

Getting to know

 Office 365







“

Whatever the focus—job creation, healthcare, law enforcement, or even our IT team’s recent consolidation, when we can collectively share information and accelerate communications across agencies, we put ourselves in a much better position to reform state government and better serve our state residents.

”

Carolyn Parnell, Commissioner (OET) and Chief Information Officer, State of Minnesota

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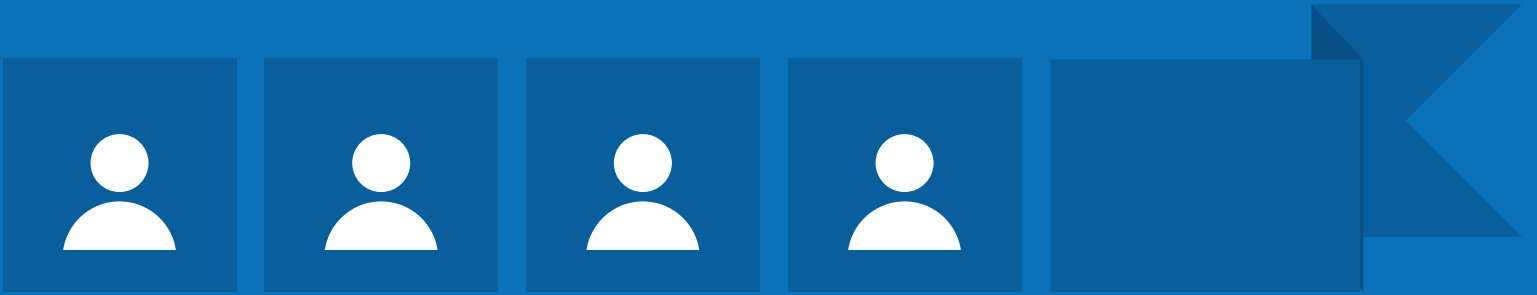
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Getting Started

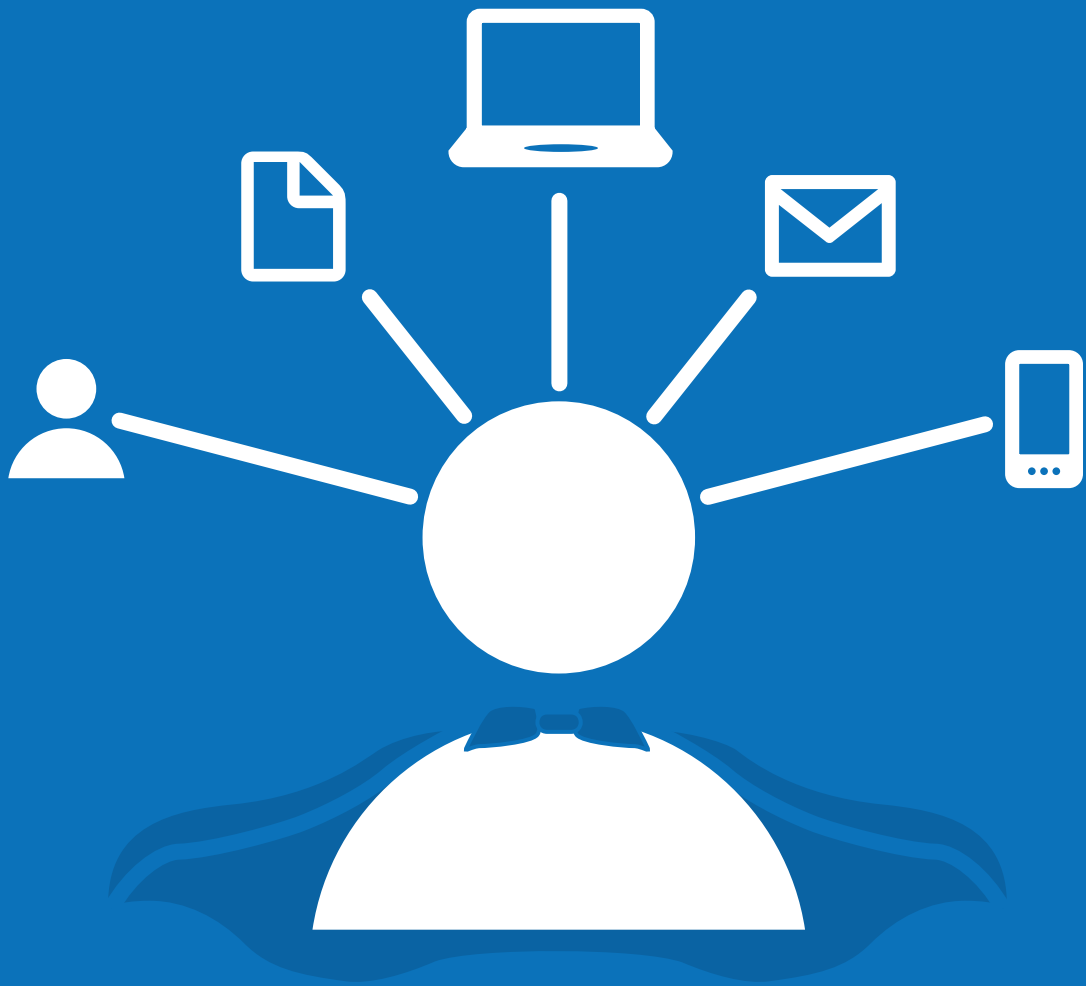


Office 365 is all about making you and your team more productive.



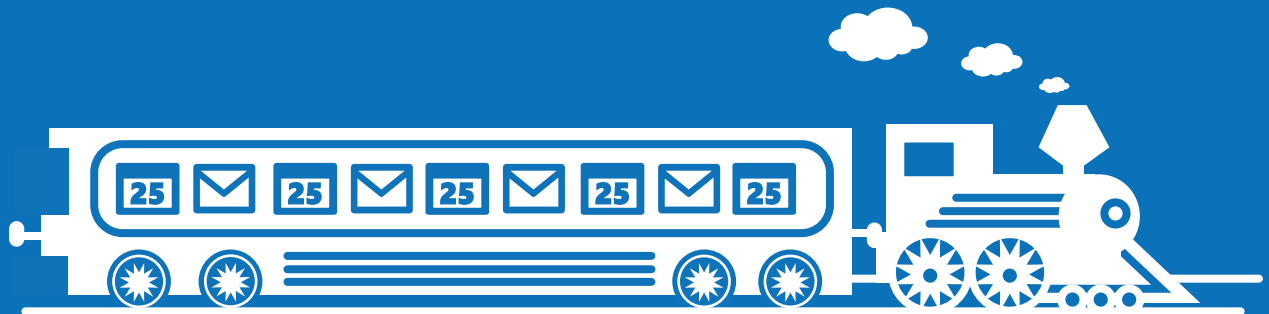
Get it done from anywhere

PC, Mac, tablet, phone? Take advantage of Office on virtually any device. Quickly read and review content, capture your thoughts and ideas and make changes on the fly. Although your device may change from time to time, you can always pick up where you left off. That means that your settings and documents stay with you, even when you switch between your computer and tablet. Everything is accessible from anywhere, and always up to date.



Emails and calendar on the go

Did you know that Office 365 lets you access your email, contacts, tasks, and calendar items from any device? Imagine this: you get in to the office to catch up with colleagues, send a few emails, and plan for your day and upcoming meetings, all while being able to access all of the information you need right from your phone or tablet without a hassle. Coordinate meetings on the go, access synchronized contacts, check your task list, and last but not least, use intelligent tools to manage your inbox so you can quickly deal with the most important matters.



Store, sync, and share your files

Think of OneDrive for Business as a place for all your work files. You can store and organize them how you want, and easily share them with other people. Instead of multiple versions on thumb drives and email conversations you can enable everyone to work on the same file—simultaneously—and keep track of everyone's changes in real time. You don't even need to be at your desk to get work done together. You can keep reviewing and refining your files from anywhere, online and offline and from virtually any device.



Run more effective meetings

Ever think about how much time we spend sitting in traffic, commuting, and rushing from one meeting to the next? Imagine this: What if everybody could join the meeting in just one click, whether they are across the hall, sitting in traffic across town, or on the other side of the globe? Lync allows you to do just that but it doesn't stop there. It lets you choose how you want to communicate with others using IM, audio/video call, or virtual meetings. And it gives you all the tools you need to be as effective as if you all were in the same room using screen sharing, white boarding, polling, and more. Not only is it more efficient, it is also more green!



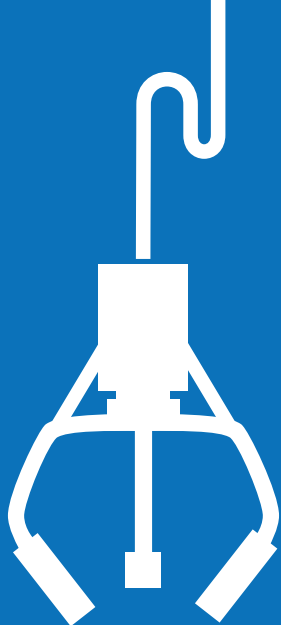
Work like a network

We all know that working together requires effective communications and coordination. Wouldn't it be great if your team had a better way to stay in sync and get work done together? Office 365 allows you to do just that. More than a content repository, it's a place where your team can discuss various aspects of a project, share ideas, give feedback, take notes together, review the same documents, and much more. Yammer makes it easy reach out to others and get the answers and information you need to make the right decisions, avoid reinventing the wheel, and improve your work. See the latest updates and get what you need in one place, available from anywhere.



Find what you need

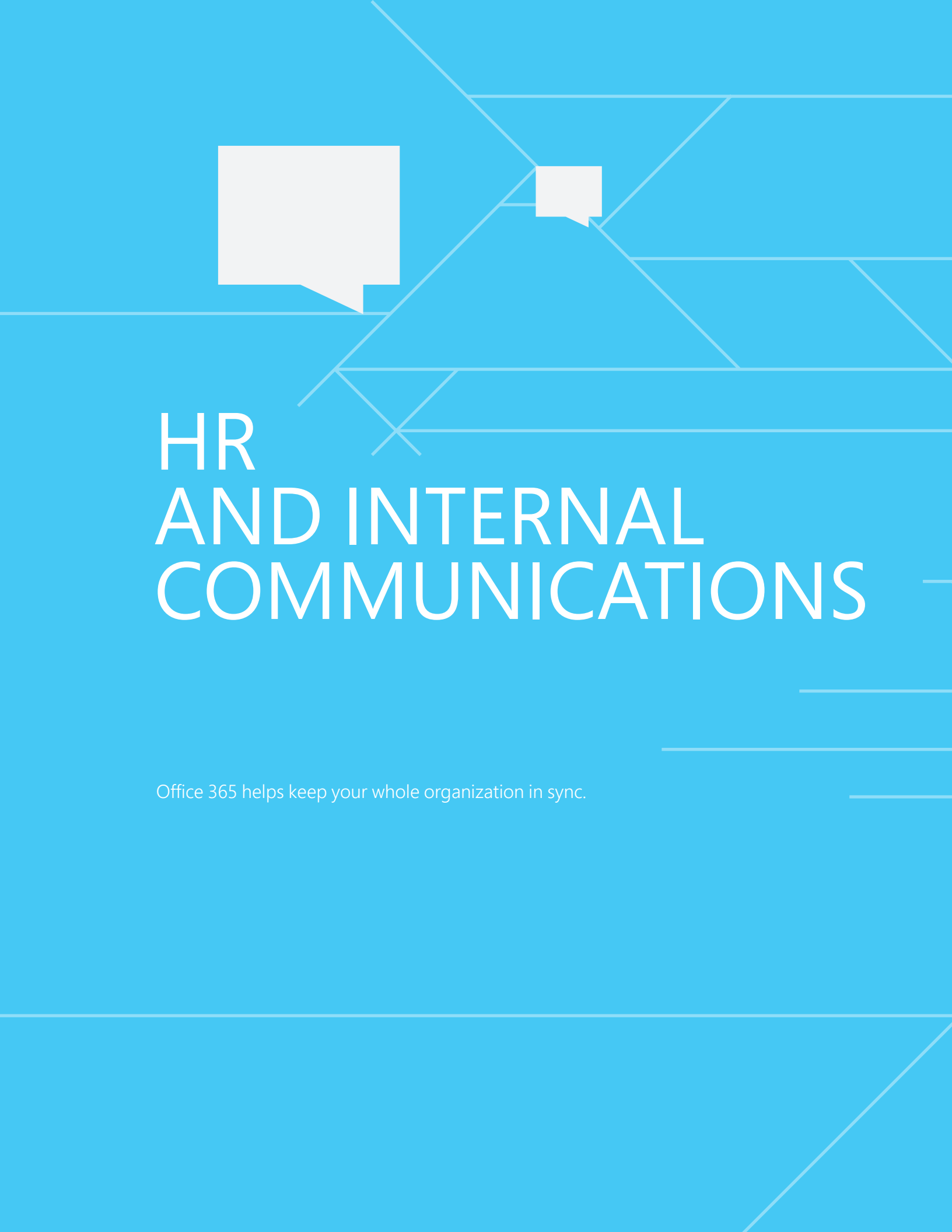
Wouldn't it be great if you could search for information at work just as easily as you do on the Internet? With Office 365 you can. That means you can quickly find what you need across sites, notes, or email. Don't worry about coming up with the perfect keywords; whether you're looking for documents, videos, people, or conversations, you can save time and pinpoint exactly what you need.



Make informed decisions

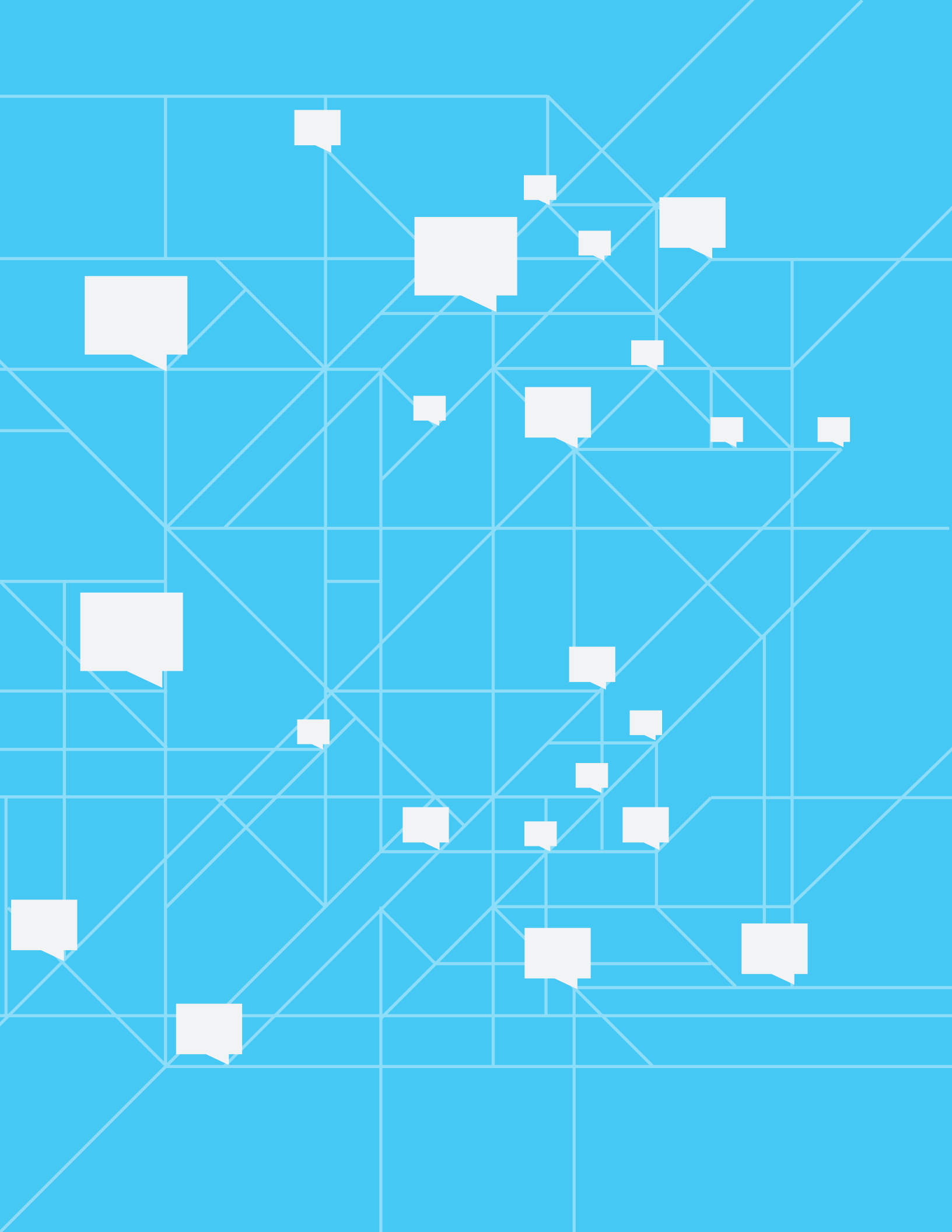
Making good decisions isn't always just about good judgment or experience. It's also about collecting and making sense of lots of data. That's where Power Pivot comes in. It transforms Excel into a powerhouse that lets you easily combine massive amounts of data from multiple sources and build relationships between them. But data alone isn't enough—it needs to be expressed clearly to make a powerful impact on people. Visualize a Power Pivot model with Power View, and take advantage of flexible and easy-to-use dashboards. Power View lets you explore, visualize, and present data in compelling ways, and then quickly share it with others. Now anyone can easily dig into data to make informed decisions and new discoveries.



The background is a solid blue color. It features several white geometric elements: a large speech bubble shape in the upper left, a smaller speech bubble shape to its right, and a series of intersecting lines forming a grid-like pattern across the upper half. Below the main title, there are three horizontal white lines of varying lengths on the right side.

HR AND INTERNAL COMMUNICATIONS

Office 365 helps keep your whole organization in sync.



Onboard new employees

First days are stressful—for both new employees and the HR department. There's a lot to learn and a lot to tell. Where do you begin? With Office 365, you can easily provide nearly everything new hires need on their first day, and beyond. That means critical onboarding resources like documents, presentations, and even videos. You can make it easier for people to connect with their peers or mentors, understand the business, and ramp up quickly. You can take advantage of automatic task routing and use forms built right into your site, leading to less paperwork and faster completion. Better processes, less time, smoother onboarding. What's there to stress about?

NEW
EMPLOYEE



WELCOME
VIDEO



EMPLOYEE
HANDBOOK



TRAINING

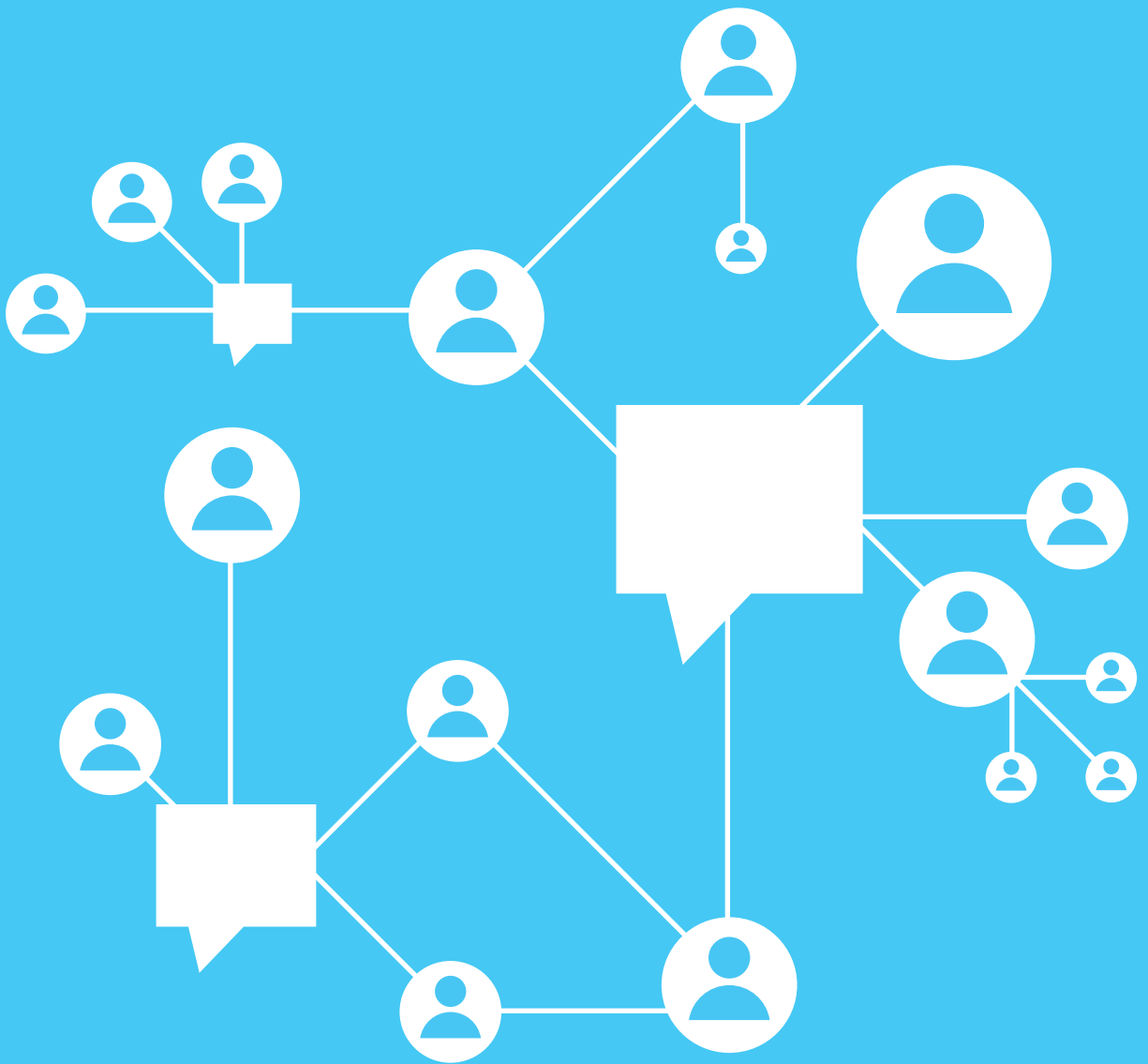


ON
BOARDING

WORK
DAY

Keep everyone informed

Your company has a unique story, but like any great tale, it needs people to make it come alive. How do you get your employees excited about your vision? How do you get them talking about ideas...and talking to each other? Office 365 gives you a whole set of tools to help you stay engaged with the people you work with. It's like a "social glue" that keeps your employees and your vision moving forward together.



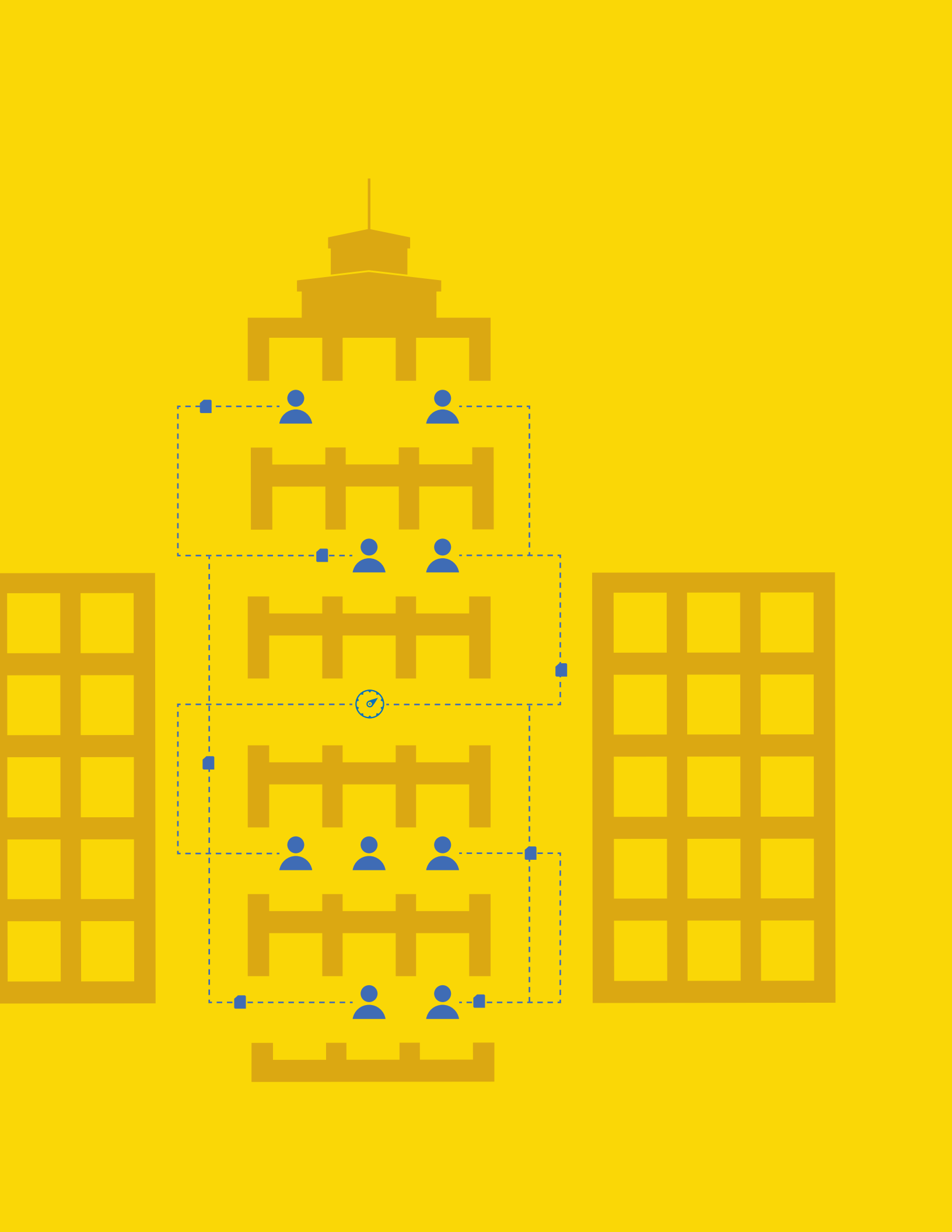


Fortescue
The New Force in Iron Ore

R&D PRODUCTION OPERATIONS

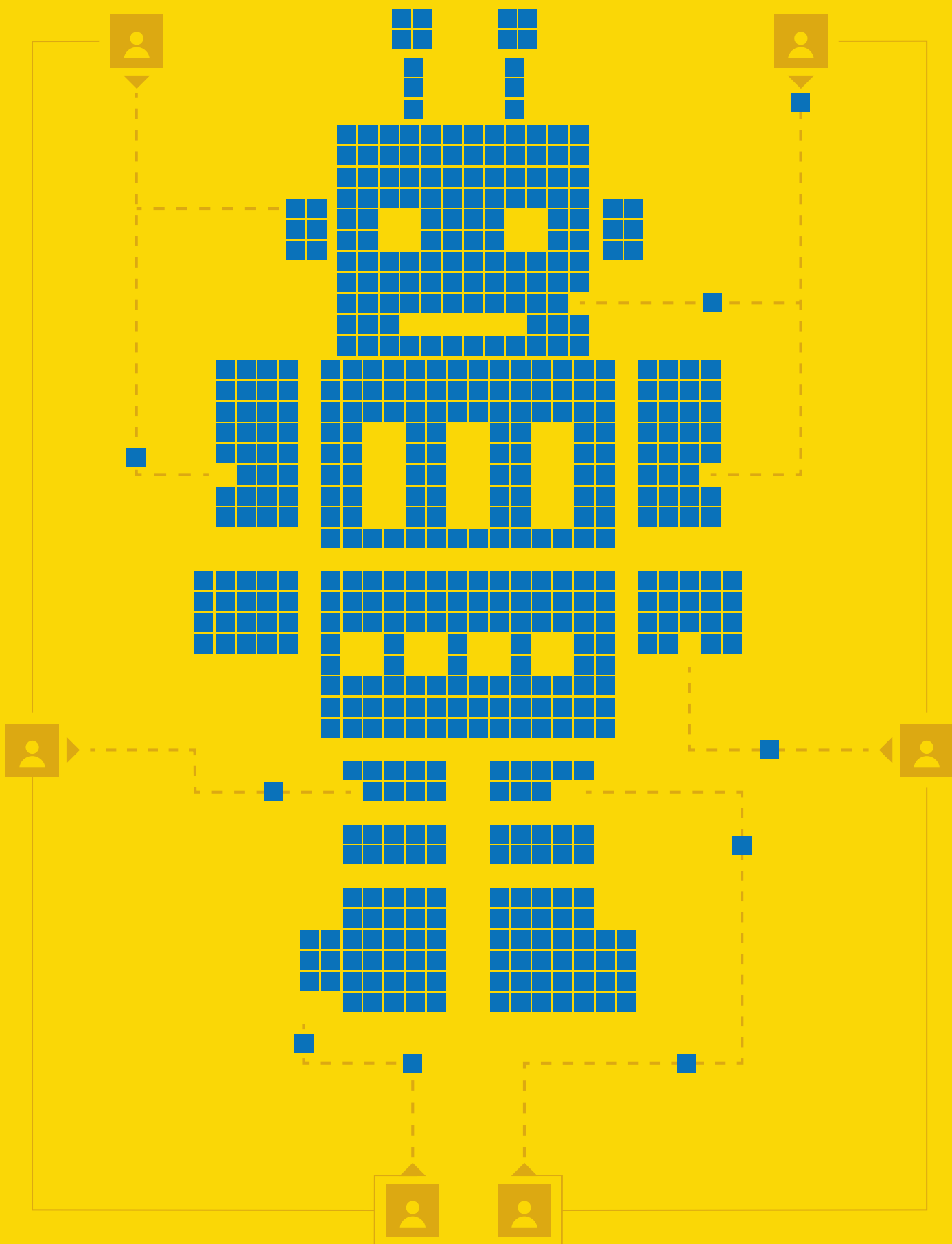
Office 365 helps make processes and people
more productive.





Share your knowledge

With Office 365, your knowledge isn't limited to the people in your immediate circle. You can easily share what you know with as many people as you want, whether they're in your department or in another country. So don't let your good ideas, valuable experience, and expert knowledge go to waste. You can capture and organize best practices in one place, organize them however you need to, and refine them with your peers. Now people in your organization can easily discover what you know. And sharing works both ways, too. It's just as easy for you to discover other groups' best practices.



Boost business processes

Do you ever wish you could improve your business processes and help people save time? You can! For example, automating recurring approval or review processes is easy and doesn't take much time with built-in workflows. Once processes are in place, you can keep an eye on how well they're performing for your team, department, or the entire organization. Whenever you need to you can refine your processes or create reports from them.



SUBMIT



MONITOR



REPORT

Stay on track and deliver on time

Isn't life grand—when all of your projects are on track and you meet all of your deadlines? Office 365 can make your life a lot easier by helping you organize teamwork around common milestones. You can make sure work gets done by assigning people tasks that can be tracked and prioritized. And, you can keep an eye on important details with a real-time summary of your project that warns you about delays and keeps next steps and milestones on your radar. When it comes to really big and complicated projects, you can use Project Professional to manage task dependencies, balance resource allocations, and easily generate status reports. No need to worry—this all stays in sync with your site, where you can all continue to work together to keep your project on track.



SALES MARKETING

Office 365 helps you deliver more engaging and effective customer experiences.



Make a great first impression

First impressions count. That's why Office 365 gives you the power of professional quality design and content creation with Word and PowerPoint, yet with the familiarity and ease of use that you've come to expect. Sharing your work is now easier than ever—you can quickly invite a colleague to view the document you're working on and even work together in real time. The new cleaner comment view in Word and PowerPoint makes it easier to read and post comments. Plus, versioning is built in so you don't have to worry about losing track of the right version of your document. Just focus on your content and let Office 365 take care of the rest.



fold to connect line a to line b

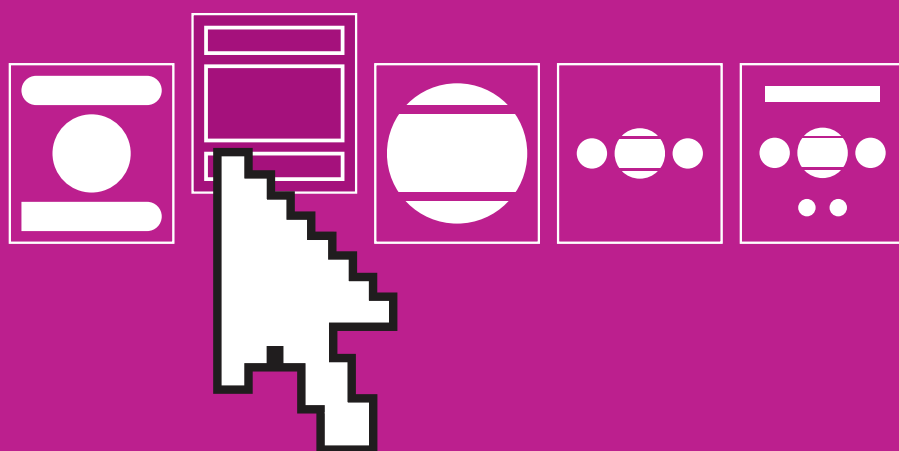
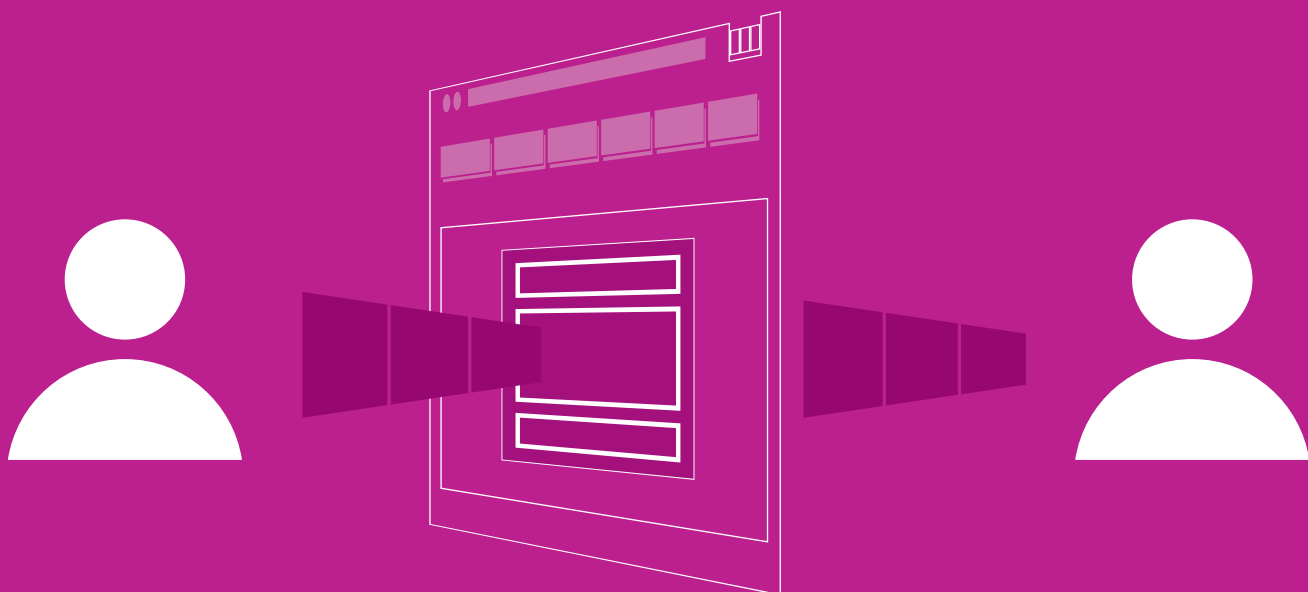
Engage your audience online

People expect the same experience no matter how they access your site. To make sure they get it, Office 365 makes it possible for you to deliver a consistent, unified digital experience on laptops, smartphones, and tablets. Not only are your websites accessible from any device, but they also deliver targeted, highly relevant content and personalized recommendations to your audience around the globe. Building a global brand is now easier than ever!



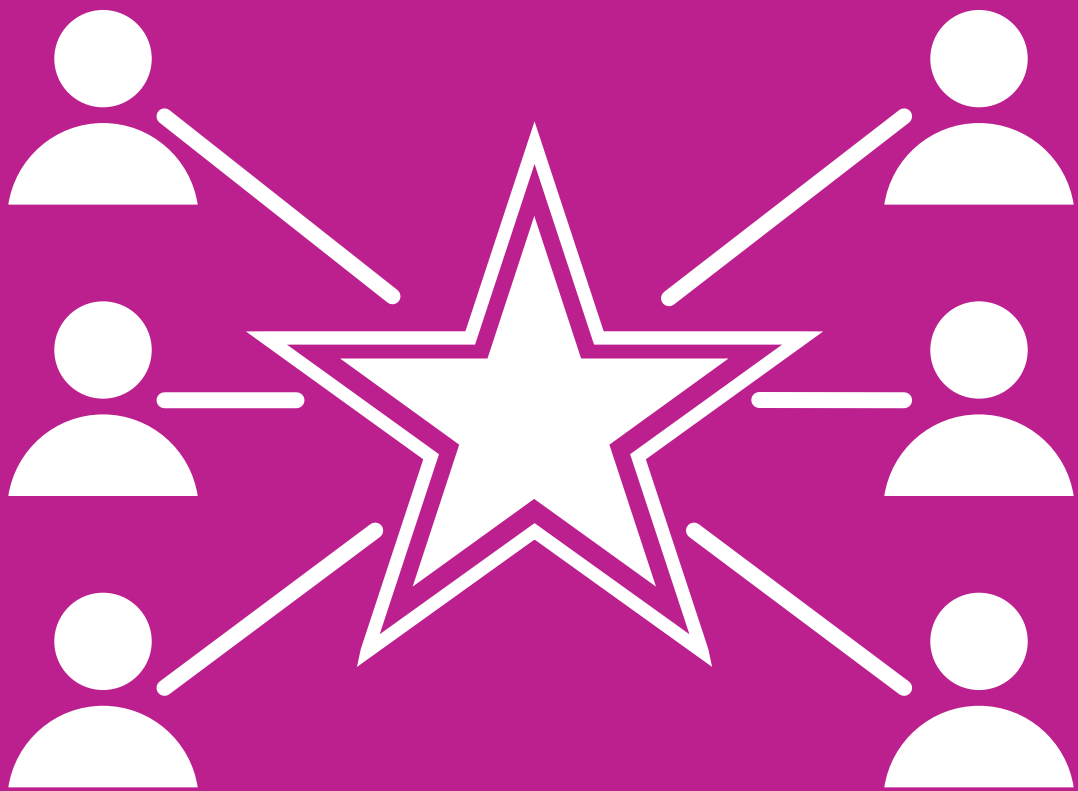
Make customers and partners happy

People want to find what they need right away without digging around or being distracted by irrelevant content. Office 365 can help you make your customers and partners happy by giving them what they really want—relevant information, recommendations, and insights into their data. With Office 365, you can even build simple and dedicated portals or public-facing websites so that your customers and partners easily get what they need.



Align your teams

Deals are won and lost depending on how closely marketing and sales teams are aligned. That's how important communication is and that's why Office 365 gives people a better way to stay in sync. Office 365 streamlines collaboration by letting you bypass email and in-person meetings, so you can get directly in touch with groups across your organization. In addition, team sites give your teams a hub for your sales and marketing content—documents, spreadsheets, presentations, schedules, and all the other up-to-date information you need whether you're in the office, at a meeting, or on the road. Team sites also make it easy to share documents with people outside of your organization. It's up to you to determine what level of access they get. For example, you might want to share a document or two, or even the entire site.





“ At Ignite Social Media, cross-office brainstorming sessions drive the creative side of our business. We use Office 365 for interactive web conferences with whiteboarding so everyone can contribute, and it's as if we're in the same room. In 11 years of working remotely, I've never seen a tool like it!

”

Jim Tobin, President, Ignite Social Media

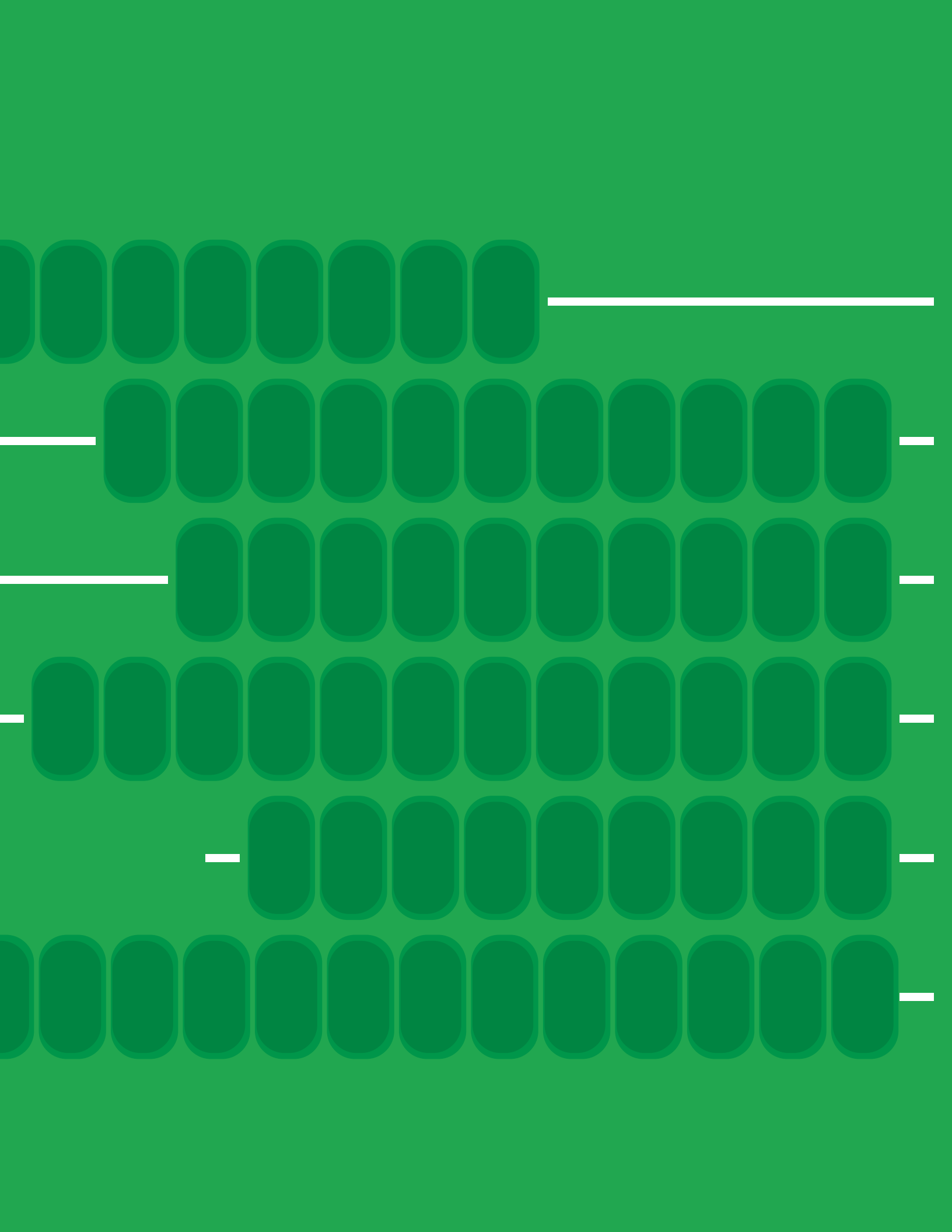
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— FINANCE — & —

— ACCOUNTING —

Office 365 makes it easier to crunch the numbers
with other people.

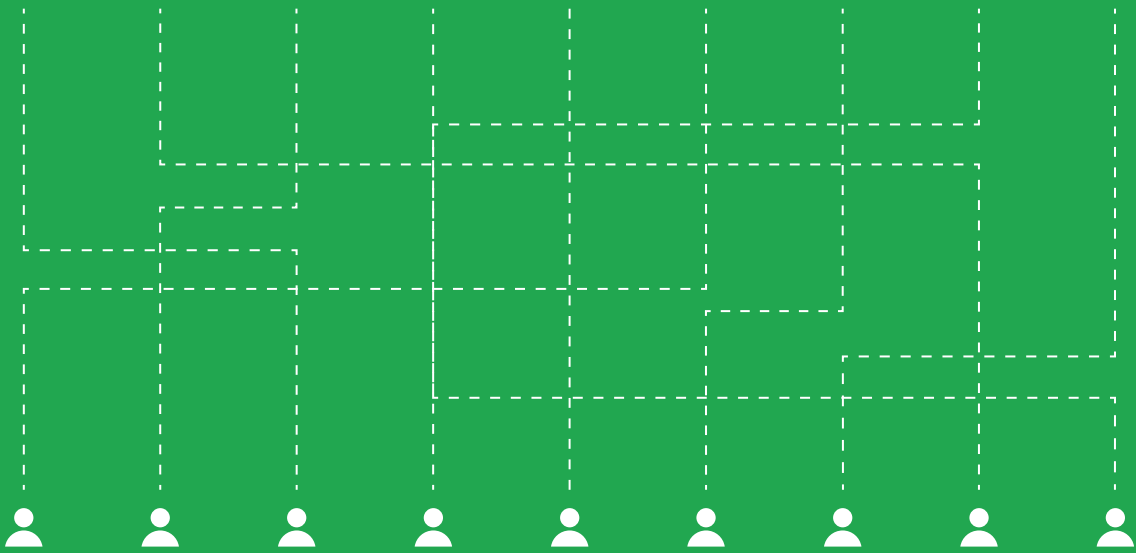




Crunch the numbers together

Crunching the numbers doesn't have to be difficult. Excel lets you gather a lot of information from different people and different departments into a single spreadsheet. Best of all, you can work with more than one person—even your whole team if you want—on the same spreadsheet at the same time. Crunching the numbers together doesn't just make your life easier, but it also helps boost productivity and can lead to more insights that can be easily shared with anyone in your organization. PowerPivot lets you crunch massive amounts of data and combine it to create unique visualizations, which you can easily explore and interact with in Power View.

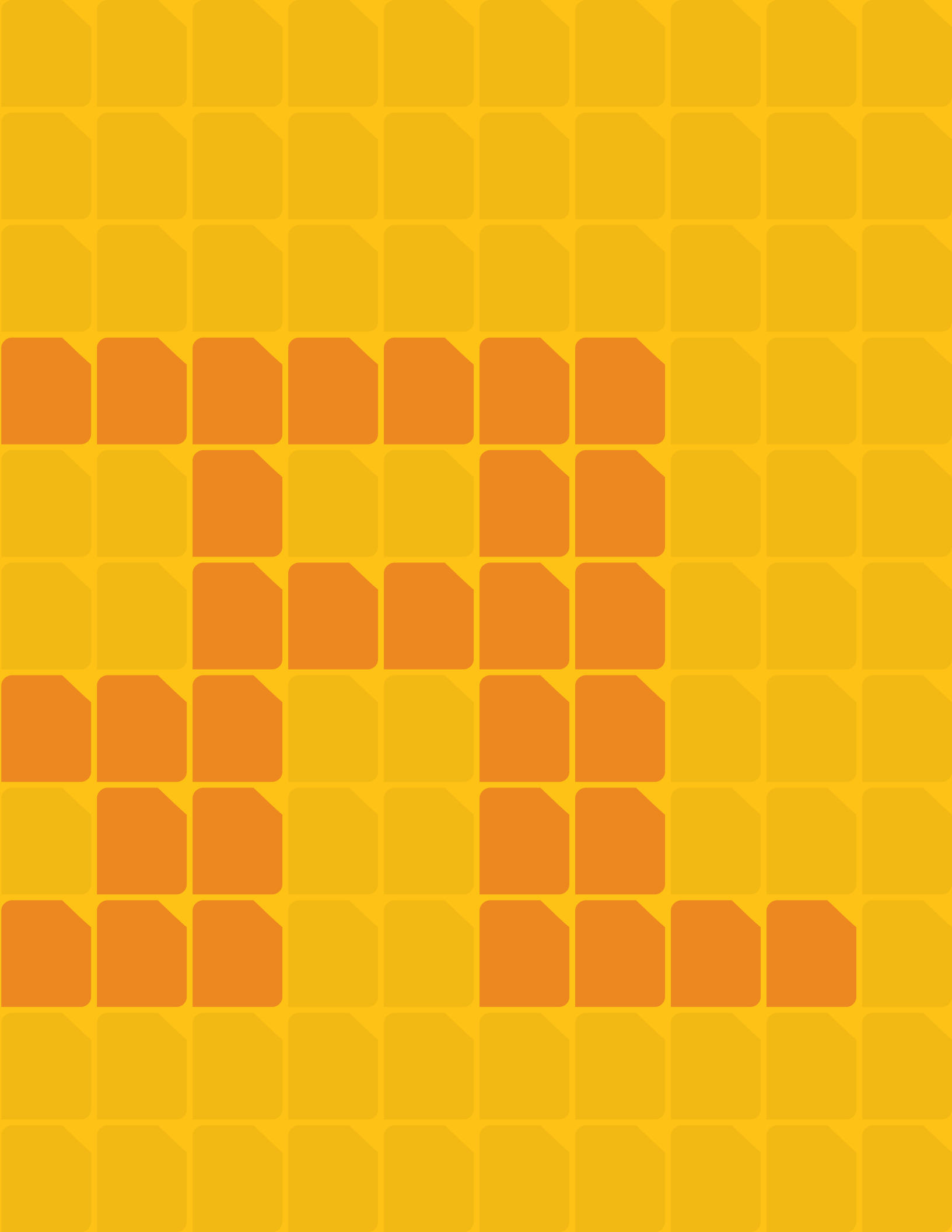
B u d g e t i n g





LEGAL

Office 365 can help you achieve legal
and regulatory compliance.



Help meet compliance needs

Trying to make sense of all the rules, laws, and regulations you need to follow is hard enough without retrofitting your whole IT infrastructure to comply with them. You won't run into this problem with Office 365 because it's built to make compliance easy and straightforward. In fact, you can automate many of the processes for managing, protecting, and preserving critical data, and even create retention schedules to manage the entire life cycle of your organization's digital assets. If you ever need to respond quickly to litigation or audits, you can use self-service eDiscovery to help get what you need immediately without involving IT.



DISCOVERY



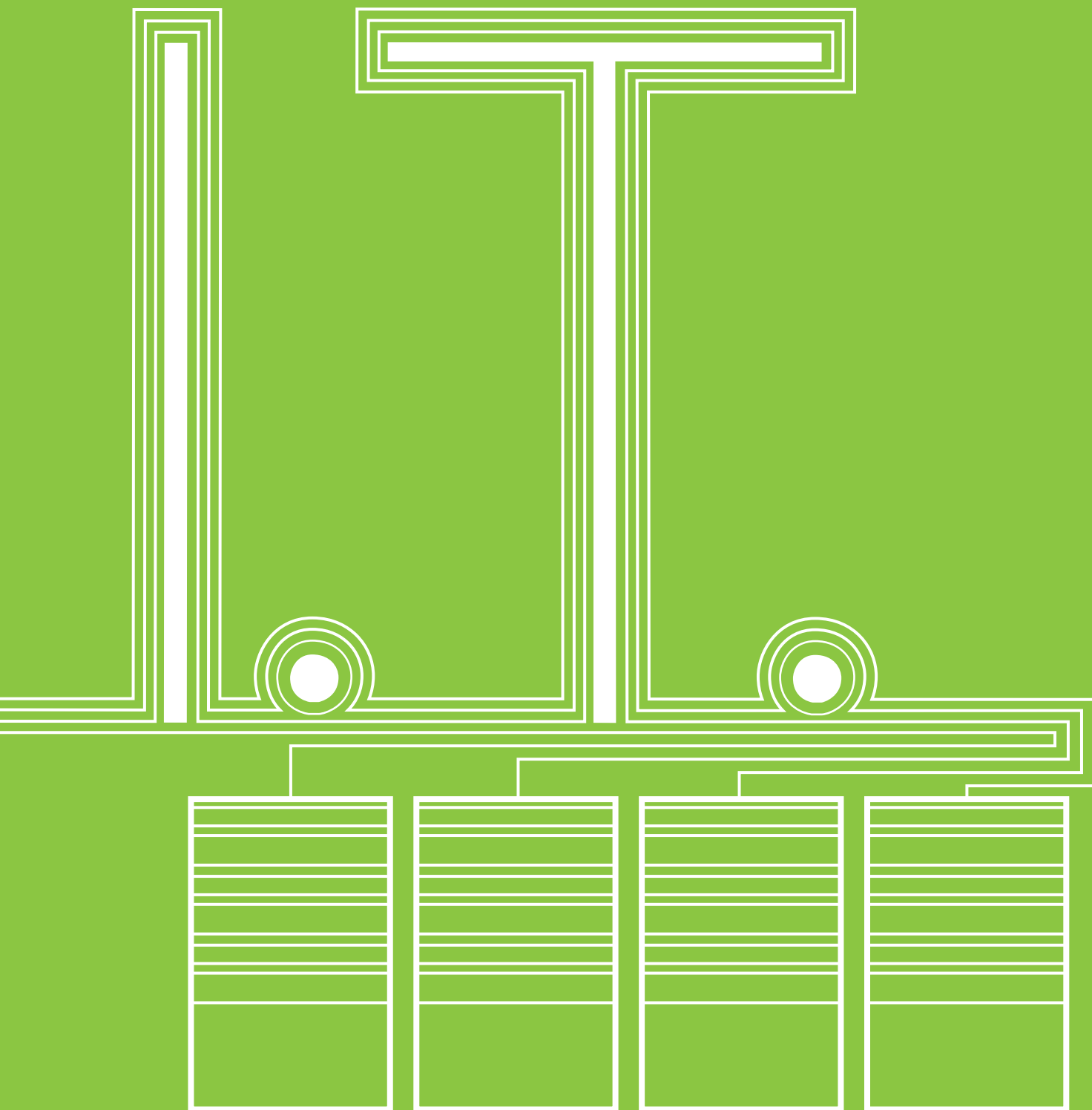
RETENTION



ARCHIVE

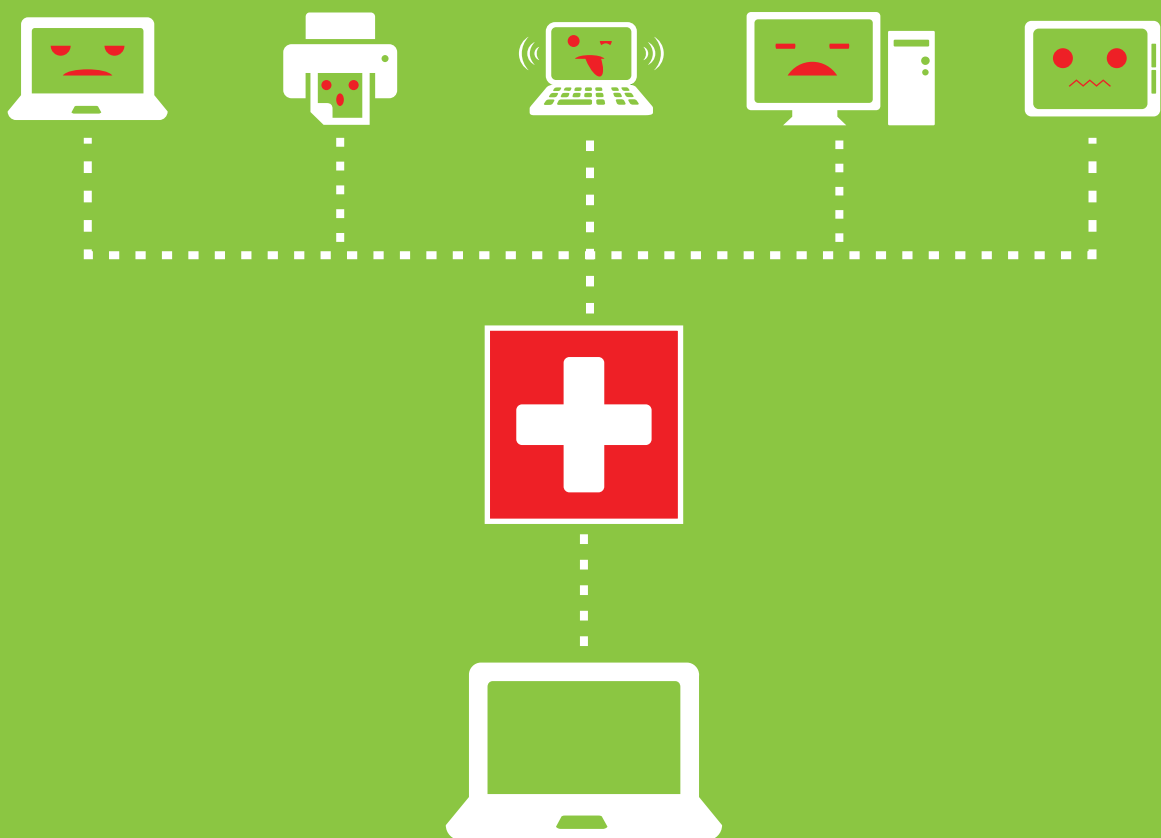
INFORMATION TECHNOLOGY

Office 365 helps balance IT and business needs.



Provide the right support

Office 365 can help you take your IT support beyond the telephone—way beyond. Think of it as a virtual helpdesk. A one-stop shop where people can get in touch with IT, browse through a shared knowledge base, and submit ticket requests to get help. The result? Quicker answers to common problems. Better system maintenance with regular health checks. And faster, more focused conversations between people and IT—all without ever being placed on hold. The right support also means you don't have to worry about upgrades—with Office 365, you always have the most up-to-date version of a product or service. Plus, you get peace of mind knowing that your services are available with a guaranteed 99.9 percent uptime.



Empower people and stay in control

It's a common dilemma: How do you strike a balance between the needs of IT and the needs of users? IT needs centralized control over security and compliance to better manage risks. People want more flexibility to do their best work. So what's the solution?

Office 365 empowers the modern workplace and provides a safety net so that sites, content, and email are more secure and comply with IT controls, permissions, and policies. No matter how or where you work, you can rest easy knowing that you have the security your business needs.

