

Office 365 for Education

Introduction

What is Office 365?

Office 365 vs. Google Apps

Common

- Cloud storage
- Document collaboration
- Email
- Online productivity apps



Google Apps

- Apps
- Device management
- All cloud based

Office 365

- Integrates with desktop Office products
- Works in a hybrid environment
- Familiar user interface
- Information security

Microsoft's productivity vision



On Premises



Online

Best experience across devices

Cloud on your terms

Messaging

Voice
& Video

Content
Management

Enterprise
Social

Reporting
& Analytics

Integrated best-of-breed solutions

Office 365 Product Overview



Email,
Calendars,
Contacts

 Microsoft
Exchange Online

Web
Conferencing

 Skype for Business

School, Team,
and Class Sites

 Microsoft
SharePoint Online

File Storage
and Sharing

 OneDrive
for Business

Productivity

 Office 365 ProPlus

Social –
Discussion
Groups

 yammer

Share Point

Organize

Discover

Build

Manage



SharePoint

Share

Engage with people, share ideas, and reinvent the way you work together

Build

Create apps and new web experiences using familiar tools and internet standards

Manage

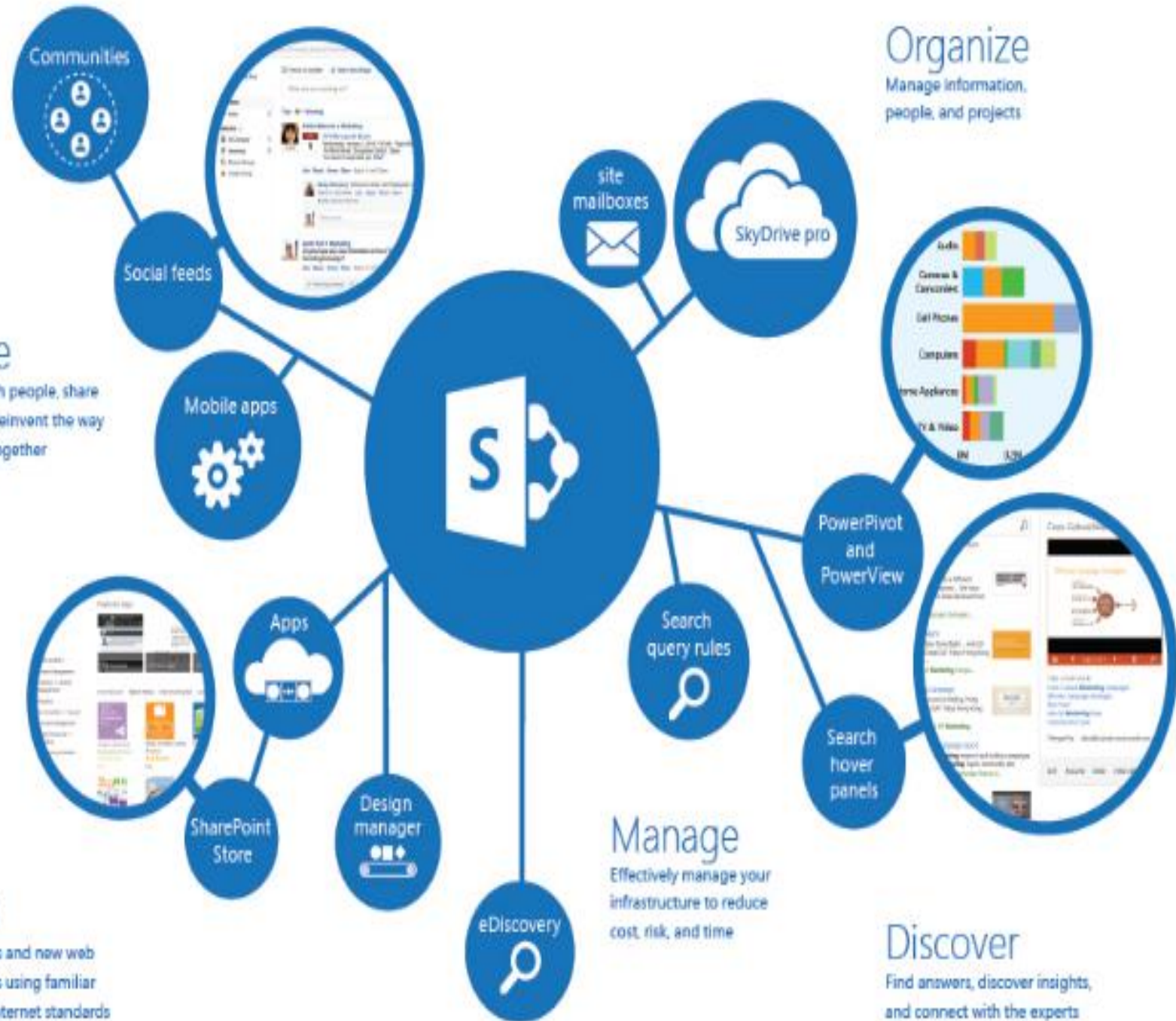
Effectively manage your infrastructure to reduce cost, risk, and time

Organize

Manage information, people, and projects

Discover

Find answers, discover insights, and connect with the experts





One Drive & Online Office

Can everyone use your document?

Excluding people with disabilities from access to important documents is not only against common societal value, it can be unlawful.



Documents, spreadsheets, and presentations are important to your organization.

But what if some people in your organization can't read or edit them because of their disabilities?



Some people, like those who are blind, use a screen reader to audibly interpret what is on the screen. There are things we can do to help the screen reader software better interpret the document. For example:

Write "alternative text" for graphics and photos

Create headers when using tables

Switch languages in multilingual content

The accessibility checker capability in Microsoft Office makes it easy to make documents accessible for everyone.



Once you have made your documents, spreadsheets, and presentations accessible using Microsoft Office, they will remain accessible. Whether you share using Office or Office Online, the accessibility of your documents will

Office



Office Online

Set up your 1TB OneDrive for Business personal filestore*

- Sync content across your devices
- Access files from virtually anywhere
- Share files with colleagues



OneDrive is a cloud service and this is Microsoft's version of cloud storage and synchronisation tools.



OneDrive for Business

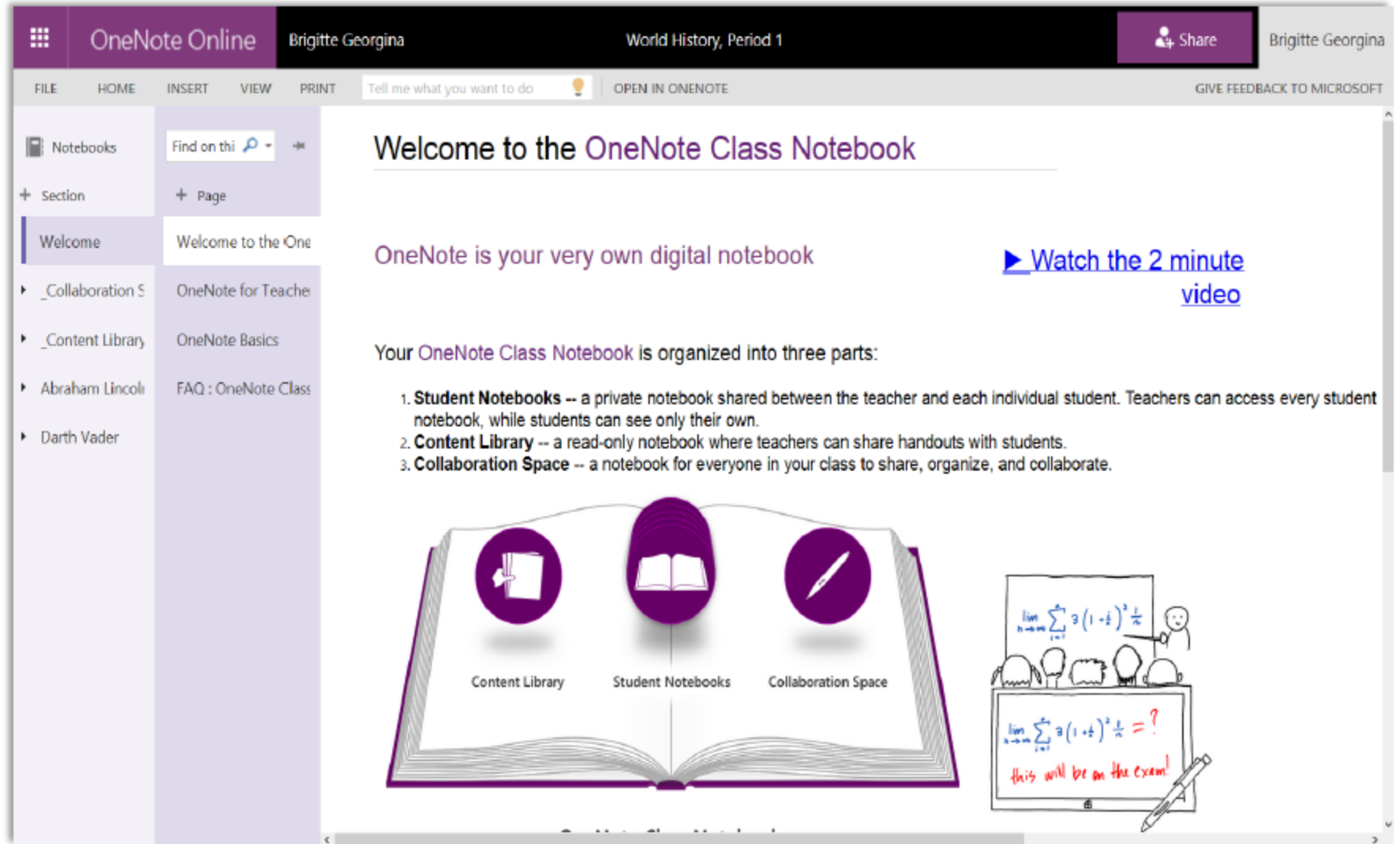
1 TB OneDrive Individual Storage

The screenshot displays the OneDrive for Business interface. At the top, the navigation bar includes 'Office 365', 'OneDrive', and the user profile 'Fargo Office 365 EDU'. Below this is a search bar and a toolbar with 'New', 'Upload', 'Sync', and 'Open' options. The left sidebar shows the user's profile 'Brigitte Georgina' and a 'Files' section with sub-items like 'Recent', 'Shared with me', and 'Recycle bin'. Under 'Groups', there are three groups: 'Group A', 'Office 365 Team', and 'Photography for F...'. The main area is titled 'Files' and contains a table of files and folders.

| Name ↑ | Modified | Modified By | File Size | Sharing |
|--------------------------------------|-------------------|-------------------|-----------|--------------------------|
| AP Literature Homework | March 11, 2014 | Brigitte Georgina | | Gardner McKeon |
| Biology Homework | February 20, 2014 | Brigitte Georgina | | Only you |
| Class Notebooks | November 20 | Brigitte Georgina | | Only you |
| Email attachments | June 2 | Brigitte Georgina | | Only you |
| Homework | November 26, 2014 | Brigitte Georgina | | Only you |
| Ms. Georgina's Class | March 20, 2014 | Brigitte Georgina | | Shared |
| Ms. Georgina's Class Shared OneDrive | November 13, 2014 | Brigitte Georgina | | Abraham Lincoln and ... |
| Shared with Everyone | February 20, 2014 | Brigitte Georgina | | Shared |
| Tile pictures | July 7 | Brigitte Georgina | | Only you |
| Astronomy.pptx | July 31 | Brigitte Georgina | 494.33 KB | Angelo Krakoff and 3 ... |

Office Online

- Word, Excel, PowerPoint, and OneNote via web browser
- Great for content creation on the go
- Save automatically to OneDrive for Business
- Can be opened in Office on the desktop
- Browser to browser co-authoring
- Real-time co-editing



The screenshot shows the OneNote Online interface. At the top, the title bar reads "OneNote Online" with the user name "Brigitte Georgina" and the notebook name "World History, Period 1". A "Share" button is visible on the right. Below the title bar is a ribbon with tabs for "FILE", "HOME", "INSERT", "VIEW", and "PRINT". A search bar and "OPEN IN ONENOTE" button are also present. The left sidebar shows a list of notebooks: "Welcome", "_Collaboration S", "_Content Library", "Abraham Lincoln", and "Darth Vader". The main content area displays a welcome message: "Welcome to the OneNote Class Notebook". Below this, it states "OneNote is your very own digital notebook" and includes a link to "Watch the 2 minute video". The text explains that the notebook is organized into three parts:

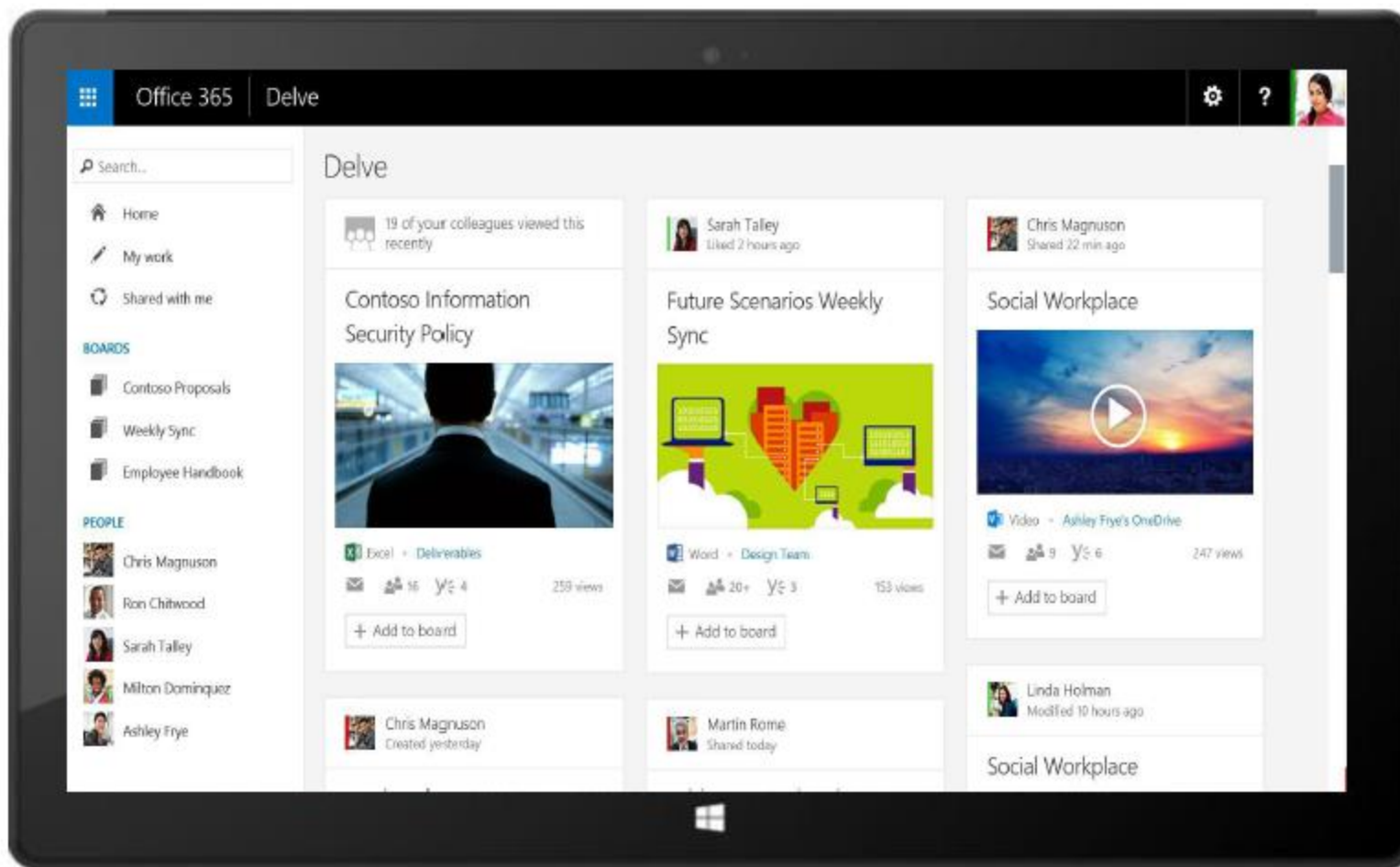
1. **Student Notebooks** -- a private notebook shared between the teacher and each individual student. Teachers can access every student notebook, while students can see only their own.
2. **Content Library** -- a read-only notebook where teachers can share handouts with students.
3. **Collaboration Space** -- a notebook for everyone in your class to share, organize, and collaborate.

Below the text is an illustration of an open book with three purple circular icons above it: a hand holding a document (Content Library), an open book (Student Notebooks), and a pencil (Collaboration Space). To the right of the book is a whiteboard with a math problem: $\lim_{n \rightarrow \infty} \sum_{i=1}^n 3(1+i)^2 \frac{1}{n}$. A teacher figure is pointing at the board, and a student figure is writing "this will be on the exam!" on a separate board below.

Delve

Quickly get to the information you need with intuitive views

Easy access to the people you work closely with



Discover new information tailored to you

Office 365 ProPlus

The best Office client experience



Word



OneNote



Excel



Publisher



PowerPoint



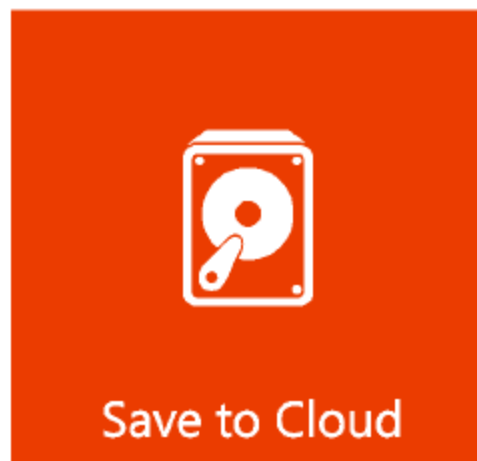
Skype for Business



Outlook



Access





6.5 out of 10 people remember what they see...

