Office 365: Demo
OneDrive, Office Online & To-Do
February 2018
“To all users of technology who are willing to take a chance, make a choice, and try a new way of doing things so that we can nurture and enjoy a happy, healthy planet.”

- Katherine Murray,
Microsoft Office 365: Connect and Collaborate Virtually Anywhere, Anytime
AGENDA

- Intro & Admin
- Background
- OneDrive
- Office Online
- To-Do
- Demos
- Q&A
Background
**Work Stream 2 & 3 - Timeline**

<table>
<thead>
<tr>
<th>WorkStream 2</th>
<th>November 2017</th>
<th>December 2017</th>
<th>January 2018</th>
<th>February 2018</th>
<th>March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>OneDrive / Office Online</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O365 Teams / Groups</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>SharePoint Online (Branding / Config)</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| WorkStream 3                  |               |               | ✔️           |               | ✔️         |
| Office Pro Plus               |               |               | ✔️           |               |            |
| SharePoint Online (Net new sites) |             |               | ✔️           |               |            |

**Target Roll-out Dates:**
- ✔️ OneDrive, Office Online, To-Do: January 31st, 2018
- Group, Teams: TBD
- SharePoint Online, Office Pro Plus: TBD
OneDrive

• Cloud-based storage
• Anywhere
• Collaboration & Co-authoring
• Sharing
# OneDrive vs UVaBox vs Home Directory

<table>
<thead>
<tr>
<th></th>
<th>OneDrive</th>
<th>UVaBox</th>
<th>Home Directory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Storage Size</strong></td>
<td>5 TB *increase from 1 TB</td>
<td>1 TB</td>
<td>4 GB</td>
</tr>
<tr>
<td><strong>Type of Data Stored</strong></td>
<td>Non-sensitive or moderately sensitive data</td>
<td>Non-sensitive or moderately sensitive data</td>
<td>Non-sensitive or moderately sensitive data</td>
</tr>
<tr>
<td><strong>Integrated Into Office</strong></td>
<td>Yes* *better integration</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Collaboration</strong></td>
<td>Can collaborate with Health System employees</td>
<td>Can’t collaborate w/ Health System employees</td>
<td>Can’t collaborate</td>
</tr>
</tbody>
</table>
OneDrive Integration

- Native access from Office
- O365 Integration including:
  - Flow
  - Teams
  - Delve
OneDrive Access

- Web: portal.office.com
- Desktop Apps
- Mobile app
- Sync client
OneDrive Data Storage Types

• Non-sensitive or moderately sensitive data

• its.virginia.edu / office365/onedrive/responsibilities.html
Office Online

• What?  
  ![Office Online Icons]

• Why?

• How?  portal.office.com
To-Do

Office 365 Project
To-Do Access

- Web: portal.office.com
- Mobile app
Features & Resources
File Sharing

Users who receive a share request from another tenant user will access files using a guest validation code.

Learn More:
http://its.virginia.edu/office365/onedrive/sharing.html
• Project Info: http://its.virginia.edu/office365/

• Resource Portal: https://virginia.o365support.com/

• Training: http://www.its.virginia.edu/office365/usertraining.html

• Sharing: http://its.virginia.edu/office365/onedrive/sharing.html

• Portal: http://portal.office.com
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