Office 365 Demo
Groups, Teams, Office Pro Plus, Sway, Planner, Flow
March - April 2018
Agenda

- Intro & Admin (ITS Update)
- Office Pro Plus/Office Online
- Groups/Teams
- Sway, Planner & Flow
- Evolve
- Wrap-up
A few words from ITS
### O365 WorkStreams

#### WorkStream 2

<table>
<thead>
<tr>
<th>Service</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

<table>
<thead>
<tr>
<th>Service</th>
<th>January 2018</th>
<th>February 2018</th>
<th>March 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Pro Plus</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SharePoint Online (Net new sites)</td>
<td></td>
<td></td>
<td>☑️</td>
</tr>
</tbody>
</table>

#### Target Roll-out Dates:
- ☑️ OneDrive, Office Online, To-Do: January 31st, 2018
- ☐ Groups, Teams, Office Pro Plus, Sway, Planner & Flow: Mar 28, 2018
- ☐ SharePoint Online: TBD
<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><strong>NEW</strong> 5 TB</td>
<td>1 TB</td>
<td>4 GB</td>
</tr>
<tr>
<td></td>
<td>*increase from 1 TB</td>
<td></td>
<td></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>
UVA Data Storage Types

Non-sensitive or moderately sensitive data

its.virginia.edu / office365/ onedrive / responsibilities.html
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
Resources

- O365 Portal
- Microsoft Overviews:
  - Groups
  - Teams
  - Office Pro Plus
  - Sway
  - Planner
  - Flow
- Evolve Resource Portal
- UVA O365 Project Info
- ITS Teams & Groups FAQ Page
- ITS O365 Training Page
- Service Now (to request permission to create Groups/Teams)
- Data Storage & Restrictions
- “How to” help
- Permission and access issues
Office Online and Office Pro Plus
Office Pro Plus

Get Five downloads of Office Pro Plus on desktop, mobile and phone

- Office ProPlus is an Office 365 product, so you will receive updates from Microsoft consistently so you will always have the most up-to-date Office features

How to Download Office 2016 on your device:

- Be sure you are on the device you would like to download Office ProPlus, and log on to www.Office.com using your Office 365 credentials
- Select “Install Office apps”
- The install feature will automatically install the 32 bit version on PC and the 64 bit version on the Mac
- If you would like to change the version installed on your PC, select “other installs” and make that change
Office Online

What? Web versions of your desktop office applications

Why? Shared computers, home computers, kiosks, occasional use

Co-authoring of Documents

• Multiple people can work together in Word, Excel, PowerPoint, OneNote, and Visio

• Co-authoring is available for documents stored in OneDrive

• You can see changes made by others in real time

• Each user must have edit permissions on the document
Demo Office Pro Plus and OneDrive
Questions
Groups vs Teams
Microsoft Groups

What and why

• Groups in Office 365 let you choose a set of people that you wish to collaborate with and easily set up a collection of resources for those people to share.

What do we get with a Group?

• Email + Shared Files + Shared Calendar + OneNote + Planner + Site

• Convenience of Outlook email and calendars with the collaboration power of file sharing and a planning tool

• Can be managed by users, and allows for group owners to be assigned

• Allows for external guest access
Microsoft Teams

What and why?

- Teams is a chat-based workspace where you can have informal, real-time, conversations around very focused topics or specific sub-groups within the team.

What do we get with a Team?

- Email + Shared Files + Shared Calendar + OneNote + Planner + Site + Persistent Chat
  - Persistent Chat
  - One place to collaborate on projects
  - Group sharing features
  - Rich scheduling features
  - Work on documents right in the app
- Teams Client runs in the browser and is also available as a separate application
- You can create and be part of multiple Teams
Which do I pick?

**Groups**

You do most day to day work in Outlook and want a simple outlet for email-based communication and easy file sharing.

You want a simple group calendar for things like vacation scheduling or event planning and don't need the advanced functionality of an Exchange equipment mailbox.

You're not sure that you need the advanced functionality of a Team and aren't ready to commit to learning a new way to collaborate yet.

**Teams**

You want to collaborate in a faster paced, persistent chat-based environment.

You want the potential to curate content tabs and discussion channels and bring lots of disparate resources together in a 'single pane of glass'.

You have not adopted Skype for Business in your department yet and want to start using voice and video conferencing. Microsoft has announced that Teams will be the new Skype for Business.
Demo Groups and Teams

Evolve 365
A Planet Technologies Service
Sway, Planner & Flow
Microsoft Sway

What is a Microsoft Sway and what can it do?
• Digital Storytelling app that bring narratives to life in an interactive way
• Primarily for presenting ideas onscreen rather than to an audience.

Why do I want it?
• Sway allows users with little technical or design know-how to create beautiful and effective online content
• Sway presentations are backed up to the cloud, and can be easily shared or embedded in websites, and accessed from anywhere

What is the difference between Sway and PowerPoint?
• Sway is not meant to replace PowerPoint
• Sway can convey concepts without the need for a “presenter”
• You can make a presentation that is interactive in Sway
Whether it’s a report, a presentation, a newsletter, a personal story, a photo album, or a visual trip report, there’s virtually no limit on what you can express creatively with Sway.
Quick Demo Sway
Microsoft Planner

Easy to use

- You can then create a new plan, assign tasks, and update status—in a few easy steps.

Organize work visually

- Each plan has its own board, where you can organize tasks into buckets
- You can categorize tasks based on their status or on whom they’re assigned to
- To update the status or change assignments, just drag and drop tasks between columns.

Works across devices

- Planner works across all your devices.

Email notifications

- Receive email notifications whenever you’re assigned a new task or added to a conversation.
Microsoft Flow

What is Microsoft Flow

• Flow is a new workflow tool from Microsoft
• Built into Office 365 with the capabilities to create automated workflows between your favorite apps and services to get notifications, synchronize files, collect data, and more.

Why do I want it?

• Turn repetitive tasks into multistep Workflows
• Automate workflows across multiple applications
• The most common use of Flow is to trigger notifications
Microsoft Flow

Purpose: Process Automation

- Google Calendar to Office 365 Calendar and get a notification
  - By Microsoft
  - Used 319 times

- Alert the team when specific documents are uploaded
  - By Microsoft
  - Used 1201 times

- Record form responses in SharePoint
  - By Microsoft
  - Used 5899 times

- Save new email attachment to OneDrive and get a push notification
  - By Microsoft
  - Used 1272 times

- Save tweets to an Excel file
  - By Microsoft
  - Used 4864 times
Some Ideas for Flows

• Send Twitter feeds to your email or a team channel
• Move your email attachments automatically to a OneDrive folder
• Sync calendars between Outlook and Google
• Get an alert when a document gets updated.
• Send an email attachment through an approval process and then save it in an approved folder.
Conclusion & Wrap Up
Don’t Forget about Evolve 365
Questions

- What remaining questions do you have?
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Thank You!

Questions?
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Email: rgupta@go-planet.com