Microsoft Office Training Series

Office 365

- Courses never Cancelled
- 24 Months Online Support
- 12+ Months Schedule
- UK Wide Delivery

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ilm Recognised Provider

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Rev 2-5

Welcome to your Office 365 training course

- Introduction to Office 365
- Working with OneDrive for Business
- Working with Office Apps
- Working with Outlook online
- Collaborating with Yammer
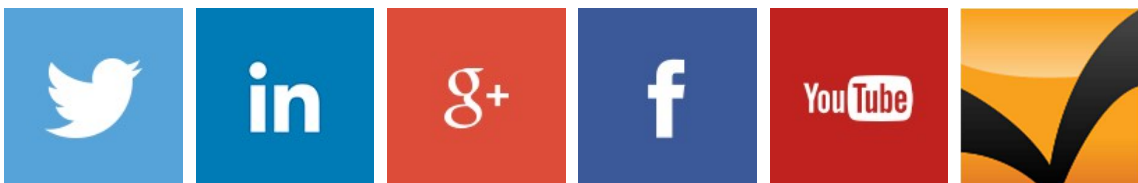- Working with Teams
- Working with OneNote

Microsoft Office Training Series

Professional Development Series

Microsoft Technical Series

STLTraining.co.uk/Feedback

Contents

Introduction

What is Office 365?

- Office 365 is a subscription-based service that consists of a number of products and services.
- All of the Office 365's services can be managed and configured through an online portal.
- The service allows the use of Microsoft Office apps across various devices such as a desktop, laptop and mobile phone which means you can access everything wherever you are.
- There are various subscription plans that can be purchased for a home user or enterprise customer depending upon the products required.
- Office 365 enables you to install the latest version of Office on your PC regularly receiving updates with new features to Office.
- The flexibility of Office 365 means that you can create a document on your desktop, continue on your tablet and then complete the document on your phone.
- You can do this because the documents are saved in the cloud through OneDrive which can be accessed on your various devices.

Cloud based computing

- When a customer purchases software from a company that resides in external data centres, that data is referred to as living 'in the cloud'.
- An example of this would be the Internet. Lots of applications are accessed via the Internet that people use every day however the software that is used is stored on data centres elsewhere, not on the computer itself.
- For example, everyday users' type in internet addresses into web browsers and a web site simply appears – the user doesn't know where this data is being stored, hence 'in the cloud'.
- Business applications are now being hosted 'in the cloud'. Historically companies would have their own data centres with servers for storing data ensuring it is secure and scalable for the future. However, the cost of managing such data centres can be vast. This can be referred to as 'on-premise' computing.
- With a hosted solution for storing data, companies pay someone else to host their data for them.

Overview of Web Apps

- Office 365 includes web versions of the Office applications such as Word, Excel, PowerPoint and Outlook along with other productivity apps.

- Previously, Office applications would have been opened by the Start button and All Programs and the application would open and run on the computer. When you then save the document you are prompted for a location to save the document in, e.g. a shared network drive and the file is physically stored in that location.

- A Web App however, runs on a computer in a data centre and you access it over the Internet. When working on a document in a Web App it is saved in the cloud within OneDrive or a SharePoint team site. You can alternatively still select to save documents on your local computer instead.

- So in summary, Microsoft Word, for example, runs on your local computer whereas Word Web App runs in the cloud and is accessed by using a web browser.

- The URL for logging into the cloud is: www.portal.office.com. The page will then ask you to login, or return you to your home screen.

Locating and opening apps

1. From the Office 365 home screen click the **App Launcher** in the top left corner or the navigation bar.
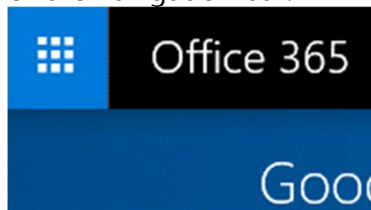
2. Select the app that you require. Notice that you can view apps by **Home**, **New** and **All**.

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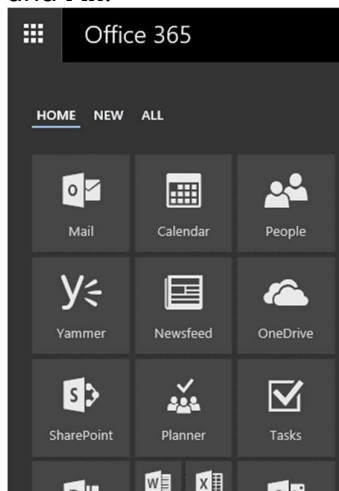
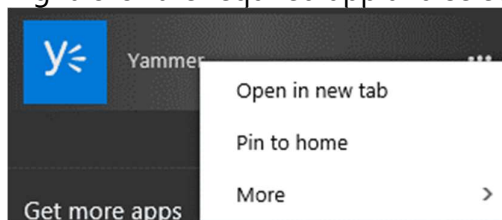3. Notice that the app opens in a new browser tab.

Pinning apps

For apps that you use frequently you can pin them to the Home section within the app launcher.

1. From the Office 365 home screen click the **App Launcher** in the top left corner.

2. Right-click the required app and select **Pin to home**.

3. You can also unpin by right-clicking an app and selecting **Unpin from home**.
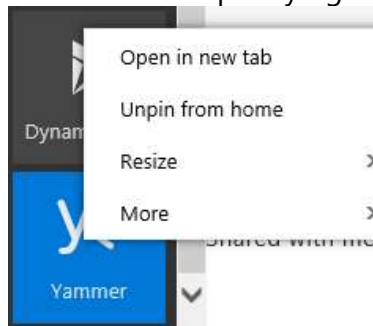
4. You can pin apps to the top navigation bar.
5. Right-click the required app, point to **More** and select **Pin to nav bar**.
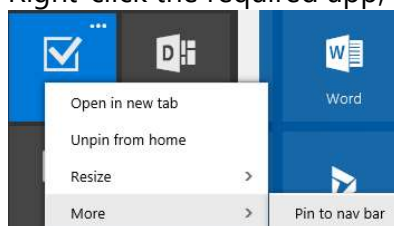
6. The app is pinned to the horizontal navigation bar.

7. To unpin, right click the app in the navigation bar, point to **More** and select **Unpin from nav bar**.
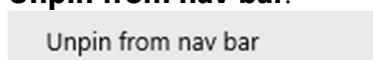
Customise Office 365 settings
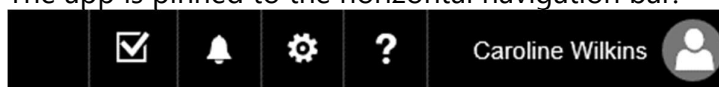
1. The settings icon can be found in the top right corner of the navigation bar.

2. Here you can customise various settings such as modifying the Theme, specifying the start page when you log into Office 365, change notification settings, your password or modify app settings. You can also access the Site Settings for OneDrive.

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Using OneDrive for Business

Opening OneDrive

1. From the Office 365 home screen click **OneDrive**.

    ☁ OneDrive
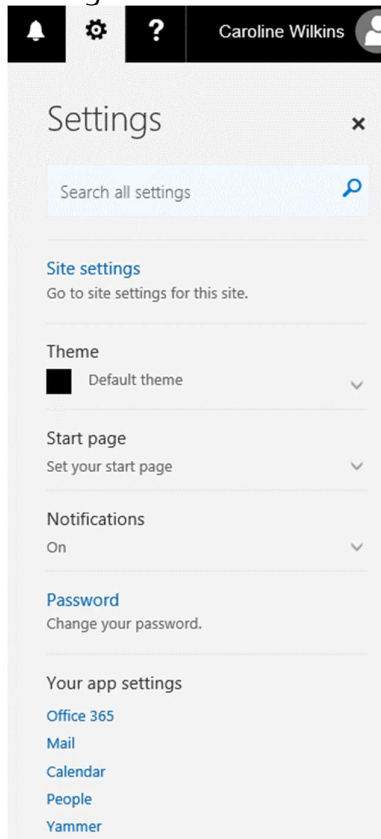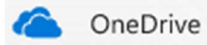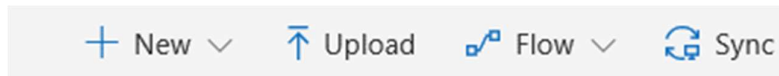
OneDrive activities

1. The Quick Command bar above the documents displays activities within OneDrive.

    + New ∨   ⬆ Upload   Flow ∨   🔄 Sync

2. Here you can:-

    a. Create new documents.

    b. Upload documents.

    c. Create a workflow.

    d. Sync OneDrive to your computer

The search query box

1. The search query box within OneDrive can be used to search for:

    a. Items in your OneDrive for Business.

    b. Items that someone else has shared with you.

    c. Items that are stored on a site that you follow.

2. Click the Search box in the top left corner and enter either a keyword or a file name.

    ⠿ Office 365
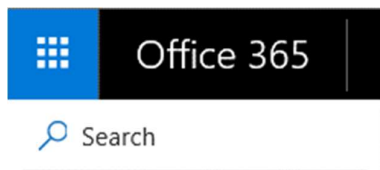
    🔍 Search

3. Notice that as you start typing results are displayed.

    ⠿ Office 365

    reg   ✕

    📊 Region update.pptx

    📈 Region_Targets.xlsx
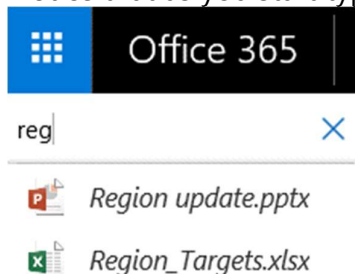
Note: The Query Box displays search results from the search index. That means that newly added content has to be crawled before you can find it by using the Query Box. All content in SharePoint Online and OneDrive for Business is automatically crawled and added to the search index. You should expect a slight delay from the time new content is added or shared with you before you can find it by using the Query Box.

When someone shares an item with you the user permissions for the item change. User permissions are updated in the search index during a crawl. That means that an item that someone has shared with you has to be crawled before you can find it by using the Query Box.

File activities in OneDrive

1. There are various activities that you can carry out on files in OneDrive.
2. Point to a document in OneDrive and select the check box adjacent.
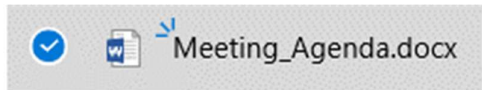

3. Notice the various options on the Quick Command bar.

| Command	Detail
Open	Open the currently selected document.
Share	Chose to share the selected document with a colleague.
Copy Link	Share and copy the URL of the currently selected document.
Download	Download the currently selected document.
Delete	Delete the currently selected document.
Move to	Move the currently selected document to another location within your OneDrive.
Copy to	Copy the currently selected document to another location within your OneDrive or another SharePoint site.
Rename	Rename the currently selected document.
Flow	Create a workflow for the currently selected document.
Version History	View the version history for the currently selected document.

Sharing documents with colleagues

1. Select the check box adjacent to the document that you wish to share with a colleague.
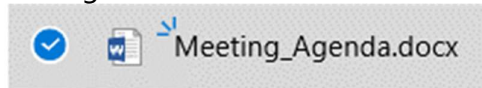
2. Click the **Share** button on the Quick Command bar.
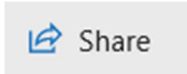

3. Click the drop-down list for **Anyone with the link can view and edit**.
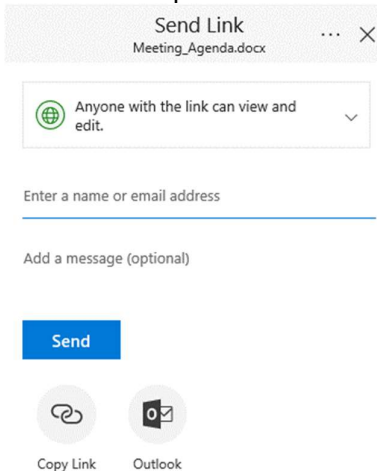
4. Select who you would like this link to work for by selecting an entire organisation or just specific people. Notice that you can set an expiration date also.
5. Click **Apply**.
6. Enter in a name or email address and if required a message to send a link for the document. Click **Send**.

Stop sharing documents

1. Select the check box adjacent to the document that you wish to stop sharing.
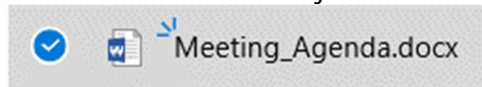
2. In the top right corner of the window, click the **Information** button.
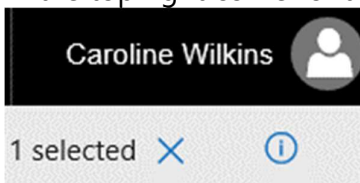
3. Click **Manage Access**.

Has Access

This item has been shared with guests

Manage access

4. Click **Stop Sharing**.

Manage Access

Meeting_Agenda.docx

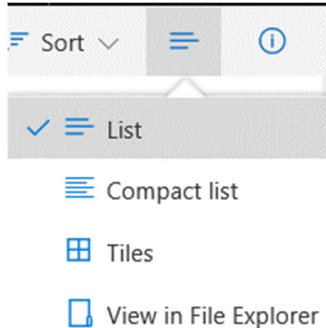Stop sharing

5. Click **Stop Sharing** to confirm.

Modifying the view

1. In the top-right corner of OneDrive click the **View Options** button.

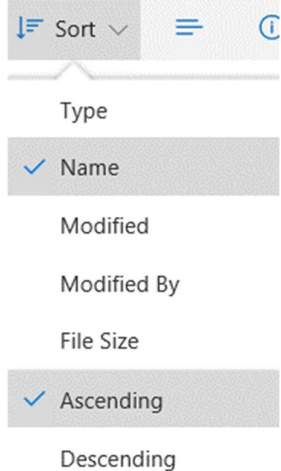2. Select to view the files as a **List**, **Compact List**, **Tiles** or **View in File Explorer**.

Sort

✓ List

Compact list

Tiles

View in File Explorer

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Sorting documents

1. In the top-right corner of OneDrive, click the **Sort** button.

2. Select the required sort option from the list provided.

Viewing document properties

1. Select the check box adjacent to the required document.
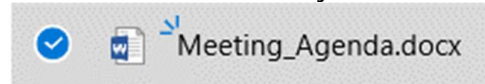
2. In the top-right corner of OneDrive click the Information icon.

Working with Office apps

Opening a Word document

1. From the Office 365 home screen, click **OneDrive**.

2. Click to select the required document.
3. You can also open a document directly from Word as long as you are signed into Office 365.
4. Click the **File** tab, click **Open** and select **OneDrive**.

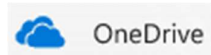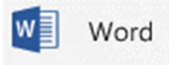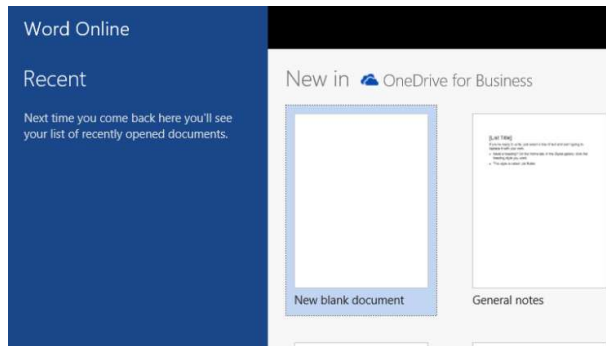# Creating documents using Word

1. From the Office 365 home screen, click **Word** to open the Word web app.

2. Select either **New Blank Document** or one of the provided templates.

3. The Word web app opens and displays a new blank document.
4. The Word web app contains reduced commands to Word 2016 and it is best suited for quick changes, such as making corrections.
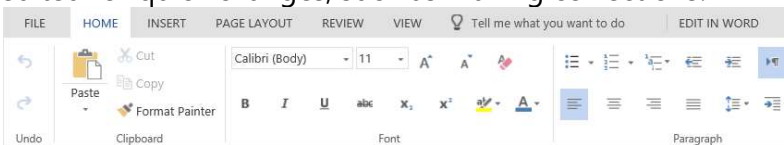
5. Create your document as required.
6. Notice that the web app has provided a temporary file name in the navigation bar and it will automatically be saved to your OneDrive for Business.

7. To change the file name, click the **File** tab and **Save As**.
8. Click **Rename**.

9. Enter the new filename and click **OK**.

10. The file is renamed and displayed in the navigation bar.

Site_Policies   -   Saved
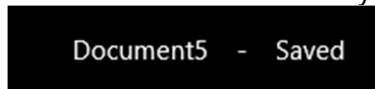
11. To close a document, click one of the links in the breadcrumb trail on the navigation bar.

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12. This will take you to OneDrive where you can view your Files

OneDrive

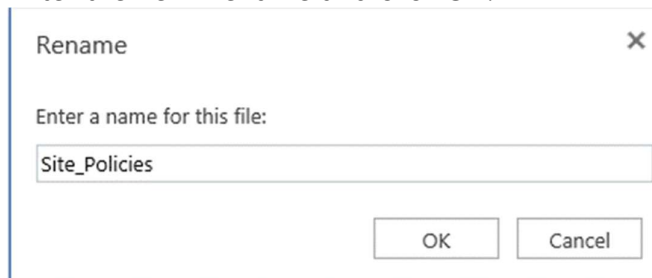+ New ∨   ↑ Upload   □⁴ Flow ∨   ↻ Sync

Files

Name ↑ ∨

Attachments

Notebooks

Document.docx

Site_Policies.docx
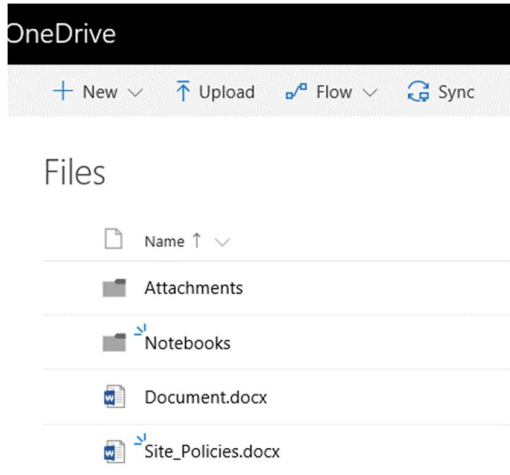
Creating a document from the desktop

You can also open Word from the desktop and save directly into your OneDrive.

1. Open Microsoft Word on your desktop.
2. If necessary, click the **sign in** button in the top-right corner.

Sign in   ⊡   —   ⬜   ✕

3. Create your document.
4. Click the **File** tab and **Save**.
5. Click **OneDrive**.
6. Click the **OneDrive folder**.
7. Enter a name for your document and click **Save**.

File name: Meeting_Agenda
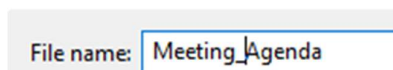
8. The document is displayed within OneDrive.

Files

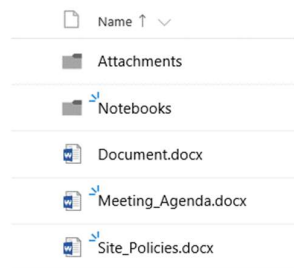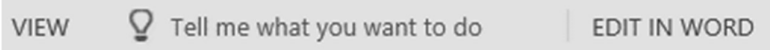|	Name ↑ ∨
📁	Attachments
📁	Notebooks
📄	Document.docx
📄	Meeting_Agenda.docx
📄	Site_Policies.docx

Editing a Word Document

1. Open the document that you wish to edit.
2. Notice that the document will open in the Word web app.
3. Should you require to use the full functionality of Microsoft Word, click the **Edit in Word** option on the Ribbon.

VIEW	💡 Tell me what you want to do	EDIT IN WORD

4. Edit the document as required.
5. Save the changes and then close the document.

Opening an Excel workbook

1. From the Office 365 home screen, click **OneDrive**.
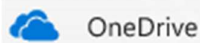
☁ OneDrive

2. Click to select the required document.
3. You can also open a document directly from Excel as long as you are signed into Office 365.
4. Click the **File** tab, click **Open** and select **OneDrive**.

Creating documents using Excel

1. From the Office 365 home screen, click **Excel** to open the Excel web app.

Ⓧ Excel

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2. Select either **New blank workbook** or one of the provided templates.
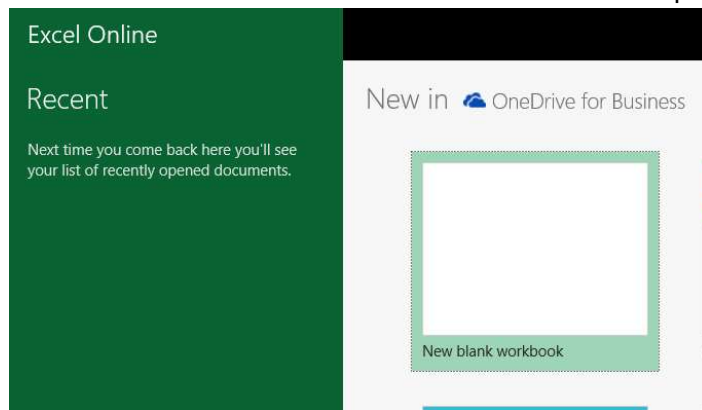
3. The Excel web app opens and displays a new blank workbook.
4. The Excel web app contains reduced commands to Excel 2016 and it is best suited for quick changes, such as making corrections.
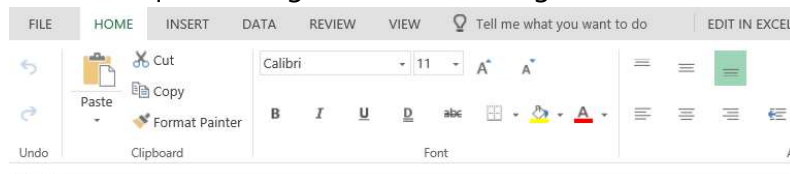
5. Create your workbook as required.
6. Notice that the web app has provided a temporary file name in the navigation bar and it will automatically be saved to your OneDrive for Business.
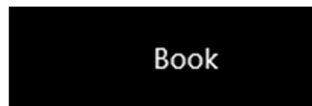
7. To change the file name, click the **File** tab and **Save As**.
8. Click **Rename**.

9. Enter the new filename and click **OK**.

10. The file is renamed and displayed in the navigation bar.

11. To close a workbook, click one of the links in the breadcrumb trail on the navigation bar.
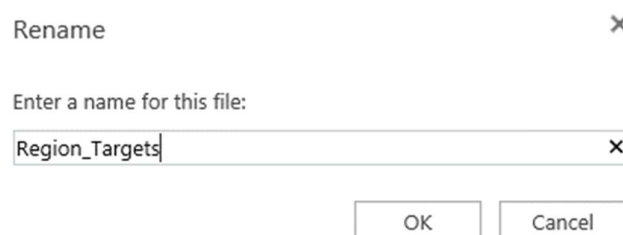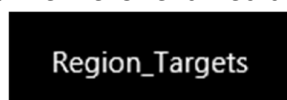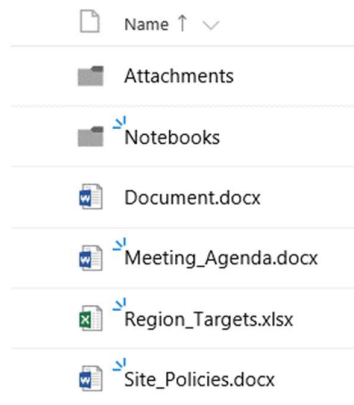
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12. This will take you to OneDrive where you can view your Files

Files

	Name ↑ ∨
📁	Attachments
📁	Notebooks
📄	Document.docx
📄	Meeting_Agenda.docx
📄	Region_Targets.xlsx
📄	Site_Policies.docx

Creating a workbook from the desktop

You can also open Excel from the desktop and save directly into your OneDrive.

1. Open Microsoft Excel on your desktop.
2. If necessary, click the **sign in** button in the top-right corner.
3. Create your workbook.
4. Click the **File** tab and **Save**.
5. Click **OneDrive**.
6. Click the **OneDrive folder**.
7. Enter a name for your workbook and click **Save**.

File name: Team_Budgets

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8. The workbook is displayed within OneDrive.
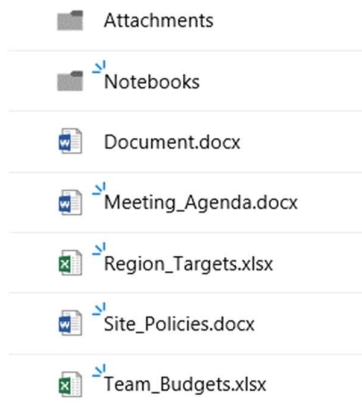
Editing an Excel workbook

1. Open the workbook that you wish to edit.
2. In the top right corner of the Excel window, click the **Edit Workbook** list and select to either **Edit in Excel** (for the full Excel functionality) or **Edit in Browser**.
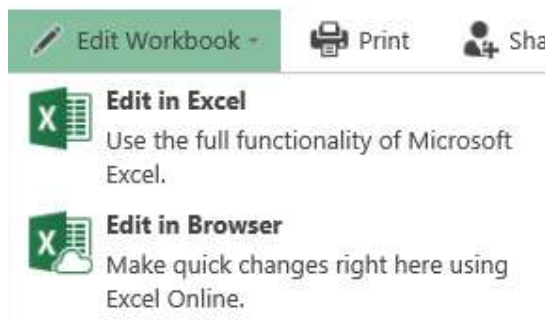

3. Edit the document as required.
4. If you have chosen to **Edit in Excel**, remember to save the changes and then close the workbook.

Opening a PowerPoint presentation

1. From the Office 365 home screen, click **OneDrive**.
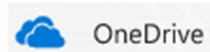
2. Click to select the required file.
3. You can also open a document directly from PowerPoint as long as you are signed into Office 365.
4. Click the **File** tab, click **Open** and select **OneDrive**.

Creating presentations using PowerPoint

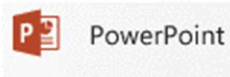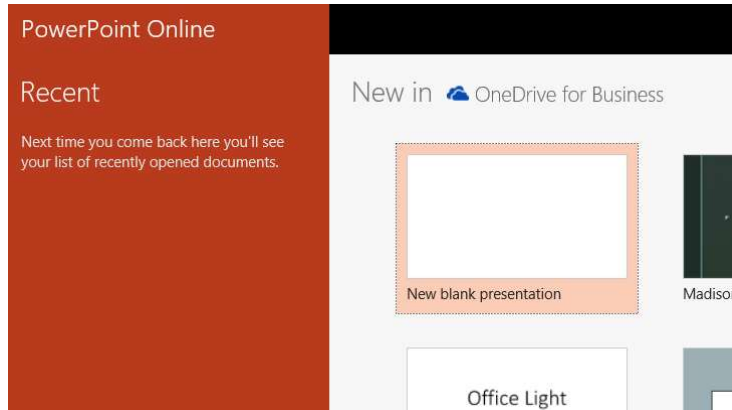1. From the Office 365 home screen, click **PowerPoint** to open the PowerPoint web app.

2. Select either **New blank presentation** or one of the provided templates.

3. The PowerPoint web app opens and displays a new blank presentation.
4. The PowerPoint web app contains reduced commands to PowerPoint 2016 and it is best suited for quick changes, such as making corrections.
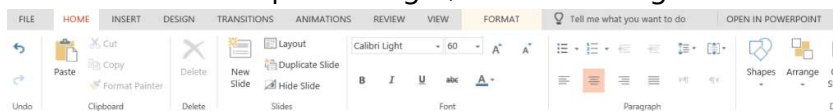
5. Create your presentation as required.
6. Notice that the web app has provided a temporary file name in the navigation bar and it will automatically be saved to your OneDrive for Business.
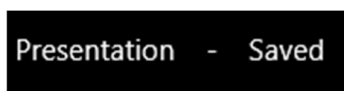
7. To change the file name, click the **File** tab and **Rename**.

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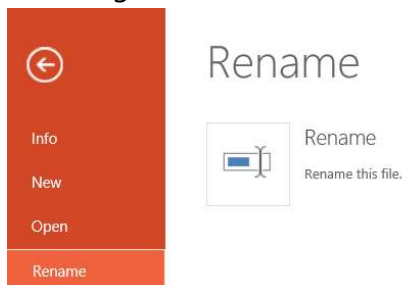
8. Enter the new filename and click **OK**.

Rename ✕

Enter a name for this file:

Team_Meeting

OK   Cancel

9. The file is renamed and displayed in the navigation bar.

Team_Meeting   -   Saved
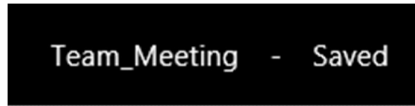
10. To close a presentation, click one of the links in the breadcrumb trail on the navigation bar.

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11. This will take you to OneDrive where you can view your files.

Files

☐ Name ↑ ⌄

🗀 Attachments

🗀 Notebooks

📄 Document.docx
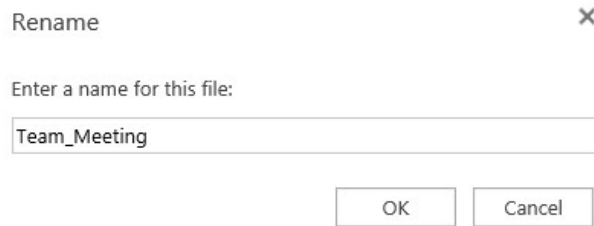
📄 Meeting_Agenda.docx

📄 Region_Targets.xlsx

📄 Site_Policies.docx

📄 Team_Budgets.xlsx

📄 Team_Meeting.pptx
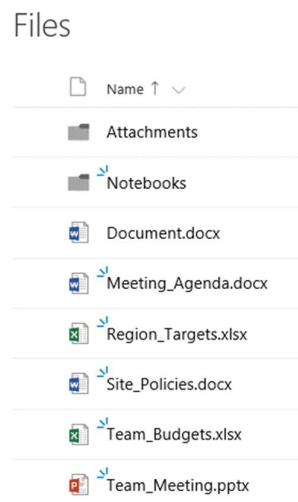
Creating a presentation from the desktop

You can also open PowerPoint from the desktop and save directly into your OneDrive.

1. Open Microsoft PowerPoint on your desktop.
2. If necessary, click the **sign in** button in the top-right corner.
3. Create your presentation.
4. Click the **File** tab and **Save**.
5. Click **OneDrive**.
6. Click the **OneDrive folder**.

7. Enter a name for your presentation and click **Save**.

File name: Region update

8. The presentation is displayed within OneDrive.

Files

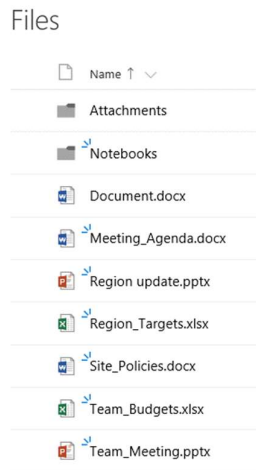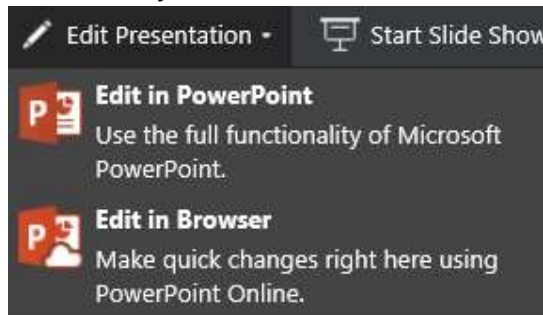|	Name ↑ ⌄
▣	Attachments
▣	Notebooks
▣	Document.docx
▣	Meeting_Agenda.docx
▣	Region update.pptx
▣	Region_Targets.xlsx
▣	Site_Policies.docx
▣	Team_Budgets.xlsx
▣	Team_Meeting.pptx

Editing a PowerPoint presentation

1. Open the presentation that you wish to edit.
2. In the top right corner of the PowerPoint window, click the **Edit Presentation** list and select to either **Edit in PowerPoint** (for the full PowerPoint functionality) or **Edit in Browser**.
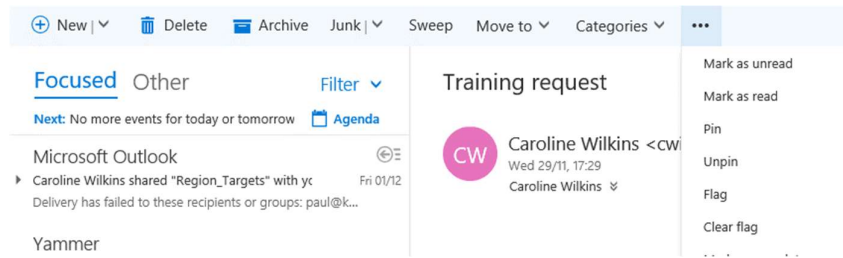
✎ Edit Presentation ▾   🖵 Start Slide Show

Edit in PowerPoint
Use the full functionality of Microsoft PowerPoint.

Edit in Browser
Make quick changes right here using PowerPoint Online.

3. Edit the document as required.
4. If you have chosen to **Edit in PowerPoint**, remember to save the changes and then close the workbook.

Working with Outlook online

The apps of Mail, Calendar, Tasks and People can be opened individually through the Office 365 App Launcher or through the Mail Web App. This is also known as the Outlook Web App (OWA). The apps have similar functionality to Outlook although the features are much reduced.

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Options within Mail

Option	Detail
New	Create a new email message, calendar entry or group.
Delete	Delete the selected item(s).
Archive	Moves the selected item to the archive folder.
Junk	Moves the selected item to the junk folder.
Sweep	Deletes unwanted emails by a specified criteria.
Move to	Moves the selected email to another folder or another inbox.
Categories	Applies categories to emails so that they can be organised by that category.
Mark as unread	Marks the selected email as unread.
Mark as read	Marks the selected email as read.
Pin	Pins the email to the top of your Inbox.
Unpin	Unpins the email from the top of Inbox.
Flag	Applies a flag to the selected email.
Clear flag	Clears a flag from the selected email.
Mark as complete	Marks an email as complete.
Ignore	Deletes all messages for the selected conversation from all folders except Sent Items. All new items that are part of the selected conversation will also be deleted.
Create rule	Create a rule (condition) that will apply to items in Inbox. E.g. move a message to a certain folder that has been received from a certain user.
Print	Prints the selected email.
Show in immersive reader	Provides a view that utilises techniques to assist people to read emails more efficiently such as read aloud, optimised spacing, displays breaks between syllables and support for writing instruction and grammar comprehension.

Options within calendar

Option	Detail
New	Create a new calendar event, email message or birthday event.
Add calendar	Create additional calendars eg a calendar for project deadlines or sports team schedule.
Interesting calendars	Add an interesting calendar based upon perhaps major sports events, such as the Olympics or Rugby Six Nations tournament. As well as showing upcoming events, scores are added to past events.
Share	Share your calendar with someone in your organisation and specify the sharing preferences.
Print	Prints the selected calendar.

Creating a new task

1. Within Tasks click **New**.
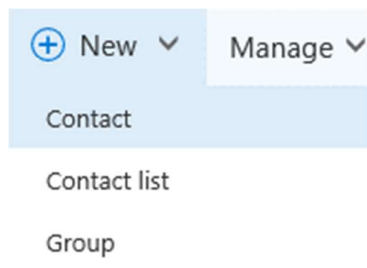

2. Create your task and click **Save**.

Working with People

People is where you can store personal contacts and where you can view any address books that have been set up for your organisation.
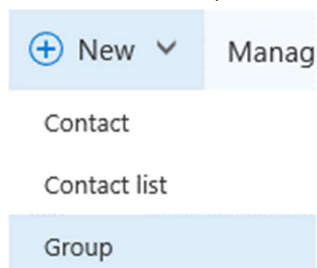
Create a contact

1. Within contacts, click the **New** drop-down arrow and select **Contact**.

2. Enter the contact details and click **Save**.
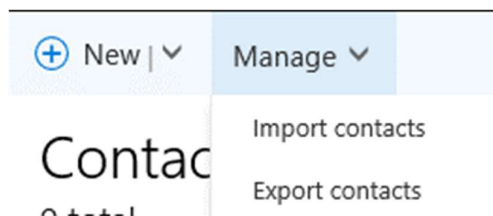
Create a contact group

1. Within contacts, click the **New** drop-down arrow and select **Group**.

2. Enter a group name and click **Create**.
3. Browse to select members to add to the group.

Manage contacts

1. You can also choose to import or export contacts.
2. Within contacts, click the **Manage** drop-down arrow.

Import Contacts	Import contacts from Gmail, Outlook 2010, 2013, 2016, Yahoo Mail or Windows Live Mail.
Export Contacts	Export contacts to a Microsoft Outlook CSV file format

Working with Yammer

Overview of Yammer

- Yammer is a private platform that companies use for networking enabling users to easily collaborate with one another to meet business needs.
- Users are identified by their email domains and connect to others within a network.
- With Yammer you can: -
    - Share and collaborate with your network of colleagues.
    - Tap into knowledge across your organisation.
    - Connect and engage with others.
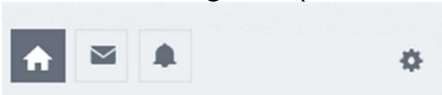   - Work seamlessly with Microsoft Office.

Opening Yammer

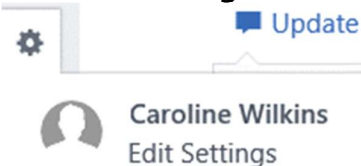1. From the Office 365 home screen, click Yammer.

Updating your profile

1. On the left navigation pane, click the **Settings** button.

2. Click **Edit Settings**.

3. The Profile page provides a number of tabs where you can update your profile information.


Your Yammer inbox

Your Yammer inbox is the single location for viewing, prioritising and managing the conversations that are most relevant to you in Yammer. From Inbox you can:

- Review all the Yammer activity that is relevant to you in a single location.
- Prioritise important conversations by marking them as 'unread' for later follow up.

- Stop following conversations by using a split view for unread and read messages.

UNREAD **2**   PRIVATE MESSAGES   ALL
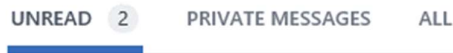
- Stay informed by using the mobile inbox when you travel (iOS and Android).
1. On the left navigation pane click **Inbox**.

2. When you click on a message in Inbox you have the option to **Mark as Unread** or **Stop Following in Inbox**.

   < Inbox   Mark as unread   Stop Following in Inbox
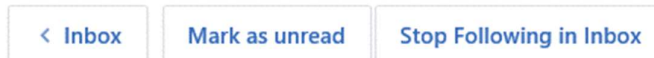
Following

You can follow people, topics, file and notes. Information that you follow then appears in your Inbox.

Following people

When you follow someone in your Yammer network all of their messages will appear in your Inbox. For example, you could follow colleagues who work on the same projects as you. If someone posts a message in a group that you do not below to it will not show up in your Inbox.

1. To follow someone, enter their name in the **Search** box on the left navigation pane.
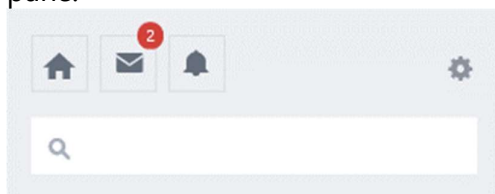
2. Click their name and notice in the top right corner the option to **Follow**.

Following topics

When you follow a topic, you will see every message that includes the topic in your Inbox. Topics are best used for searching on past content conversations.

1. Topics are created by adding the (#) hashtag in front of the word e.g. #marketing. They can then be viewed within the message.

   🏷 #Training, #Marketing

2. Click the topic that you wish to follow.

3. In the top right corner click **Follow**.

4. To view the top most used topics created within your network click **App Directory** on the right side of the page.


5. Within My Apps, click **Topics**.

6. From there you can click the required topic and select to follow.

Following files

If you have uploaded a file to Yammer you will automatically be following it. This means if anyone uploads a newer version of the file you will be notified of it.

1. Locate the file in a conversation that you wish to follow.
2. Click the **More** button (ellipses) and click **Follow**.
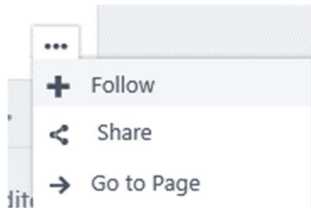
3. You can also use the same button to **Unfollow**.
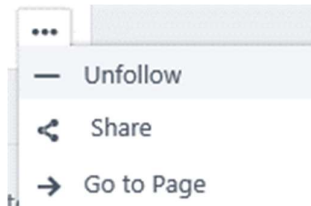
Following notes

By following a note, you will stay updated when someone updates a newer version of the note. If you have edited the note then you will automatically be following it. You can follow a note that is in a conversation or you can search for it in the search box.

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1. Locate the note that you wish to follow.
2. Click the **More** button (ellipses) and click **Follow**.
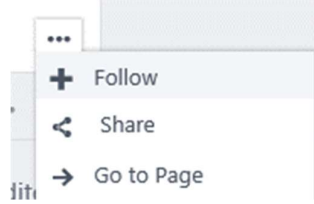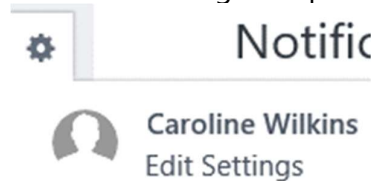

3. You can also use the same button to **Unfollow**.
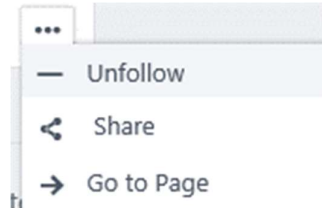
Yammer notifications

Yammer notifies you of each interaction you are a part of on your Yammer network via an email, SMS or IM however you can adjust your notification preferences.

1. On the left navigation pane, click **Settings** and **Edit Settings**.

2. Click the **Notifications** tab.
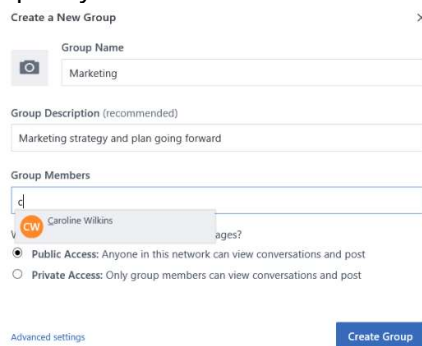3. Select or unselect from the provided options.

Creating groups

Groups enable like-minded colleagues to come together perhaps working on a certain project or activity where the members of the group may be internal and external.

1. Groups are displayed on the left navigation pane.
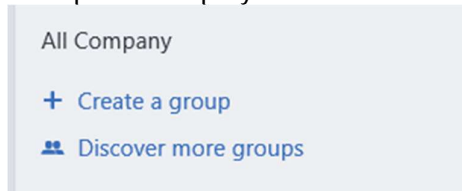
2. Click **Create a group**.
3. Enter a group name, description and select to add group members. Notice as you start typing name suggestions are provided.
4. Specify who can view conversations and post messages.

5. Click **Create group**.
6. The new group is created and displayed on the left navigation pane.

Creating groups for external colleagues

You can create a group and add external users, which is called an External group. You have to create the group as an External group, you can't change an existing group to be an external group.

1. Groups are displayed on the left navigation pane.
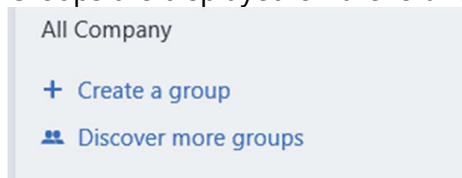
2. Click **Create a group**.
3. Enter a group name and description.

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4. In the bottom left corner, click **Advanced Settings**.

5. Select **External: My organisation and others, to** from the drop-down list.
6. Click **Create Group**.
7. Notice on the left navigation pane that the External group is visible with an icon.
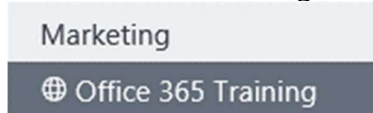
8. It is also displayed with the group name.

Adding additional members to groups

1. Select the required group on the left navigation pane.
2. On the right navigation pane, click the **Add Members** button.

3. Enter the email address of the member you wish to add.
4. Note that colleagues who have not activated their Yammer accounts will not be displayed in the list.
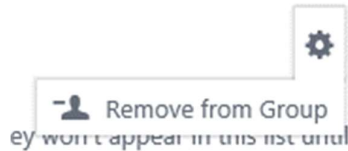5. Click to select the member from the list and click **Add to group**.

Removing users from groups

1. On the right navigation pane, click **Members**.

MEMBERS (2)

2. Click the **Settings** button to the right of the group member you wish to remove and click **Remove from group**.

-👤 Remove from Group

ey won't appear in this list unul

Deleting groups

1. On the left navigation pane, select the required group.
2. Click the group **Settings** button in the upper right section of the groups header area.
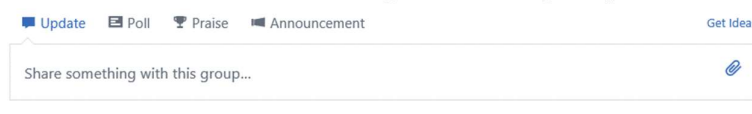
3. Click **Delete Group**.

Delete Group

Creating a Yammer conversation

1. Select the required group.
2. Click in the **Share something with this group** box.

📢 Update   📧 Poll   🏆 Praise   📢 Announcement   Get Ideas

Share something with this group...

3. Enter your message and click **Post**.

📢 Update   📧 Poll   🏆 Praise   📢 Announcement   Get Ideas

can we discus the latest marketing plan.

👥 Marketing   Add people to notify

Add topics   Post

4. If you've selected the All Company group to create your conversation everyone in the organisation will be able to view that post. Alternatively, when you create the conversation you can select which group you wish to add the conversation to.

All Company
This is the default group for everyon...

Marketing
Marketing strategy and plan going f...

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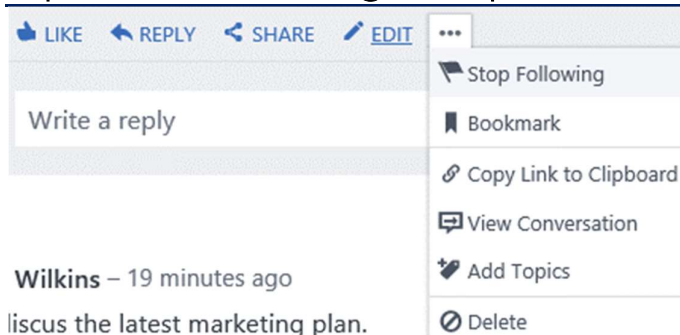
Contributing to a Yammer conversation

1. Select the required group and conversation.
2. Enter your response in the **Write a reply** box and click **Post**.
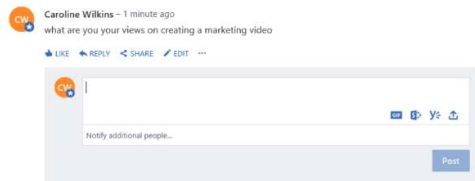
3. When you are responding to a conversation there are various additional options that can be selected.

Notify additional people...	Select to notify additional people regarding the post.
GIF S⟩ Y≲ ⬆	Add a Gif image. Add a link to a file from SharePoint. Select to include a file from Yammer. Upload a file from your computer.

Options for working with posts

Option	Detail
Like	• When you like a message, the person who posted the message will receive a notification that you Liked it. • Use Likes to indicate agreement with an idea or acknowledgement that you've seen the message.
Reply	• Reply to the selected conversation.
Share	• Select to share this conversation with another group or send a private message to another colleague. • If you share the conversation with another group, a preview of the message is posted to the other groups feed along with a link to view the full conversation. • The conversation displays the number of shares.

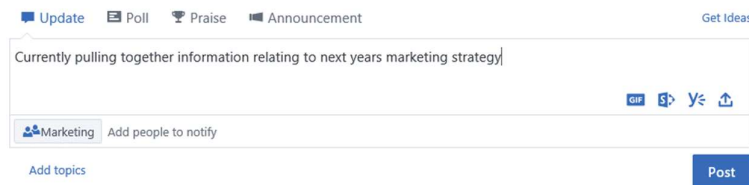| Option	Detail
	• You can share a conversation with anyone on your Yammer network. • You can't share a conversation outside the network in which the conversation is located. • There is no limit to the number of times that you can share a message. • Replies to shared messages won't appear in the original conversation, think of them liked forwarded email messages in the way that it creates its own new version of the message. • If you need to share a conversation with someone who is not on Yammer, you can select to share a Private message and enter their email address upon which they will receive a Yammer invite email message that states a message has been shared with them.
Edit	Edit a message that you have posted. You can view previous edits by clicking **Edited** within the message. Caroline Wilkins – 30 minutes ago – Edited
Stop Following/Follow	Select to either follow or stop following a post.
Bookmark	Select to bookmark a conversation.
Copy link to clipboard	Copy a link to the clipboard to paste as required.
View conversation	Choose to view or hide the conversation.
Add topics	Add topics that can be used to search for content related to that #topic.
Delete	Delete the current post. You can only delete your own posts unless you are the administrator.

Additional collaboration features

💬 Update   🗒 Poll   🏆 Praise   📢 Announcement

Update

The Update feature allows you to share with people what you are currently work on or to ask a question. This will then be immediately available to other users on your Yammer network. Similar to #tags, hash tags can also be created in Updates to group related content so that it can be found in future using Yammer search.

1. Select the **Home** page
2. Click in the **Update** box at the top of the screen.
3. Enter your text.

4. Notice that you can specify the required Yammer group and you can also add images and links in the lower right corner of the poll window.
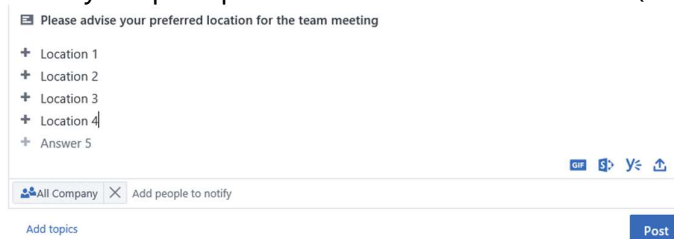5. Click **Post**.

Polls

Polls are useful in Yammer for casting quick informal votes against a specific subject matter. Responses to the poll are aggregated and displayed as an average to all who vote. Users can change their response to the poll if required.

1. Select the **Home** page.
2. Click **Poll** at the top of the screen.

3. Enter your poll question and choice of answers (maximum 100).

4. Notice that you can specify the required Yammer group and you can also add images and links in the lower right corner of the poll window.
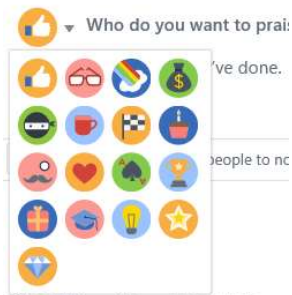5. Click **Post**.

Praise

Praise is an informal appreciation option which allows you to thank other colleagues with text and some images.

1. Select the **Home** page.
2. Click **Praise** at the top of the screen.

   🏆 Praise

3. Enter who you would like to praise and what they've done.
4. You can also select a praise icon.

5. Notice that you can specify the required Yammer group and you can also add images and links in the lower right corner of the poll window.
6. Click **Post**.

Announcements

Announcements can be made by administrators. An announcement becomes prominent on the group page and the Home page and will appear in the Inbox for any group you are a member of. They can also be sent to the email addresses of the members of the group. So, announcements are more likely to be read than regular posts.

Use announcements when it's something that requires action or if it's a vital piece of news.

1. Select the **Home** page.
2. Click **Announcement** at the top of the screen.

   📢 Announcement

3. Enter the announcement.

4. Notice that you can, format text, specify the required Yammer group and you can also add images and links in the lower right corner of the poll window.
5. Click **Post**.

Working with Teams

Overview of Teams

Microsoft Teams is a messaging application for teams to work together where conversations, meetings, files and notes can be accessed by everyone in the team all in one place.

|	
Activity	The Activity area keeps track of your Likes, @mentions, replies to your messages and more.
Chat	Chat displays private chat messages outside of a team or channel.
Teams	The teams' area displays all of your teams and the conversations within those teams. The conversations are known as channels
Meetings	Meetings displays meetings planned for that day – this information is pulled through from Outlook.
Files	Files displays your documents stored in OneDrive for Business and your team SharePoint.

Teams and channels

If you are a team owner you can create a team. This would be for a collection of people, content and tools that centre around different projects and roles within an organisation.
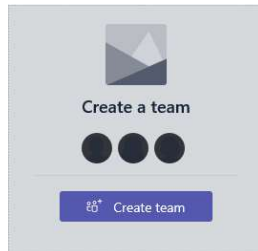
Channels can be created within a team and they are there to help keep team conversations organised, for example you can dedicate a channel to specific topics or projects.

Create a team

1. On the left navigation, click **Teams**.
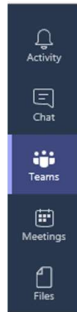

2. Click **Create team**.

3. Enter a team name, description and select whether the team should be Private or Public.

4. Private teams can only be joined if the team owner adds you to them. They won't show up in your teams' gallery. Public teams are visible to everyone from the teams' gallery and you can join them without obtaining approval from the team owner.
5. Click **Next**.
6. Search and add people to join the team.
7. The team is displayed on the left within the teams list with one channel called **General**.

Additional team options

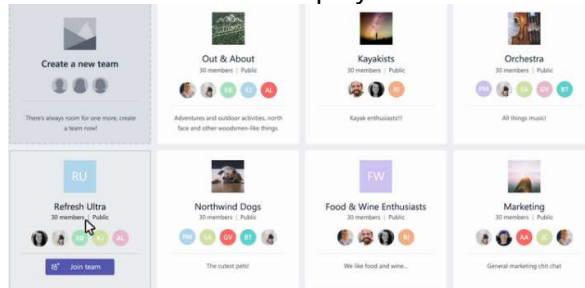1. Click the **More Options** button next to the team name.
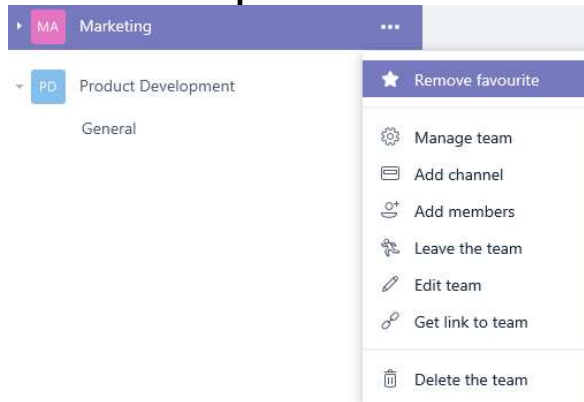
Option	Description
Remove Favourite	Removes the team from the favourites list. It will then be displayed within the More category instead.
Manage Team	Where you can: - • Add team members and modify the Role (Owner/Member). • View channels within the team. • Modify team settings, such as applying a team picture, permissions etc.
Add channel	Create additional channels within the team.
Add members	Add members to the team.
Leave the team	Choose to leave the selected team.
Edit team	Change the team name, description and privacy settings for the team.
Get link to team	Obtain the team URL.
Delete the team	Permanently delete the team.

Search and join a team

1. At the bottom of the teams list, click **Create and join team**.

2. Public teams will be displayed.

3. Click **Join Team** for the relevant team.

Add a channel

1. Click the **More Options** button next to the team name.
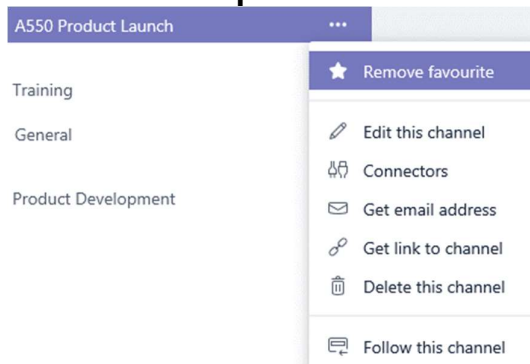2. Click **Add channel**.

3. Enter a name and description for the channel and click **Add**.
4. The additional channel is created.

5. You can create a maximum of 100 channels per team.

Additional channel options

1. Click the **More Options** button to the right of the channel name.

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Option	Description
Remove favourite	Remove the channel from the favourites list.
Edit this channel	Change the channel name and description.
Connectors	Connect the channel to other services and get notified of the teams activity in that service.
Get email address	Obtain the email address of the channel so that you can send emails to the channel.
Get link to channel	Obtain the channel URL.
Delete the channel	Delete the currently selected channel.
Follow this channel	Select to follow the channel, whereby you'll receive direct notifications whenever there is new channel activity.

Creating a chat message

When you create messages everyone on the team can see your messages. In private and group chats only the people in the chat can see your messages.

1. Select the relevant team and channel that you wish to create a chat within.
2. Enter your chat in the Conversation box.

Start a new conversation, use @ to mention someone
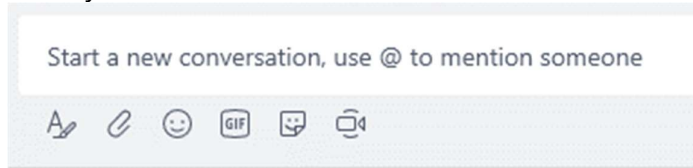
3. Notice there are additional options such as attaching files and including emojis in your message.

Creating a private chat

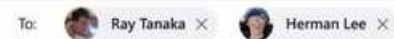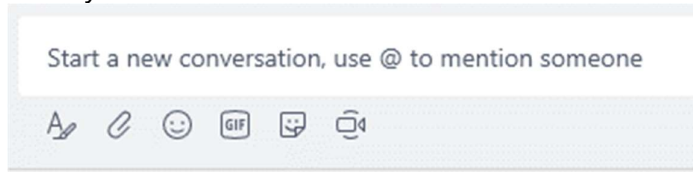1. Click the **New Chat** icon next to the Search bar.

Search

2. In the **To** box, start typing someone's name.

To: Ray Ta|

Ray Tanaka
(ray.tanaka) Project Manager

Ray Tang
(ray.tang) Designer

Ray Tanner
(ray.tanner) Developer

3. Additional names can be added to the list.

To: Ray Tanaka ✕   Herman Lee ✕

4. Enter your chat in the Conversation box.

5. Notice there are additional options such as attaching files and including emojis in your message.
6. Recent conversations are displayed on the left pane.
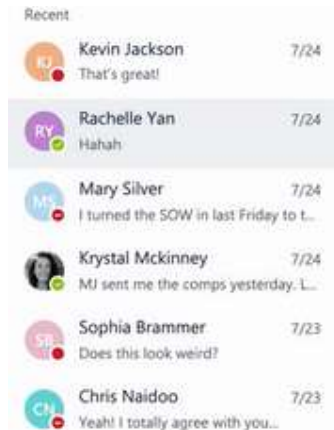
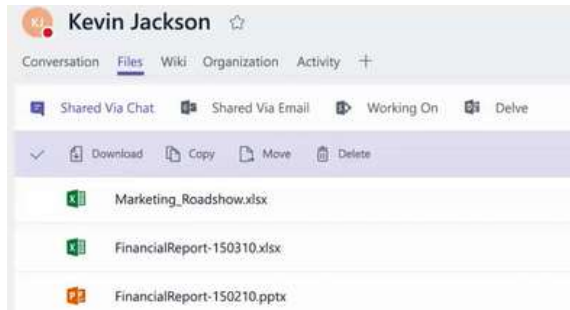7. Favourite chats are also displayed on the left pane.

Additional chat options

1. To view documents that have been shared in a chat, click on the relevant chat on the left navigation.
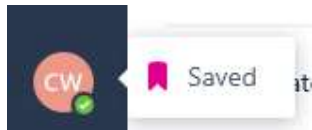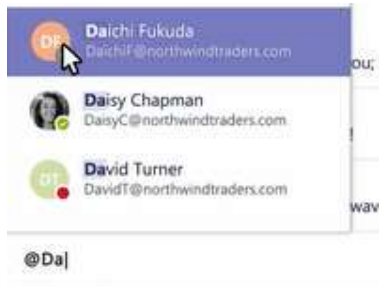
2. Click the **Files** tab.

3. To save messages, click the message save icon in the top right corner of the message.

4. Saved messages can then be viewed in the lower left corner of the teams' window.

5. To bring the conversation to the attention of other people you can @mention them in the conversation box by simply typing the @ sign before their name.


6. You may also be able to mention an entire team or channel using this method.
7. The number of times your name has been mentioned in a particular channel will be displayed next to the channel.

Using tabs

Tabs enable you to integrate key services that you use within a channel such as connecting to Excel, SharePoint, YouTube or even add a website of your choice to the tab. Some tabs are there by default, such as Files and Wiki.
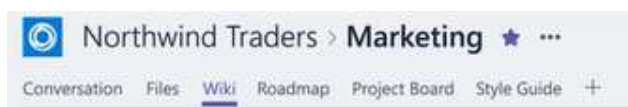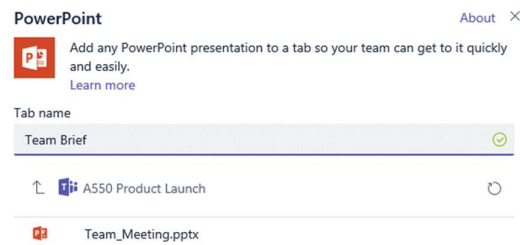

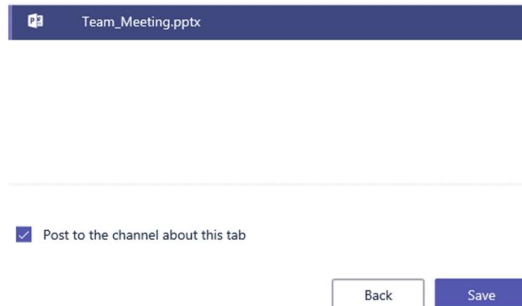1. To add a tab, click the **Add a tab** icon (+).

2. Select the required tab.

3. Enter a tab name.

4. Select the required option (depending upon the tab you are creating) and click **Save**.

5. The tab is created the selected item displayed within it.
6. The top right corner of the new tab provides additional options such as Edit (for a document).


7. And chat, to initiate a chat around the document.

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Working with One Note

Creating a notebook

1. There are various places in Office 365 that you can create a notebook within, for example, within Teams to share a notebook or within OneDrive for your own personal use.

2. Using OneDrive as an example, click the **New** button and then select **OneNote Notebook**.
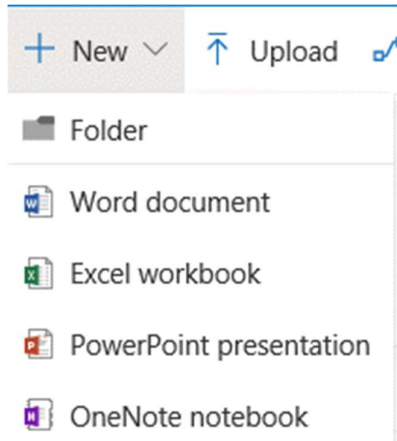
3. Enter a suitable name and click **Create**.
4. The notebook is displayed with sections and pages on the left.
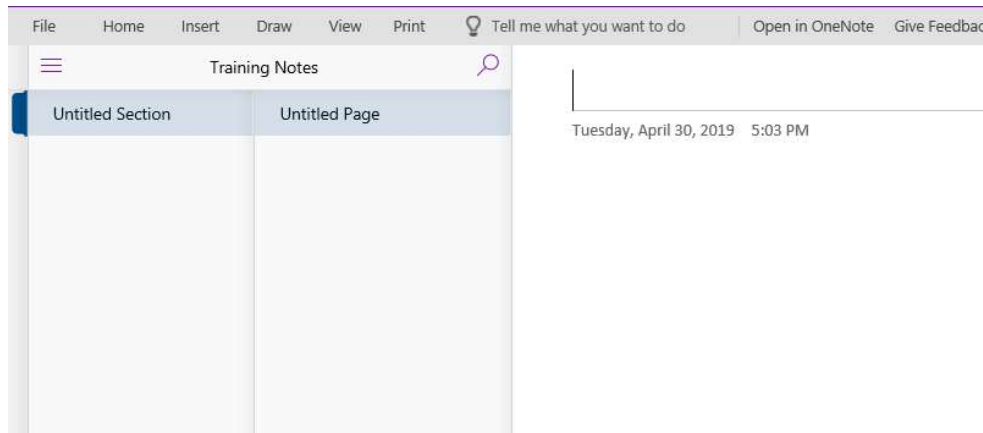
5. Right click the Untitled Section and select **Rename Section**.
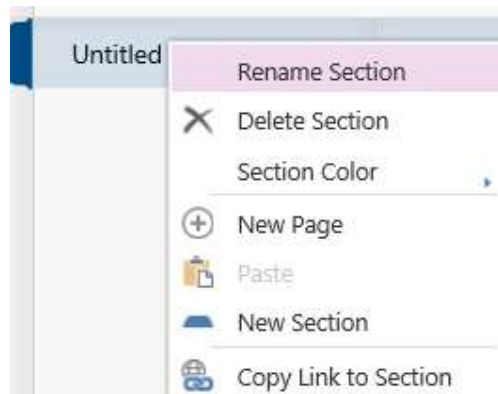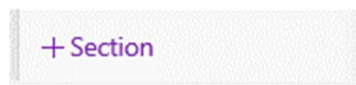

6. Enter the new name and click **OK**.
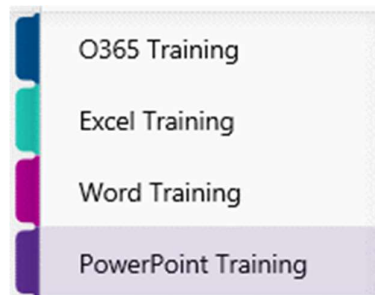7. Type the page name above the date/time the page was created.
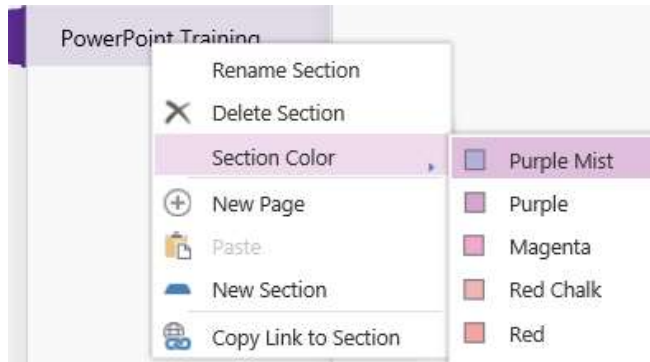

Creating sections

1. In the bottom left corner click **+Section**.

2. Enter the new section name and click **OK**.
3. The sections created are displayed vertically on the left.

4. To change the colour of the sections, right-click a section, point to **Section Colour** and select the required option.


Creating pages

There is no limit to the number of sections and pages that can be created in OneNote so notebooks can become quite large on occasions so having the separate sections and pages can help organise content in a logical manner.
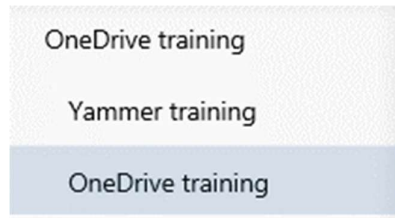
1. Select the section you wish to create a page within.
2. In the lower left corner, click **+Page**.

3. Enter the page name in the top left corner of the page.
4. Subpages appear indented and can also assist in organising one section that contains many pages.
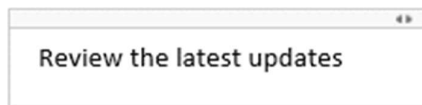5. Right-click a page and click **Make Subpage**.
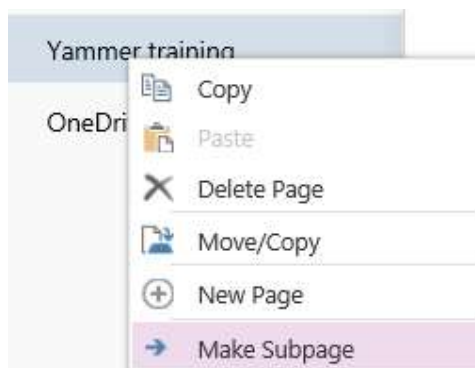
6. Subpages are displayed as follows.
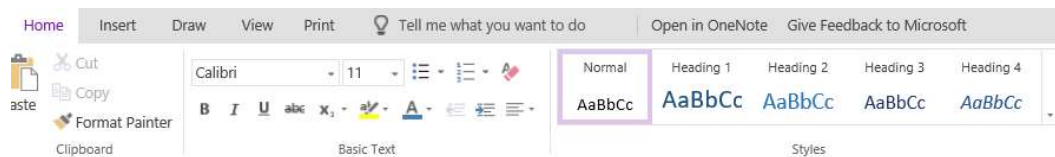

Adding notes

1. To add notes simply click and type anywhere on the page.
2. Notes are created in note containers that are visible when you point to the note.

3. Click and drag the title bar of the note to move the note container.

Formatting notes

Various formatting options can be applied to notes and these can be found by clicking the **Home** tab on the ribbon.


| Cut, copy, paste options | Font formatting along with bullets and numbering | Formatting styles |

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Applying tags

You can apply various tags to note containers, such as, To Do, Important, Question or Remember for later.

1. Click within the text you wish to apply a tag to, click the **Home** tab on the Ribbon, click **Tag** and select the required option from the tags provided.
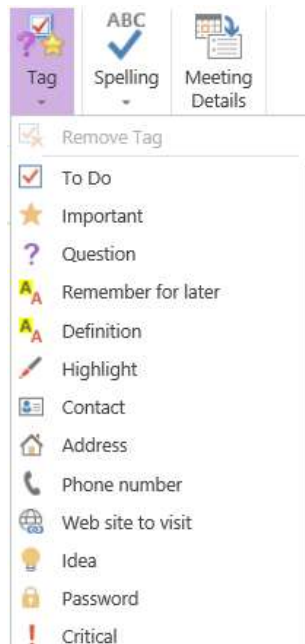
Inserting other content

Various types of content can be added to OneNote such as tables, pictures and even file attachments. These options can be found on the **Insert** tab on the Ribbon.
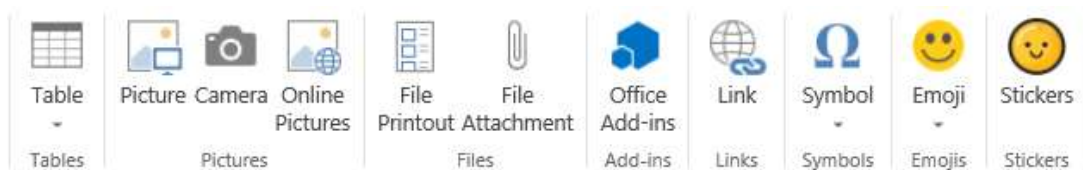
1. To create a quick table, type your text on the page and then press the **TAB** key. If you press the **TAB** key again you will notice an additional table column is created.

Modifying page colour

1. To change the page colour, select the required page and click the **View** tab.
2. Click **Page Colour** and select the required colour option.

Using drawing tools

If you are a tablet user then the drawing tools can be particularly useful by using the pen, highlighter, eraser and colour options that are provided on the Draw tab.

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