







Office 365 Quick Reference Guide

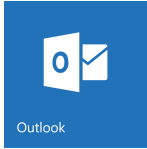
LEGEND

 Available to Students  Available to Faculty/ Staff  Cost Associated	 Desktop Version Available  Online Version Available  Mobile Version Available
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Info

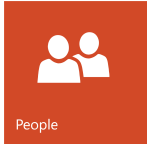
What is it?

Popular Uses



Outlook is a task management and communication software.

Mainly used as an email application, but also includes a calendar, task manager, contact manager and note taking feature.



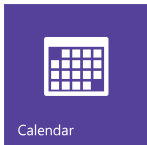
People is where personal contacts and address books are stored. This is the online version of Contacts/Address Book in Outlook.

Store information about contacts for easy access throughout other O365 applications.



Tasks is the online version of Outlook Tasks where you can make and combine lists and is enhanced with reminders and tracking.

Make lists to keep track of “to do’s” or project takeaways that don’t necessarily get put into a calendar.



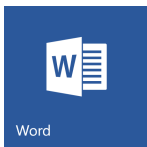
Calendar is the online version of Outlook Calendar, the scheduling and calendar component of Outlook.

Check availability of people and meeting rooms to effectively book appointments and meetings.



Skype is an instant messaging app that provides online messaging, voice and video calling services.

Instant message, voice or video call, create group video calls, and share screens to give online presentations.



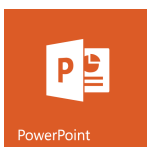
Word is a word processor that allows you to create professional looking documents.

Create, edit, view and share your files with others quickly and easily.



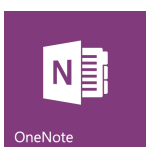
Excel allows you to organize your numeric or text data in spreadsheets or workbooks.

Create a spreadsheet to organize your data and enhance it with calculations, graphing tools, pivot tables and more.



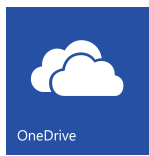
PowerPoint is a program that gives you the ability to create customizable and impactful presentations.

Create, customize, edit, view, and share slideshow presentations.



OneNote is a free-form information gathering and multi-user collaboration platform.

Gathers notes (handwritten or typed), drawings, screen clippings and audio commentaries, with capabilities to share with other OneNote users.



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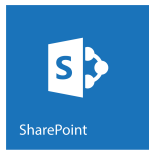
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Popular Uses



OneDrive is a cloud file storage service that allows users to sync files (docs, photos, etc.) from a web browser or mobile device.

Easily backup, store and share photos, videos, documents and more - anywhere, on any device. Collaborate with Word, Excel, PowerPoint and OneNote.



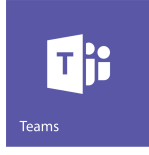
SharePoint is an online content management and collaboration suite with site frontage and options for secure file sharing, versioning and governance.

A space in the cloud to store, share, and collaborate on content within a Department, Team or Project site.



Delve manages your Office 365 profile by allowing you to discover and organize the information that's likely to be most interesting to you.

This platform surfaces personalized content to you from across Office 365. Delve presents you with information based on what you're working on and who you're working with.



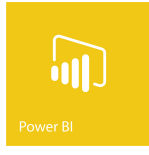
Teams is a chat-based workspace that brings together people, conversations and content.

Threaded chats to keep everyone engaged and deeply integrated with other Office 365 applications. Provides a hub for teamwork and gives people all the information and tools they need at their fingertips.



Yammer is a platform for teams to collaborate, share knowledge, and/or engage everyone across the campus.

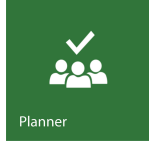
Post important notifications for the entire campus, or just a select group. Communicate casually with a newly created social group.



*Only Power BI Pro has cost

Power BI is a suite of business analytics tools that deliver insights throughout your organization.

Connect to hundreds of data sources, simplify data prep, and drive ad hoc analysis. Produce beautiful reports, then publish them for your organization to consume.



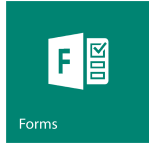
Planner is a planning application that lets you easily bring together teams, tasks, documents and conversations for better results.

Create a plan, build a team, assemble and assign tasks, share files and receive progress updates.



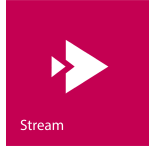
Sway is a digital storytelling app designed for creating presentations. Unlike PowerPoint, it is primarily for presenting ideas onscreen rather than to an audience.

Create and share polished, interactive reports, presentations, personal stories and more.



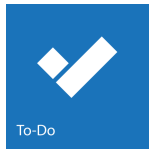
Forms is a simple, lightweight app designed to help you easily create surveys, quizzes and polls.

Create surveys, quizzes, and polls, and easily see results as they come in. Form data, such as quiz results, can be easily exported to Excel for additional analysis or grading.



Stream is an enterprise video-sharing service.

Upload, view, and share videos securely. Stream makes it easy to comment on videos, tag timecodes and more.



To-Do is a simple and intelligent to-do list that makes it easy to plan your day.

Plan your day, set due dates and reminder times for each task, and star tasks to mark them as important. Share your task list to collaborate.