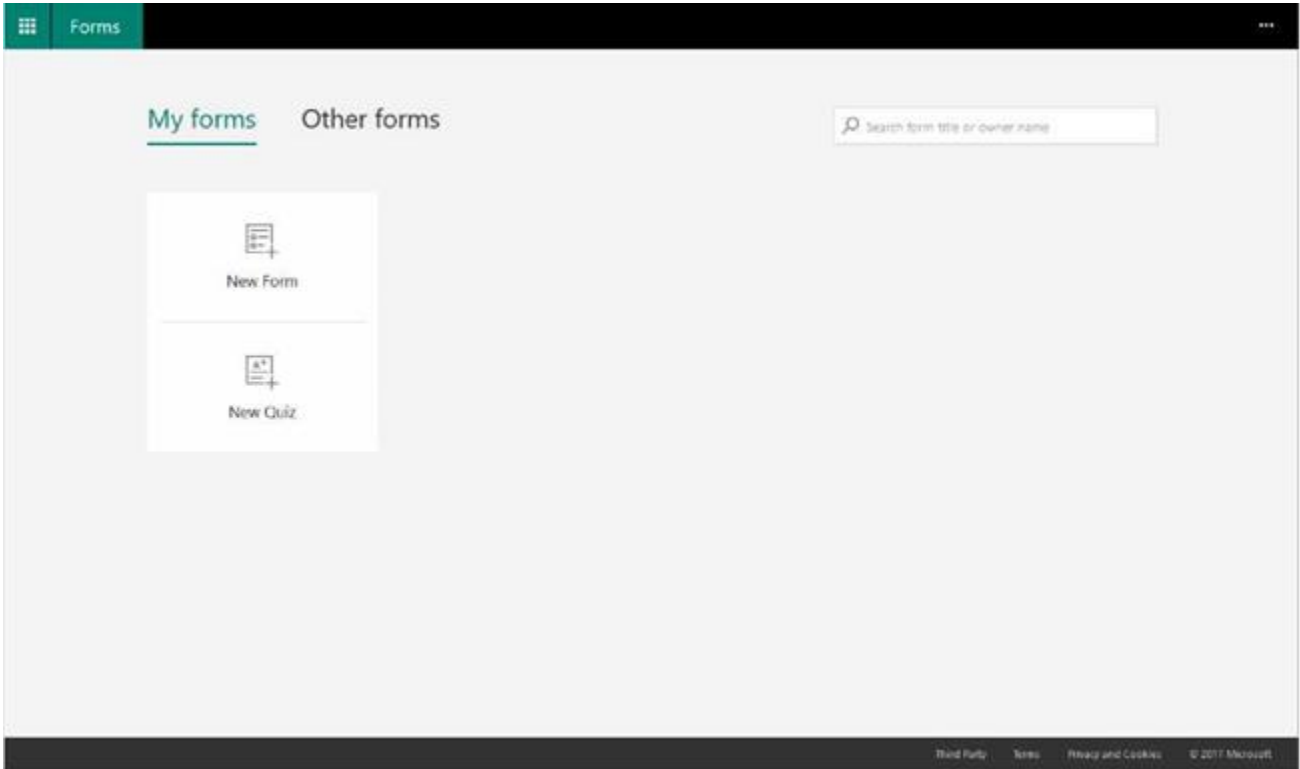
## Sway

Office 365 Sway is a presentation program that helps gather, format, and share your ideas, stories, and presentations on an interactive, web-based canvas that looks great on virtually any screen. Users can pull content locally or from internet sources such as Bing, OneDrive, YouTube, and Facebook. To access Sway, click the top left **app launcher** icon and choose the **Sway** icon. For more information, visit [Getting Started with Sway](#).



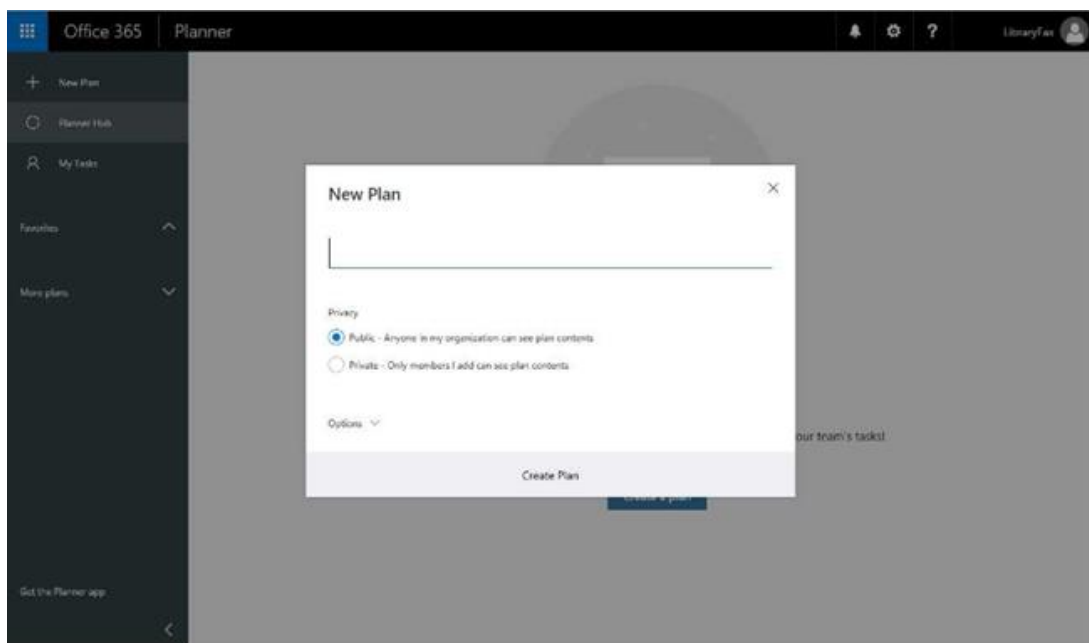
## Forms

Microsoft Forms allows users to quickly and easily create custom quizzes, surveys, questionnaires, registrations and more. When you create a quiz or form, you can invite others to respond to it using any web browser, even on mobile devices. As results are submitted, you can use built-in analytics to evaluate responses. Form data, such as quiz results, can be easily exported to Excel for additional analysis or grading. To access forms, click the top left **app launcher** icon and choose the **Forms** icon. For a complete overview, visit the [Microsoft Forms Overview](#) page.



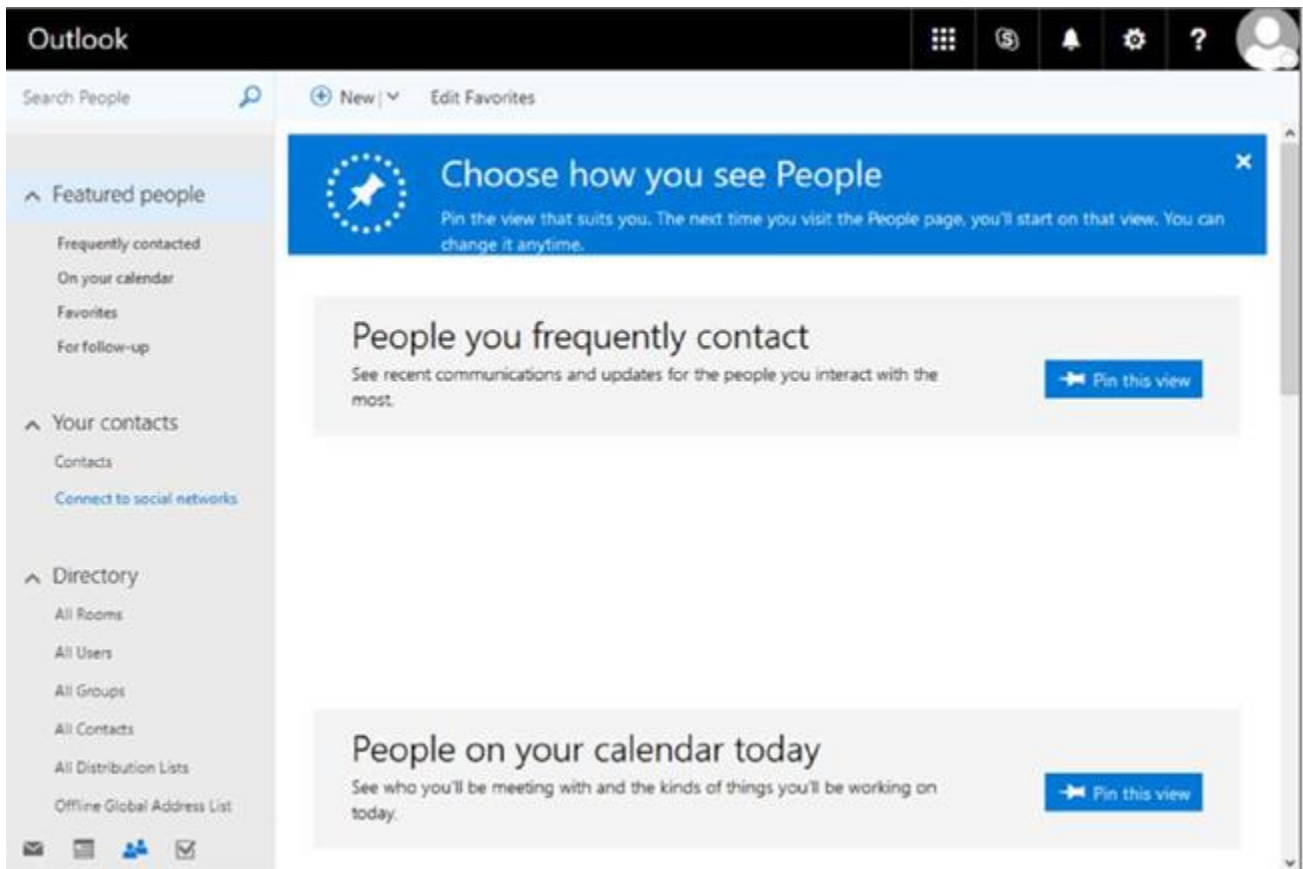
## Planner

Planner is a way to organise teamwork. This application provides a hub for team members to create plans, organise and assign tasks to different users and to check updates on progress through dashboards. It also provides a centralised place where files can be shared and gives visibility to the whole team. To access planner, click the top left **app launcher** icon and choose the **Planner** icon. For a complete overview, visit the [Microsoft Planner Overview](#) page.



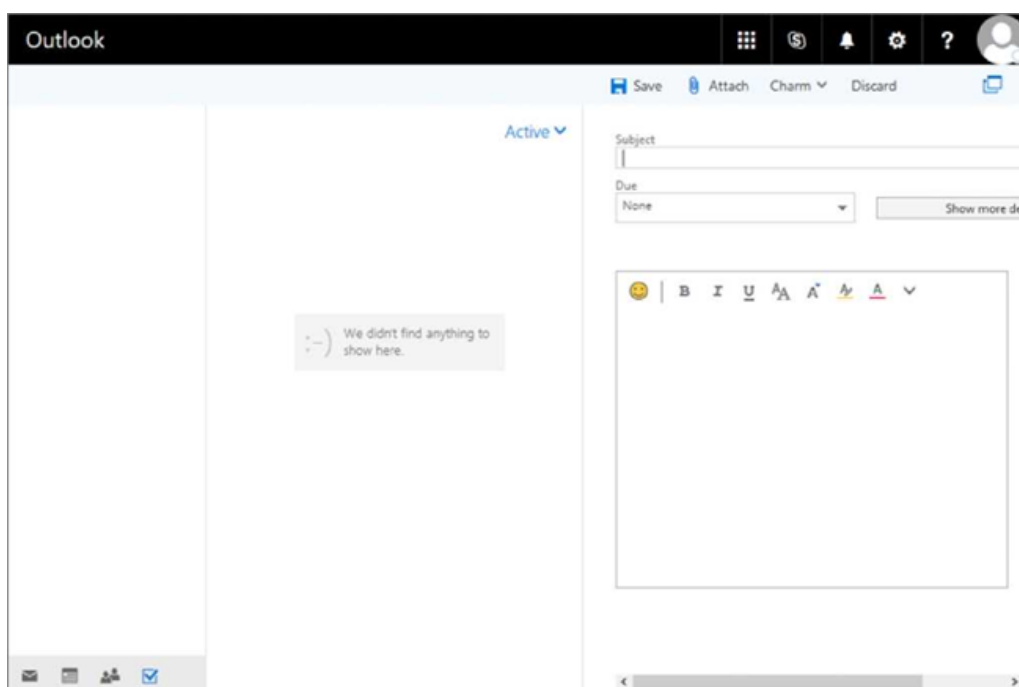
## People

People is where your personal contacts are stored and where you can view any address books that have been set up for your organization. To access your contacts, click the top left **app launcher** icon and choose the **People** icon. For a complete overview, visit the [Microsoft People Overview](#) page.



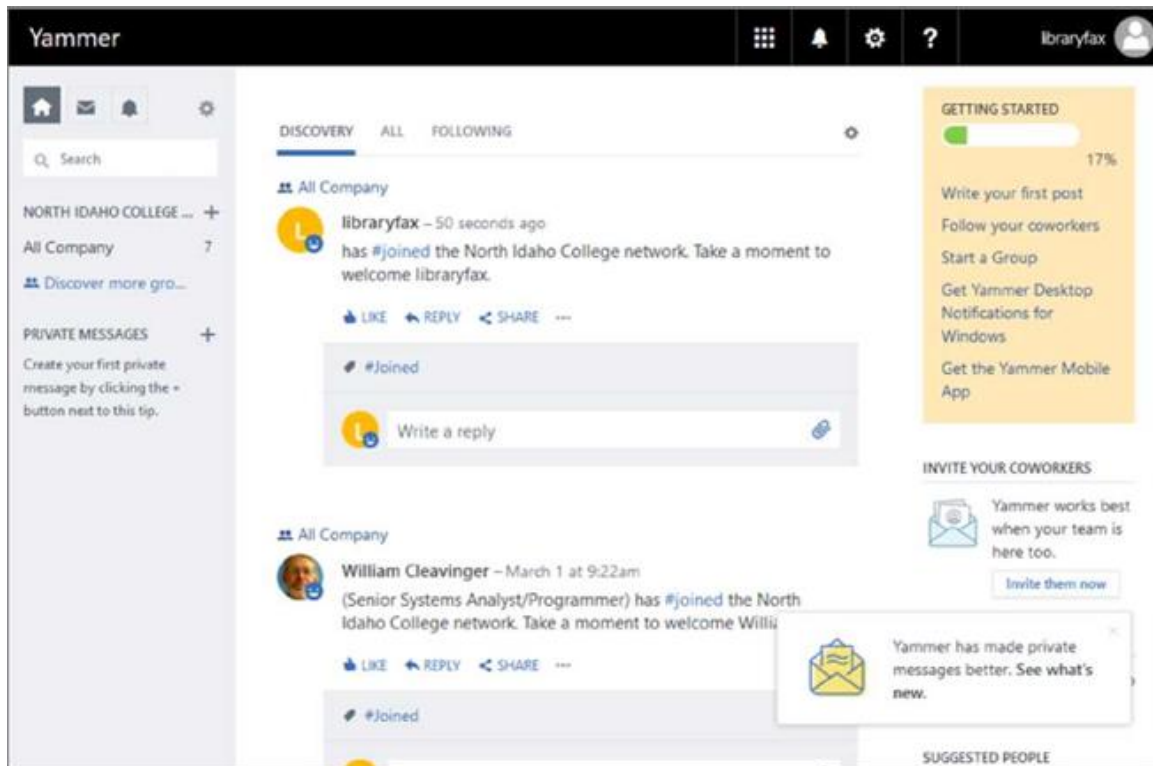
## Tasks

Use your Tasks folder to keep track of things that you need to do but do not necessarily want to put on your calendar. To access tasks, click the top left **app launcher** icon and choose the **Tasks** icon. For a complete overview, visit the [Microsoft Tasks Overview](#) page.



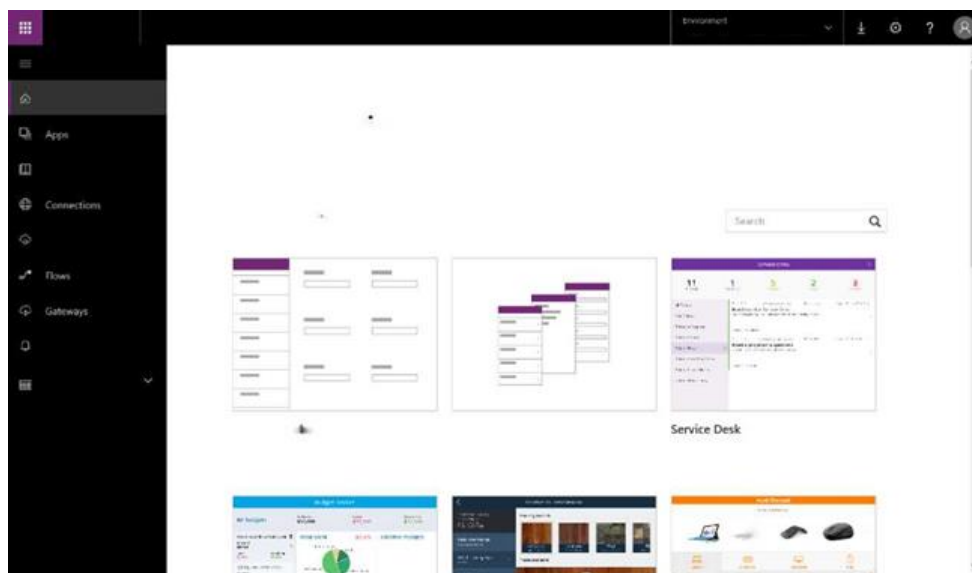
## Yammer

Yammer is your organizations private social network that helps you and your teams stay on top of it all. Only your coworkers can join, so your communications on Yammer are secure and visible only to people within your organization. Start conversations, collaborate on files, and organize around projects. To access Yammer, click the top left **app launcher** icon and choose the **Yammer** icon. For more information, visit [Say hello to Yammer](#).



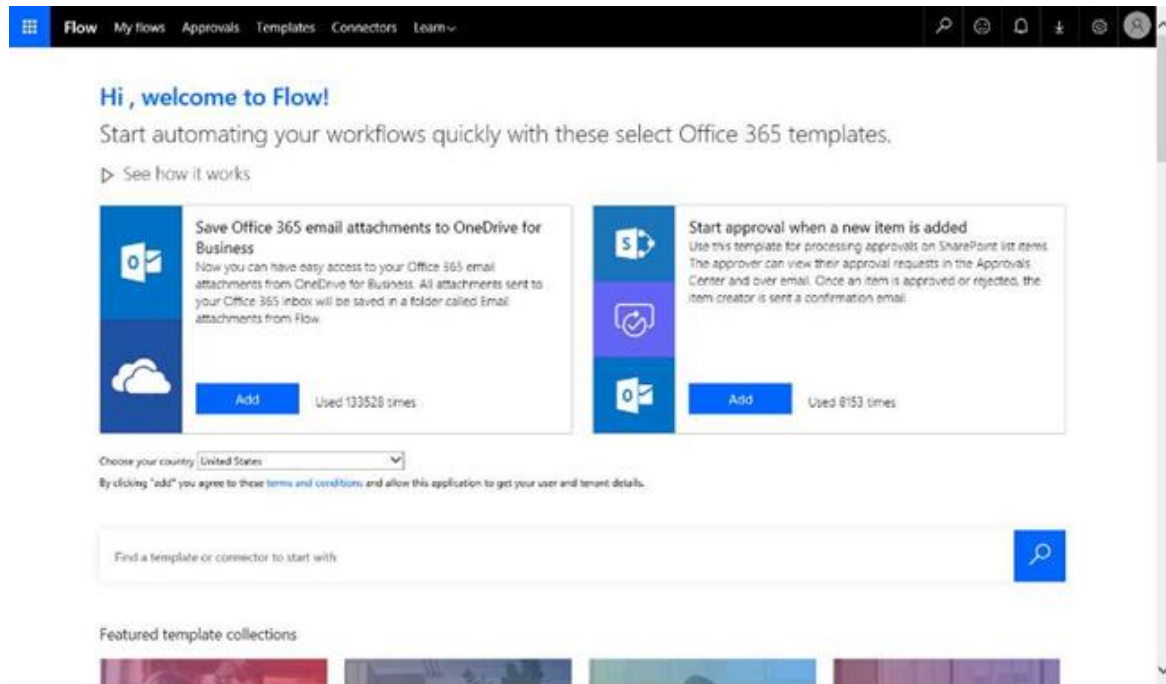
## Power Apps

PowerApps is a service that fundamentally transforms and accelerates how organizations build custom line of business applications. It connects to the cloud services and data sources you are already using, giving business analysts and specialists the ability to quickly build apps that suit their specific needs - without writing code or struggling with integration issues. Apps can be published instantly to co-workers across web, tablets and mobile devices without waiting for app stores. To access PowerApps, click the top left **app launcher** icon and choose the **PowerApps** icon. Learn more by visiting Microsoft's [Introduction to PowerApps](#) page.



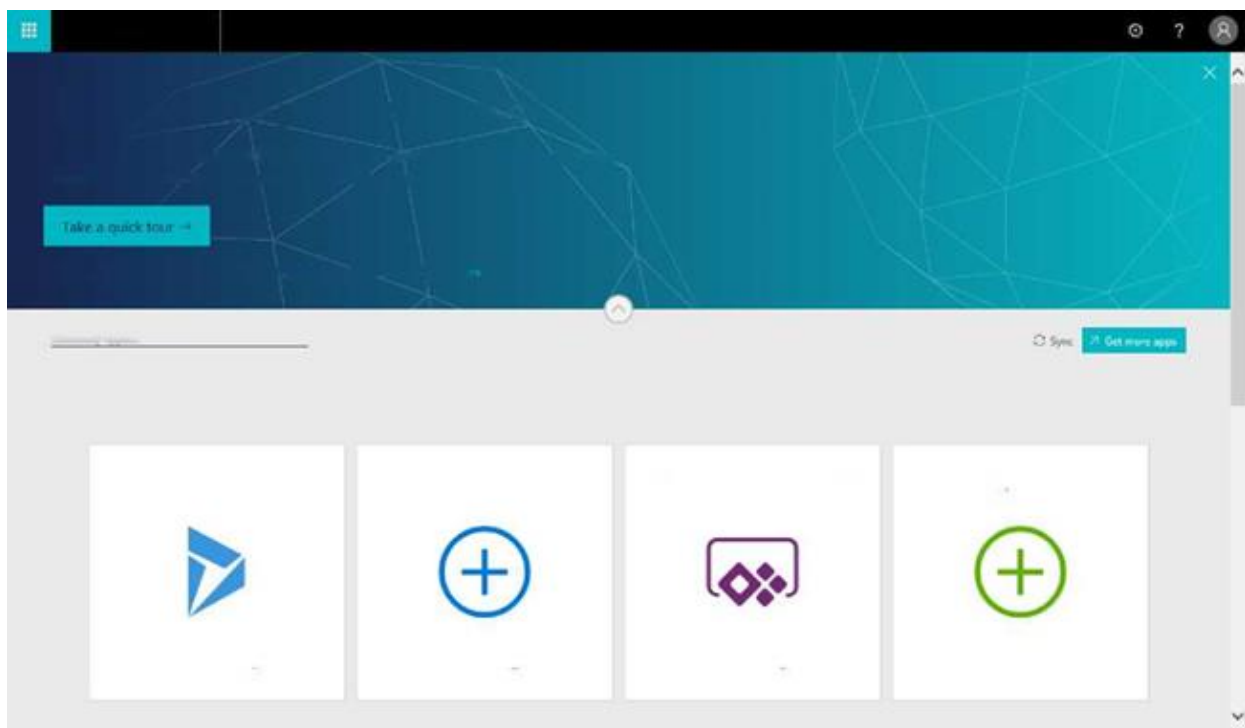
## Flow

Microsoft Flow is a product to help you set up automated workflows between your favorite apps and services to synchronize files, get notifications, collect data, and more. To access flow, click the top left **app launcher** icon and choose the **Flow** icon. Learn more by visiting the [Getting Started with Microsoft Flow](#) page.



## Dynamics 365

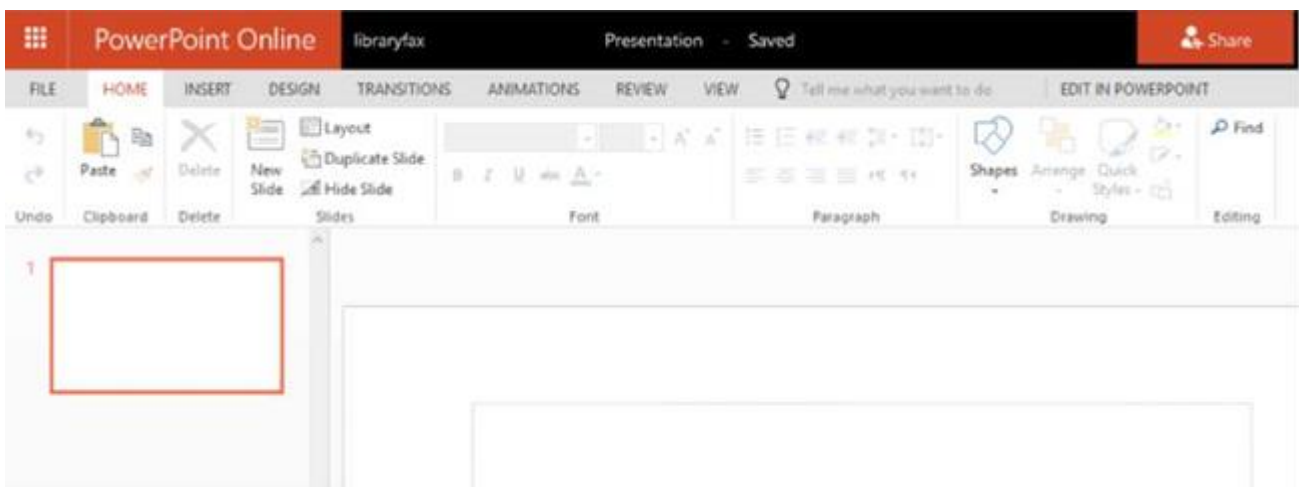
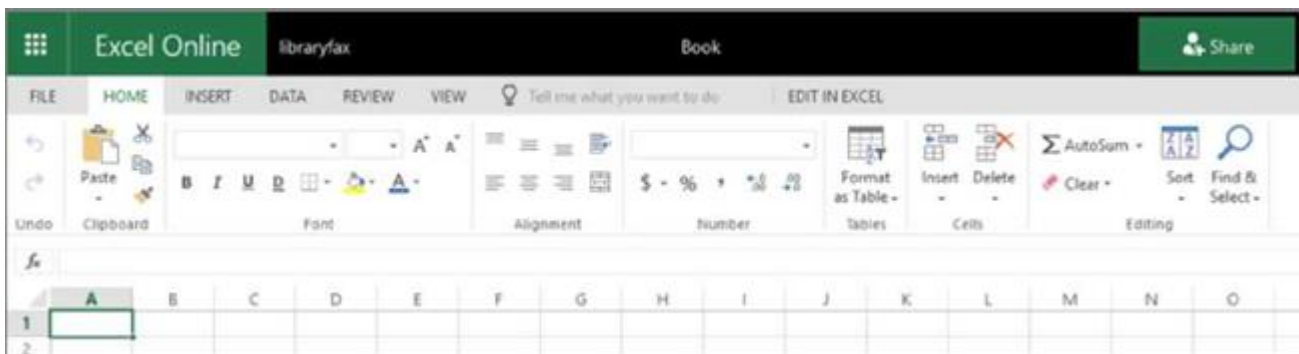
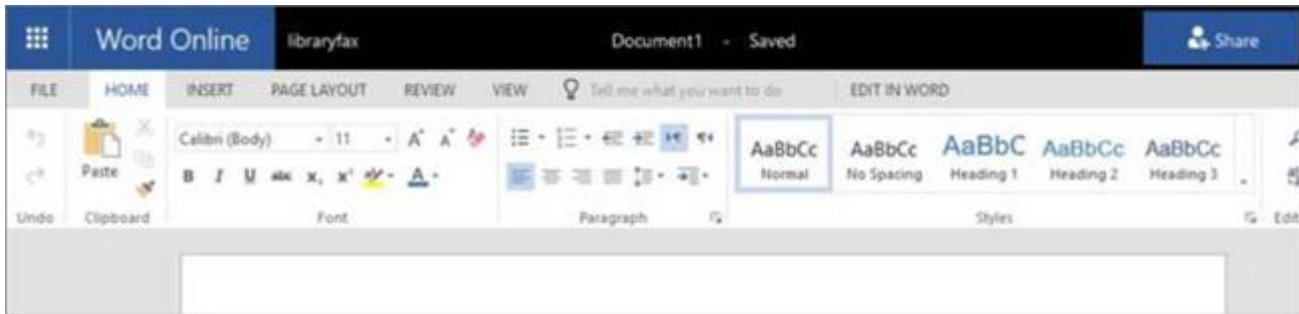
Dynamics 365 is a cloud-based ERP and CRM enterprise system. Microsoft built it for maximum flexibility and extensibility. To access Dynamic 365, click the top left **app launcher** icon and choose the **Dynamic 365** icon. Visit Microsoft's [Dynamics 365](#) page for more details.



## Microsoft Office Online

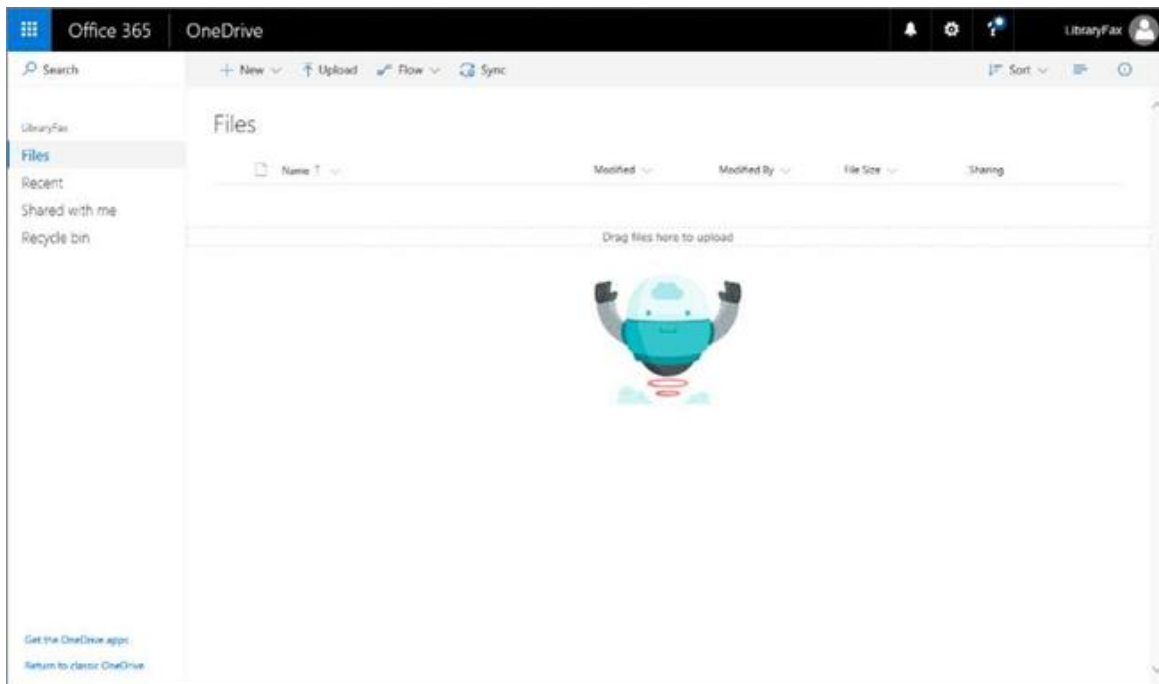
Microsoft Office online offer access to Word, Excel, PowerPoint, and OneNote via your web browser without the need for installation or license codes. You can save documents, spreadsheets, and presentations online in OneDrive. Share them with others and work together at the same time. For a complete overview visit the [Get started at Office.com page](#).

To access Office online, click the top left **app launcher** icon and choose one of the following icons: **Word, Excel, PowerPoint, or OneNote**.



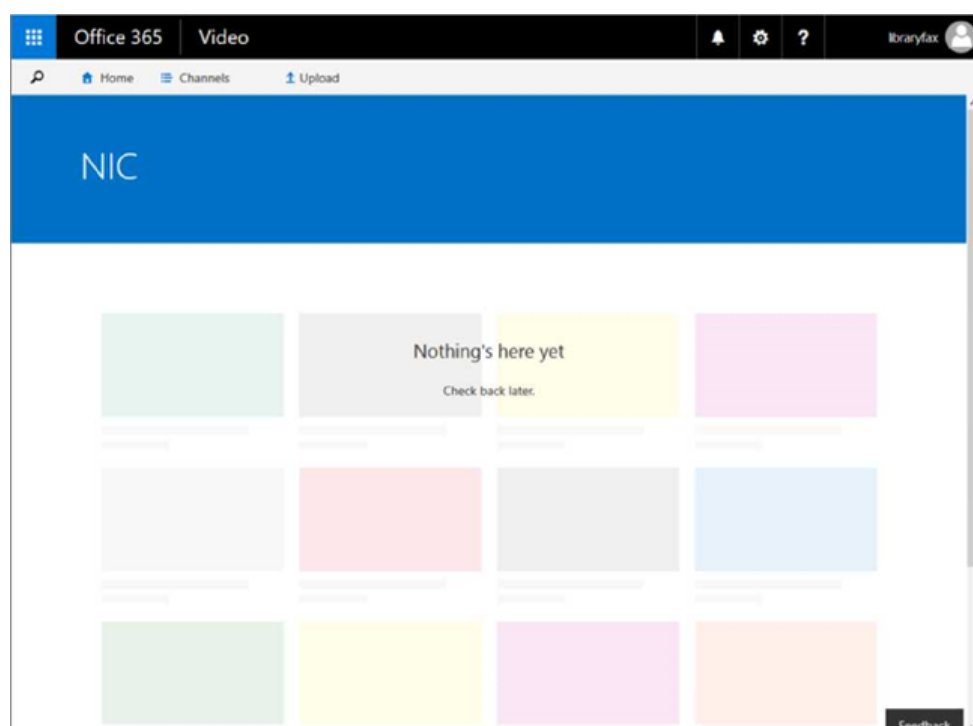
## One Drive

OneDrive is Microsoft's service for hosting files in the cloud. OneDrive offers users a simple way to store, sync, and share all kinds of files with people and devices via the web. For a complete overview, visit the [Getting Started with OneDrive](#) page. To access OneDrive, click the top left **app launcher** icon and choose the **OneDrive** icon.



## Video

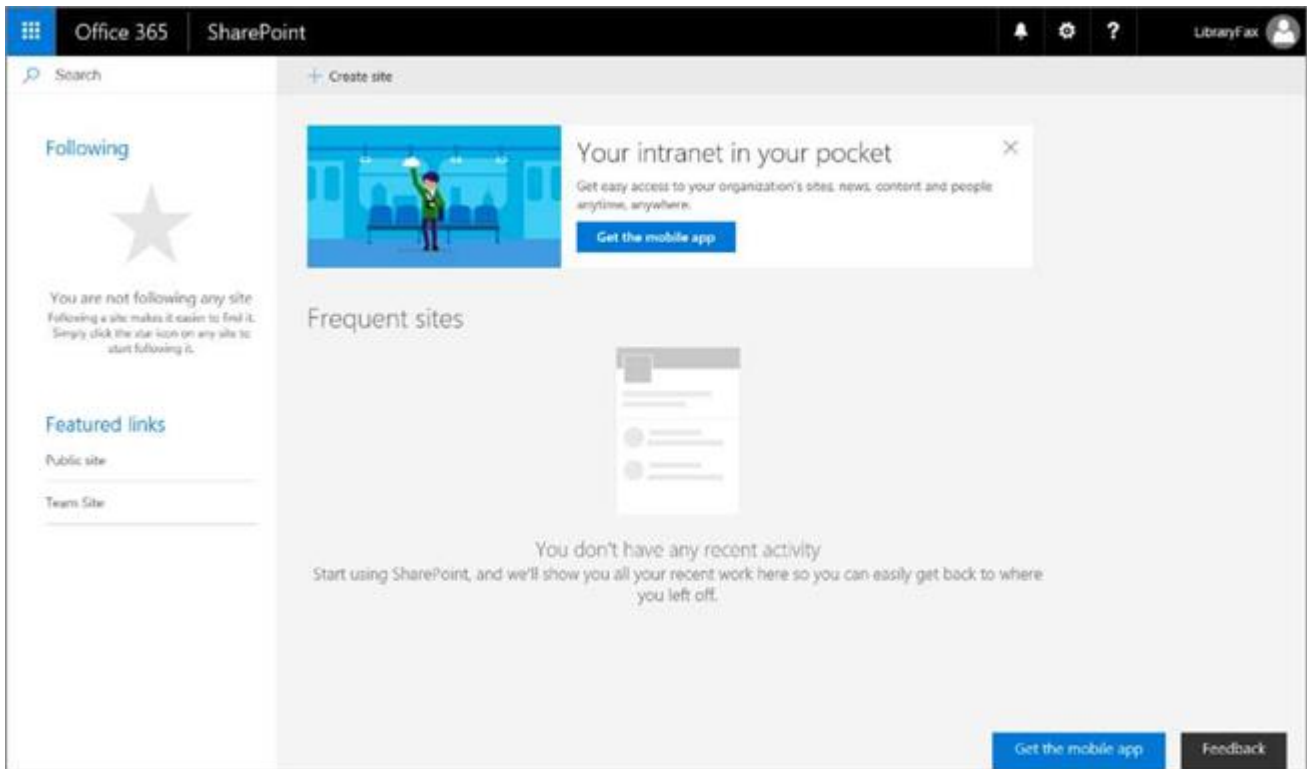
Office 365 Video is a great place to view and share videos from your organization. Share videos of meetings, presentations, courses, or training sessions. Office 365 Video displays a thumbnail image of each video on the site. You just select a thumbnail to view a particular video. For a complete overview, visit the [Meet Office 365 Video](#) page. To access videos, click the top left **app launcher** icon and choose the **Video** icon.





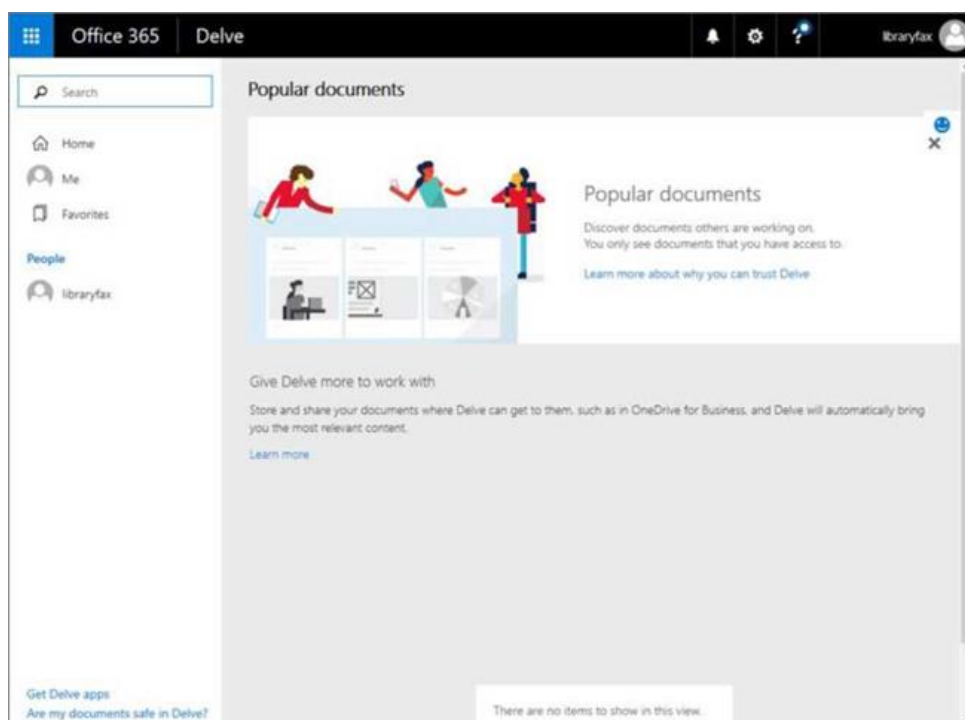
## SharePoint

Organizations use SharePoint to secure place to store, organize, share, and access information from almost any device. All you need is a web browser, such as Internet Explorer, Chrome, or Firefox.



## Delve

Use Delve to see what you and your colleagues are working on across Office 365. Based on who you work with and how you work together, Delve suggests documents that are relevant to you. In Delve, you will only see content that has been shared with you. To access Delve, click the top left **app launcher** icon and choose the **Delve** icon. For a complete overview, visit the [What is Office Delve?](#) page.



## Newsfeed

You can start a conversation with people in your organization by posting to the public newsfeed. The public newsfeed is much like a public blog, or "microblog". Anyone who sees your post can reply to it. To access your Newsfeed, click the top left **app launcher** icon and choose the **Newsfeed** icon. For a complete overview, visit the [Microsoft Newsfeed Overview](#) page.

