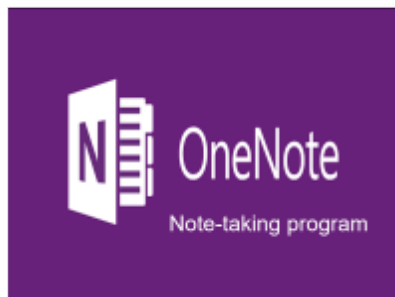


Office 365 Workshops



Ursinus College









Outlook

What is Office 365?

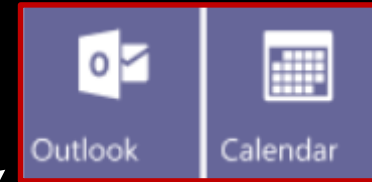
- ✓ Cloud-based Microsoft applications
- ✓ Most can be used online, downloaded to computer, or on mobile devices
- ✓ For individual or group use
- ✓ Sharing and co-editing capabilities
- ✓ Frequent updates



Office Applications



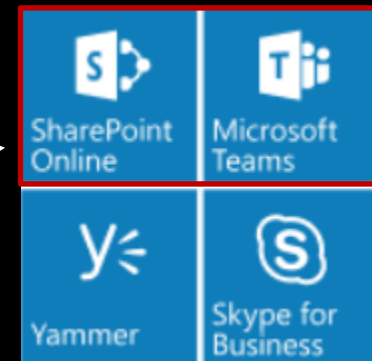
Email & Calendar



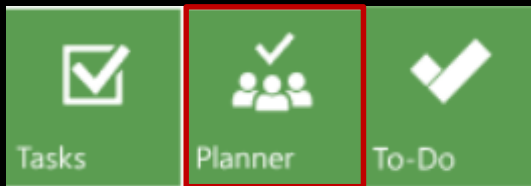
File Storage



Team Collaboration



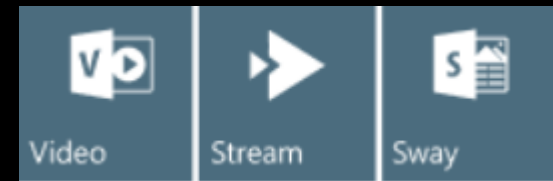
Project/Task Mgt.



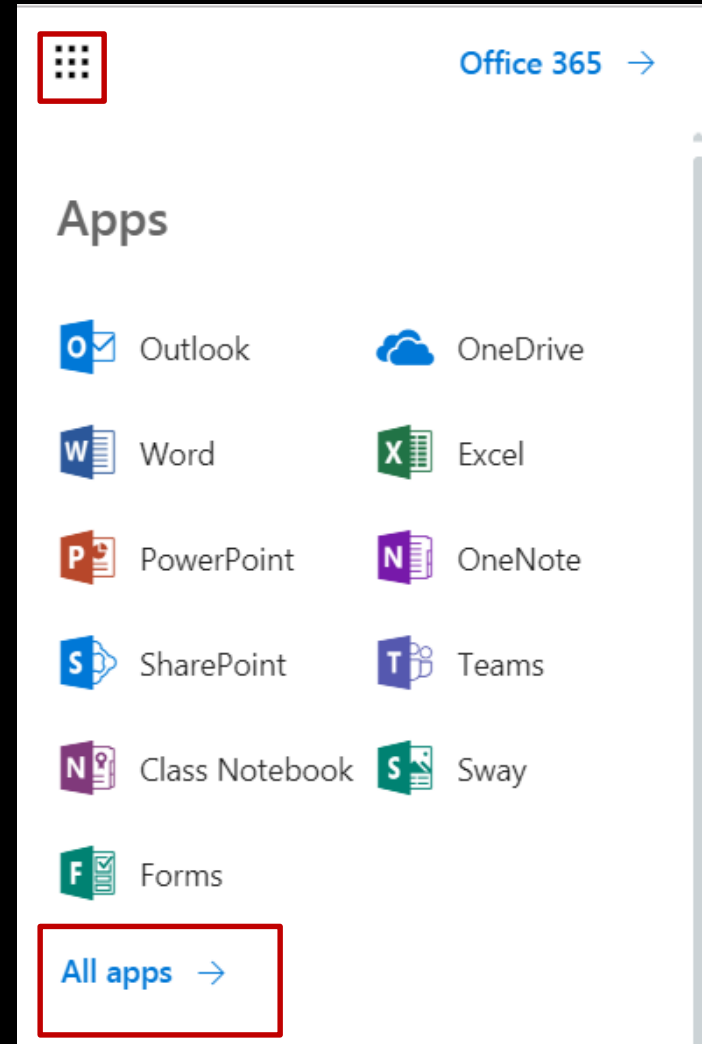
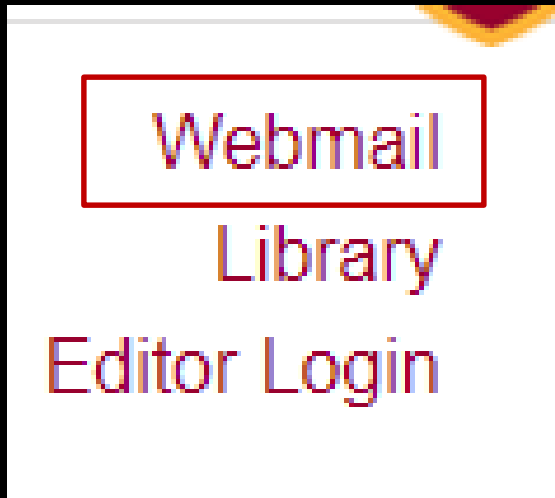
Other




Video & Presentations



How to Access Office 365



Good afternoon

 Search apps, documents, people, and sites

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class
Notebook



Sway



Forms



Yammer



Planner



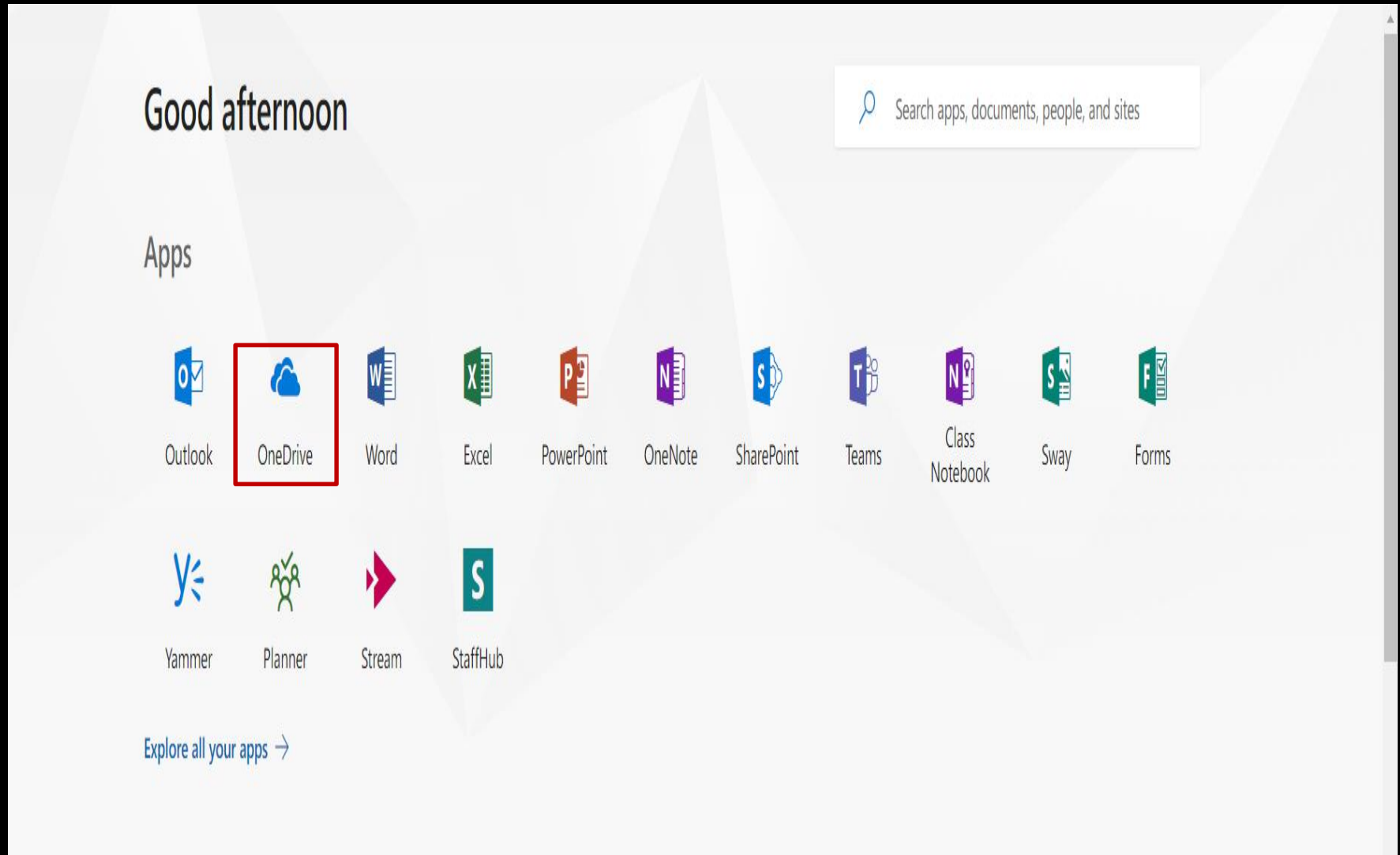
Stream



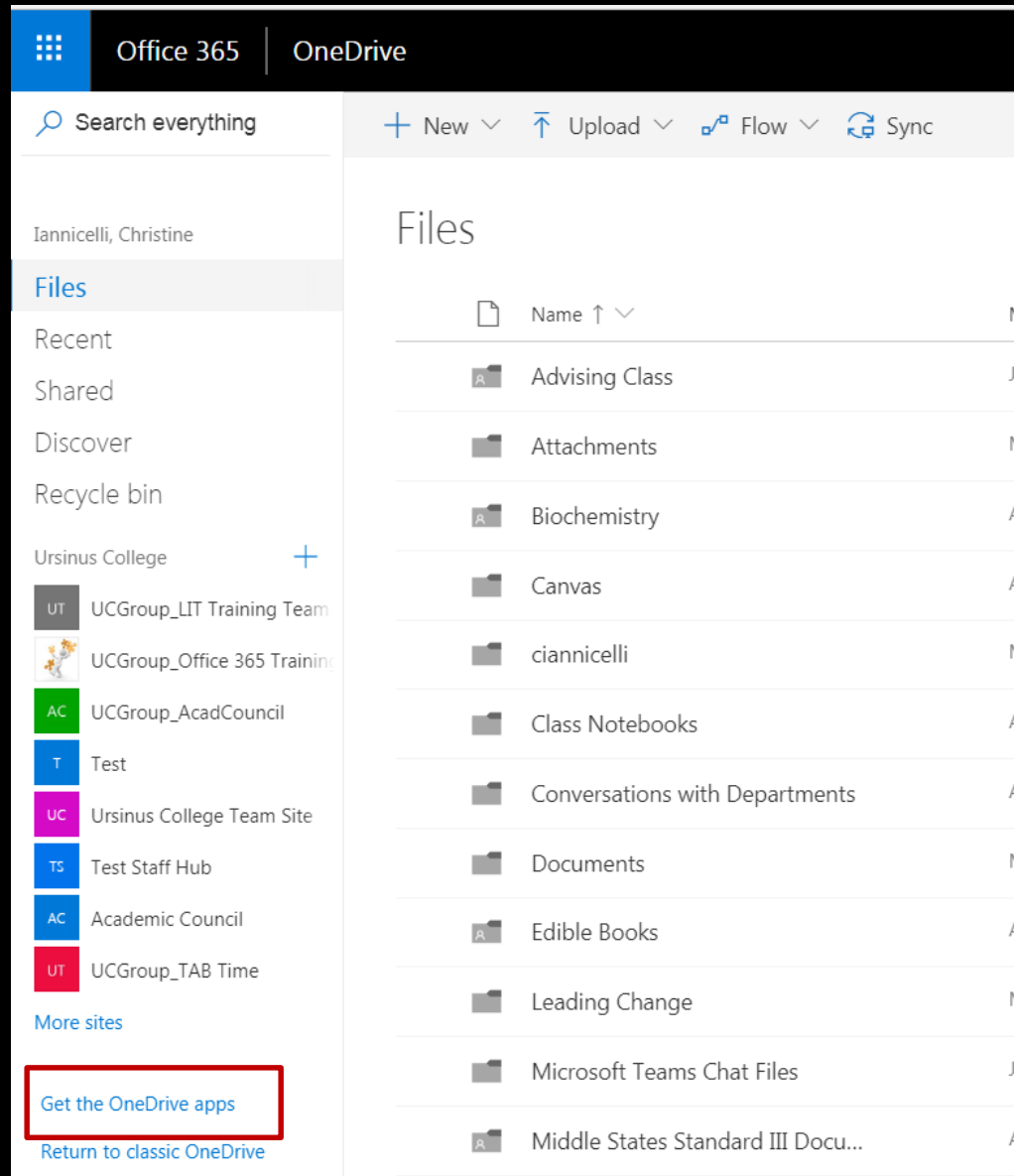
StaffHub

Explore all your apps →

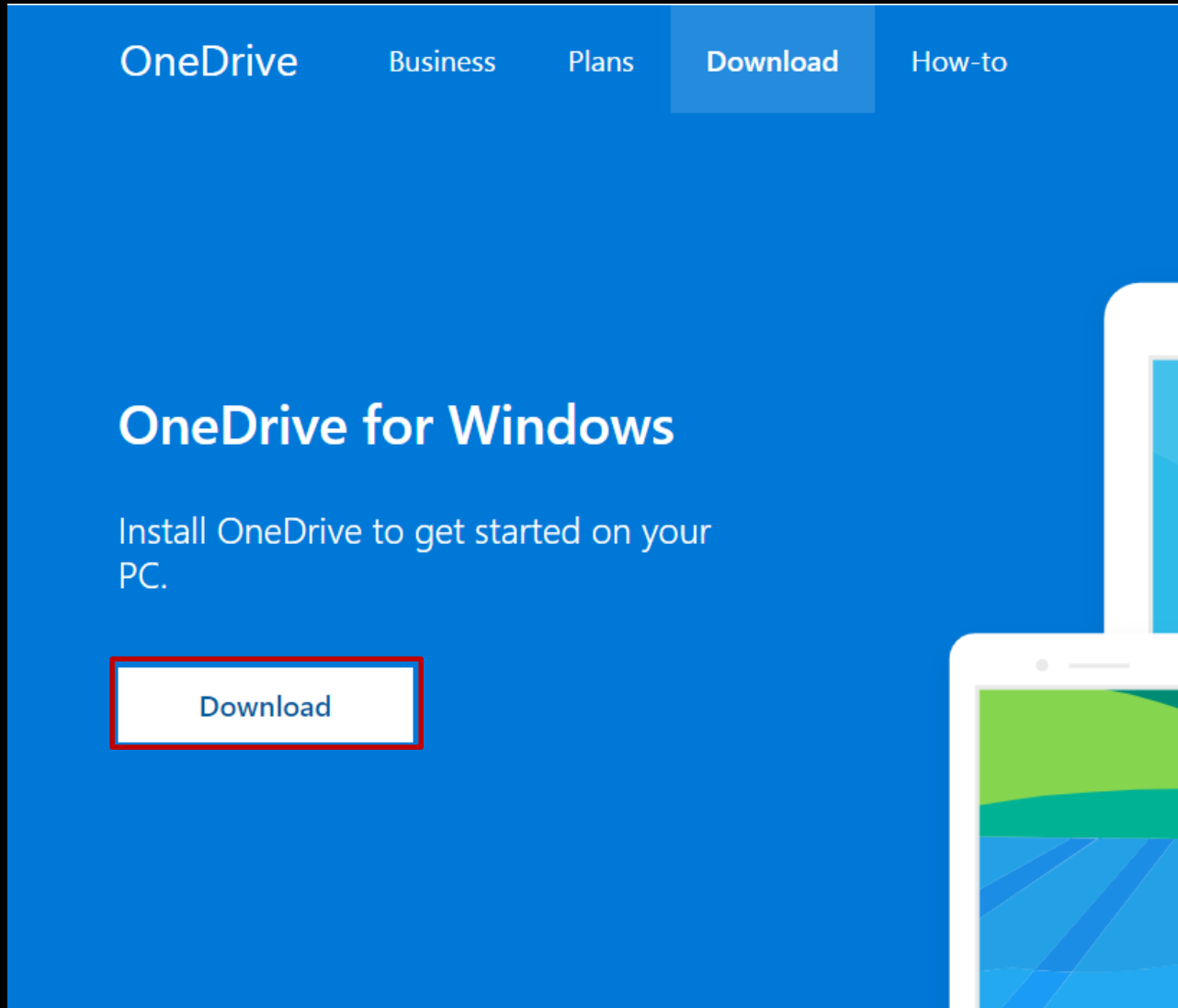
How to Download OneDrive



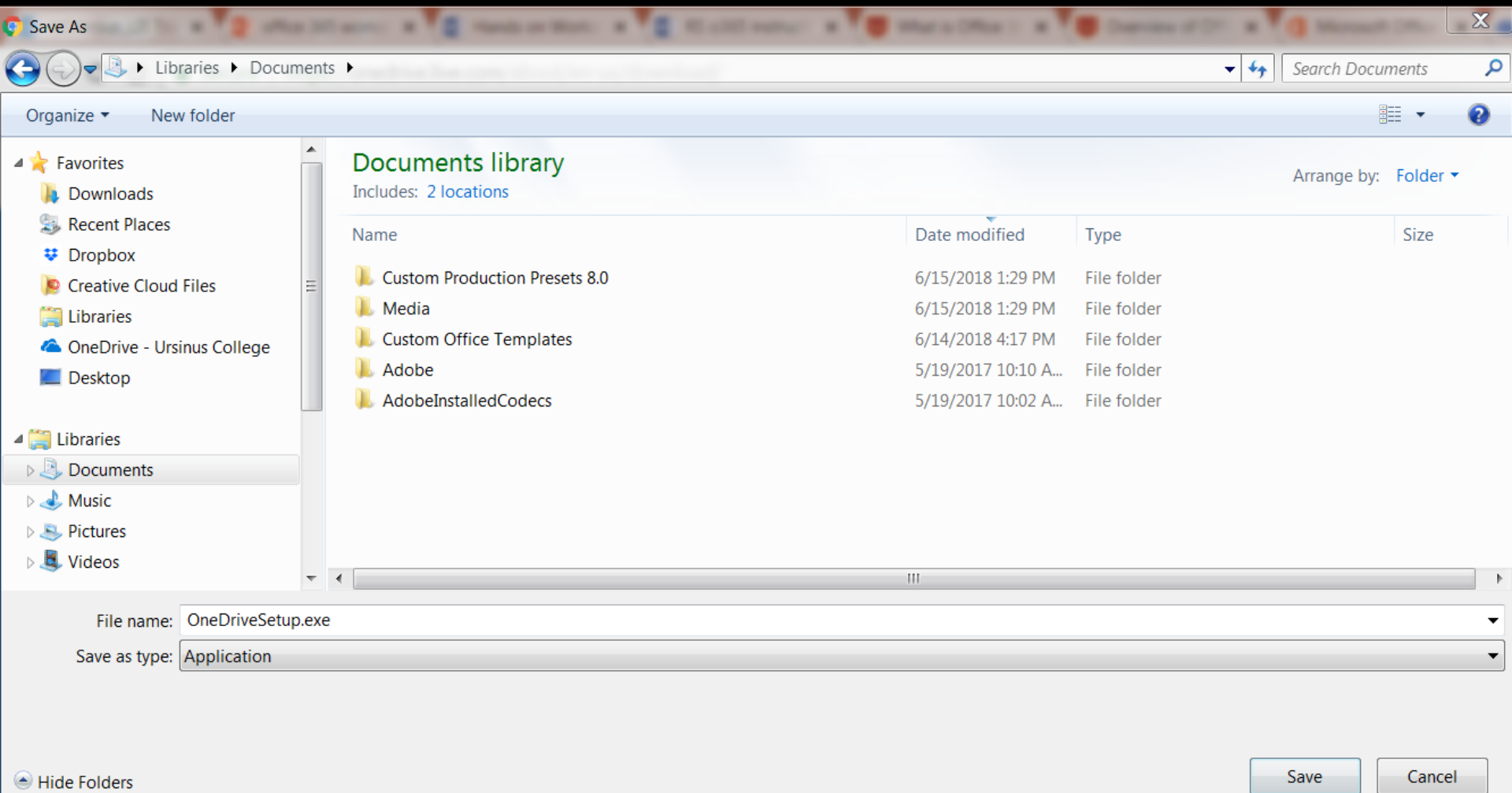
How to Download OneDrive



How to Download OneDrive



How to Download OneDrive



How to Download OneDrive

OneDrive

Business

Plans

Download

How-to

Buy Office 365

Thank you for downloading!

Get the OneDrive app on your phone so you can access and edit your files from anywhere.



+1 Phone number

Text link



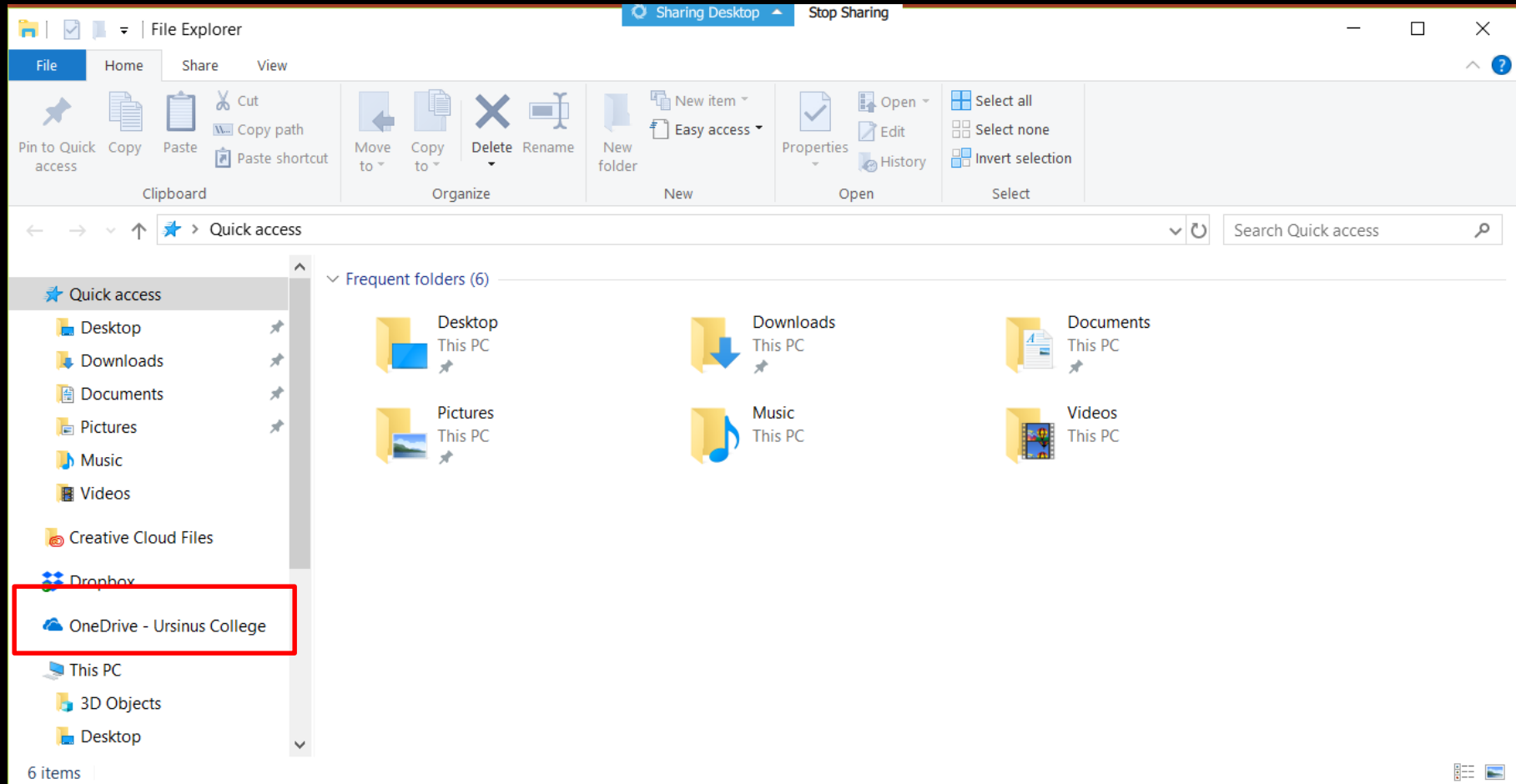
[View system requirements](#). Downloading the app means you agree to the Microsoft [service agreement](#) and [privacy statement](#). This software might also download and install its updates automatically.

OneDriveSetup.exe



Show all

How to Access OneDrive On Computer



How to Install OneDrive on Mobile Device



Microsoft OneDrive 4+

File & photo cloud storage

Microsoft Corporation

#20 in Productivity

★★★★★ 4.7, 90K Ratings

Free · Offers In-App Purchases

Questions?



Ursinus College



Cloud-based
File Storage



Why use OneDrive?

- ✓ Access files on any Wi-Fi enabled device
- ✓ Edit files on any Wi-Fi enabled device
- ✓ 1 TB storage space
- ✓ Files automatically save
- ✓ Share & edit files in real time
- ✓ Check version history



Guidelines

- ✓ Use the One Drive for Business (or One Drive – Ursinus College) app
- ✓ Should have a back-up or use as your back-up
- ✓ Don't use special characters in file name

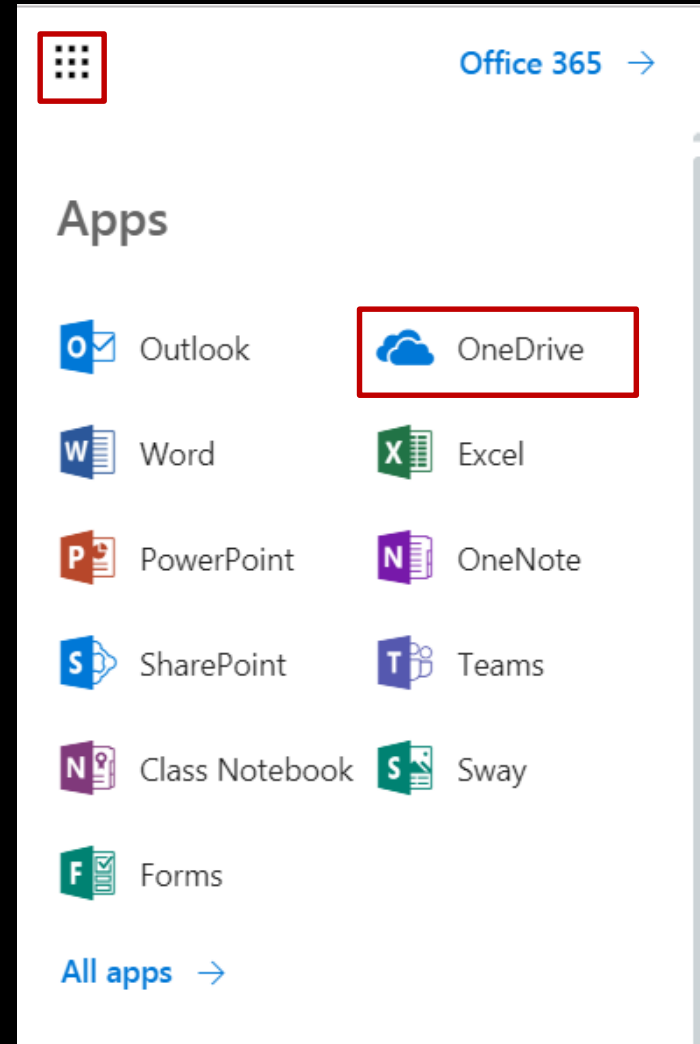
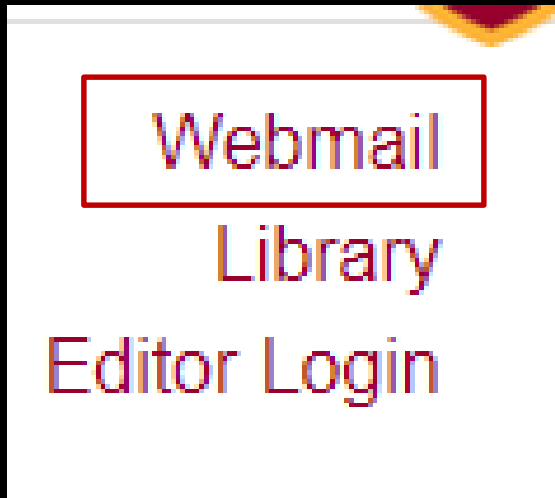


Hands-On Practice

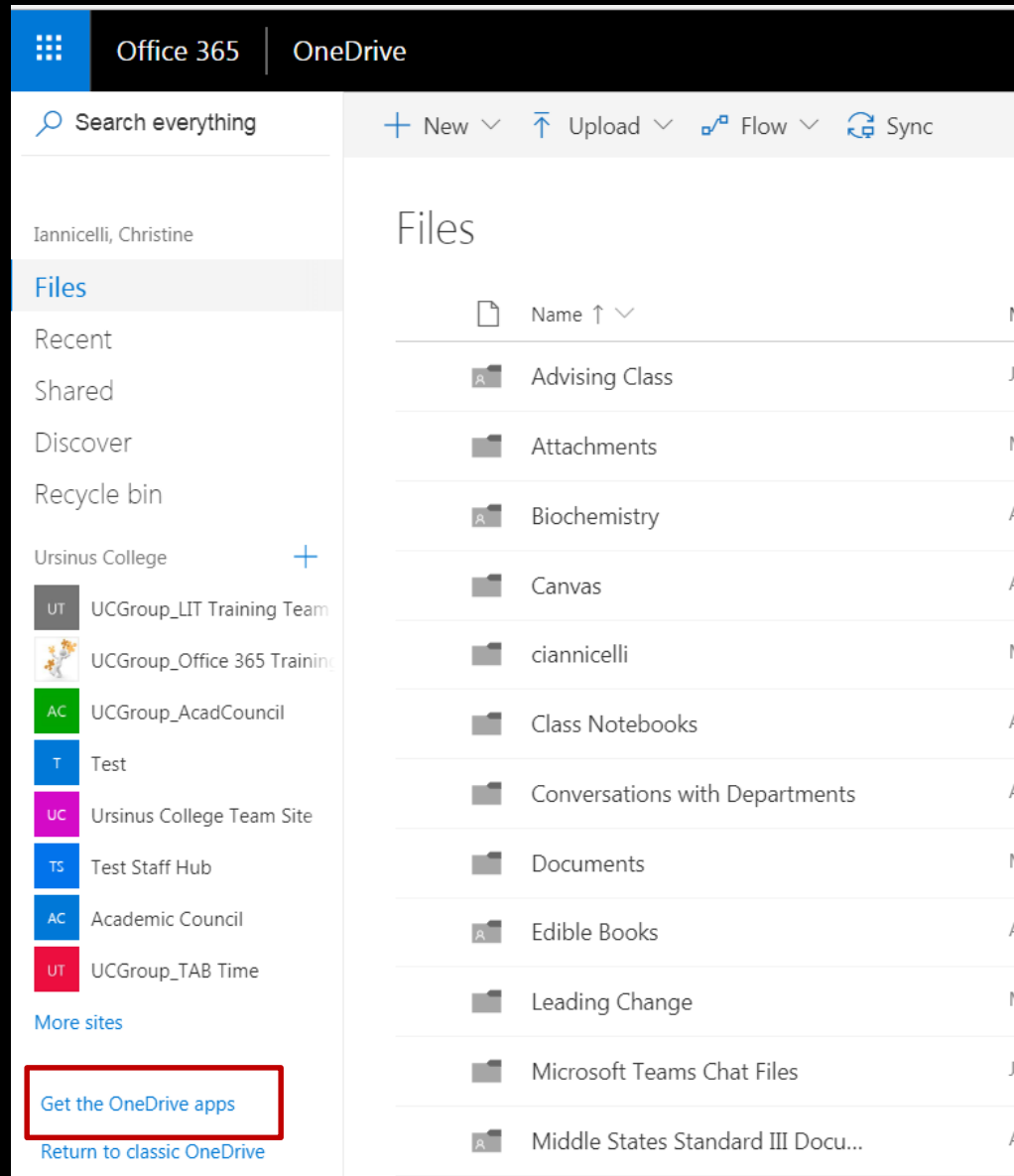
- ✓ Access OneDrive online
- ✓ Download OneDrive to computer
- ✓ Create/save a file to OneDrive
- ✓ Upload a file to OneDrive



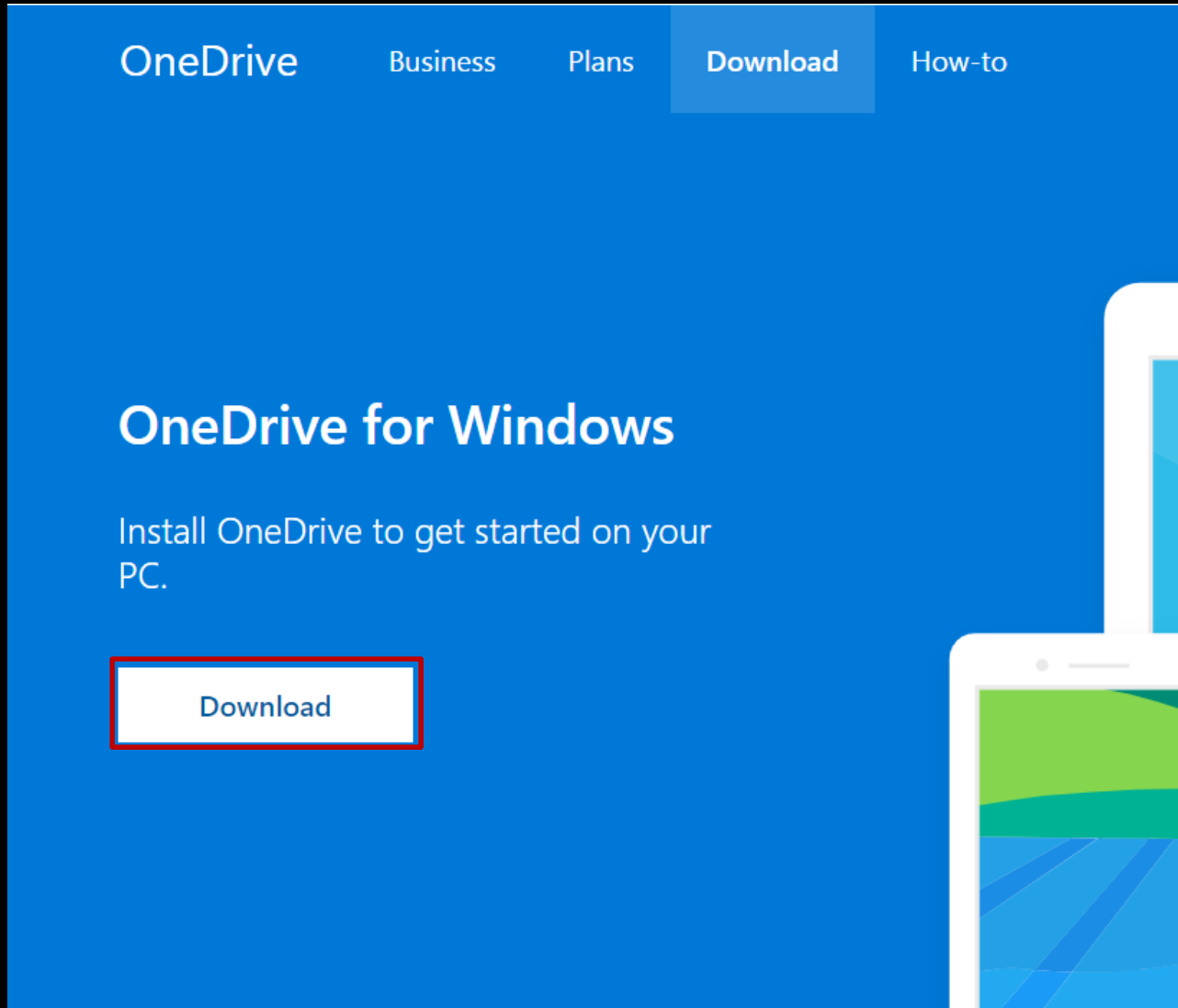
How to Access OneDrive



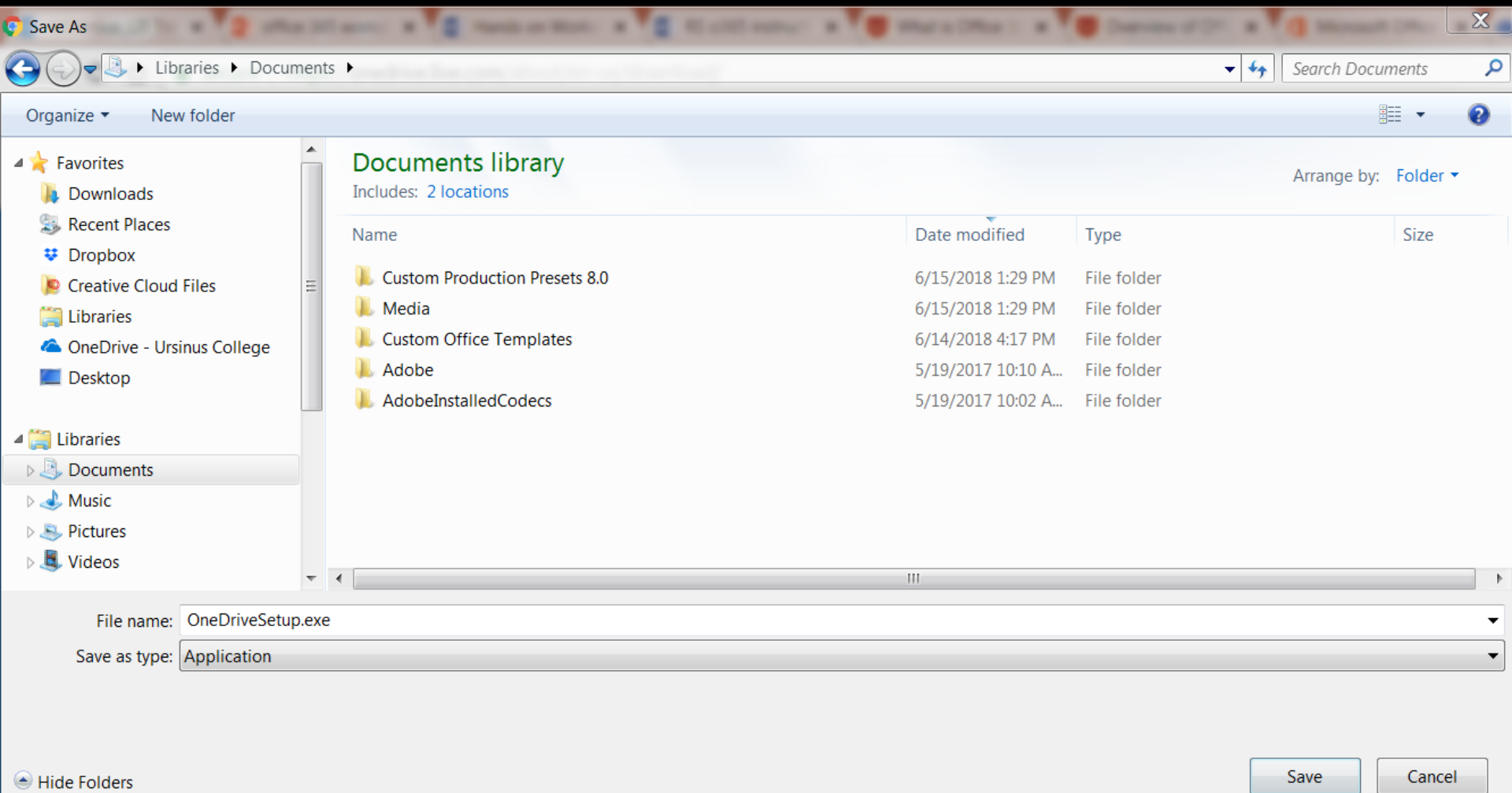
How to Download OneDrive



How to Download OneDrive



How to Download OneDrive



How to Download OneDrive

OneDrive

Business

Plans

Download

How-to

Buy Office 365

Thank you for downloading!

Get the OneDrive app on your phone so you can access and edit your files from anywhere.



+1 Phone number

Text link



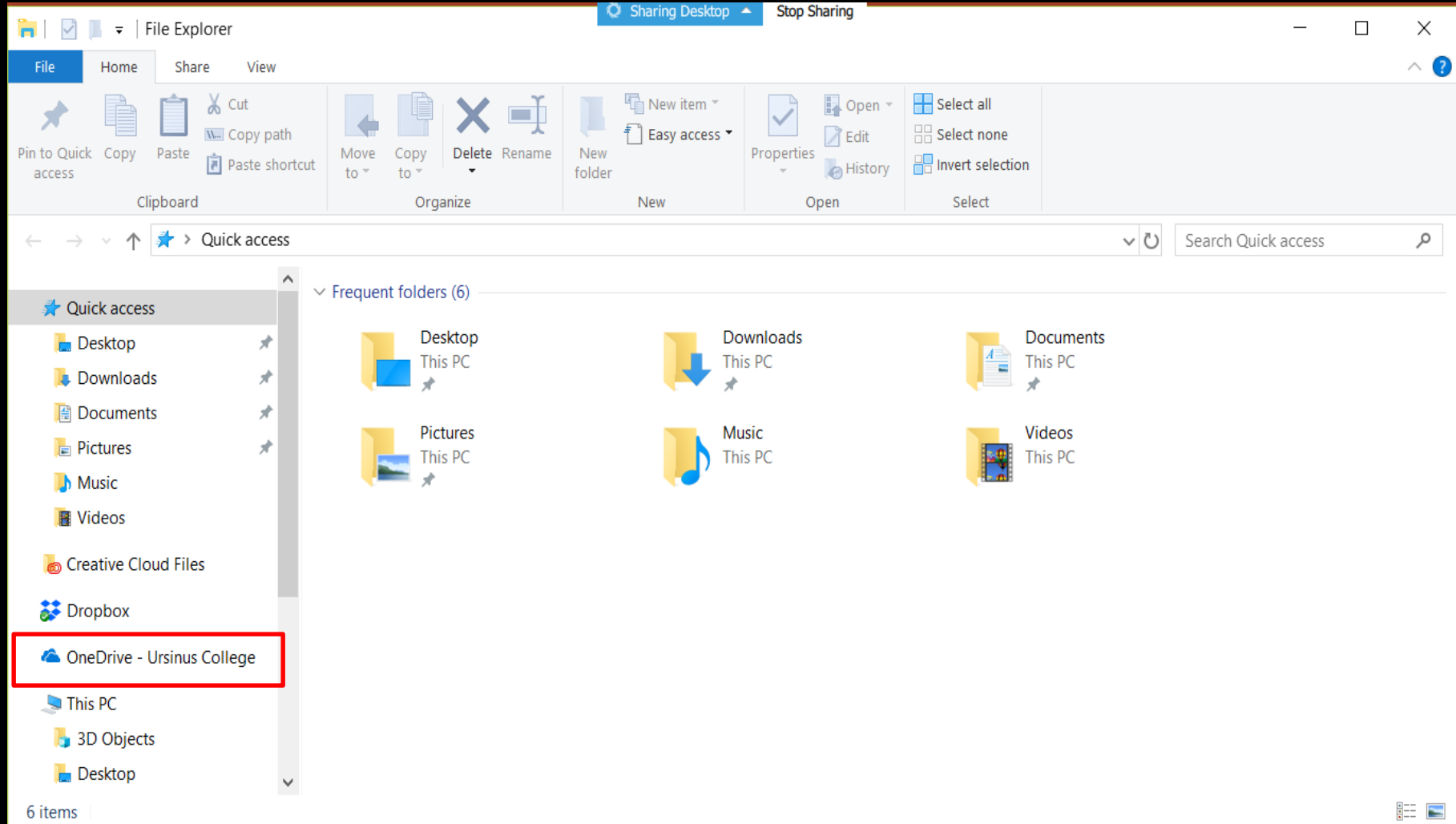
[View system requirements](#). Downloading the app means you agree to the Microsoft [service agreement](#) and [privacy statement](#). This software might also download and install its updates automatically.

OneDriveSetup.exe

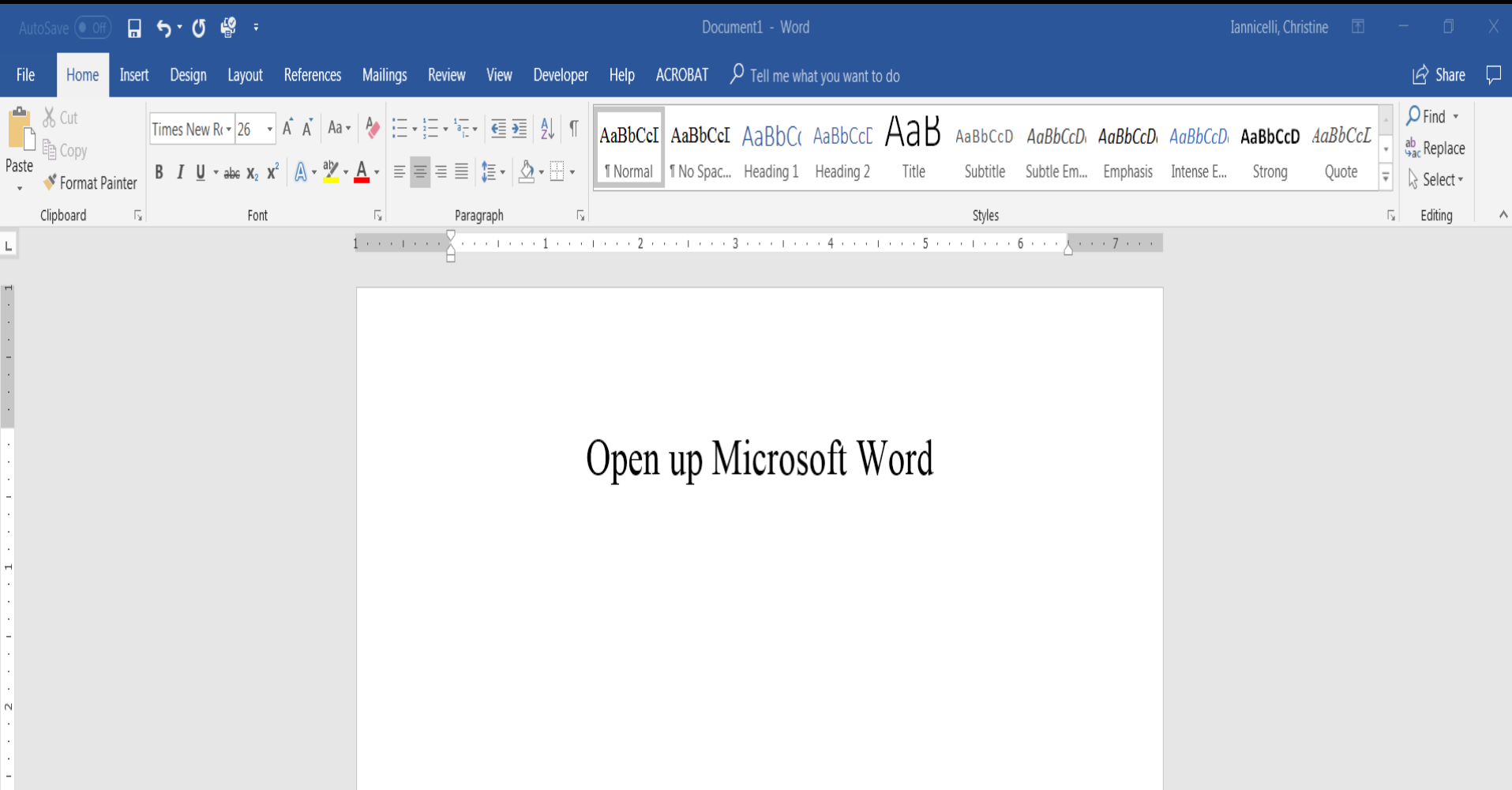


Show all

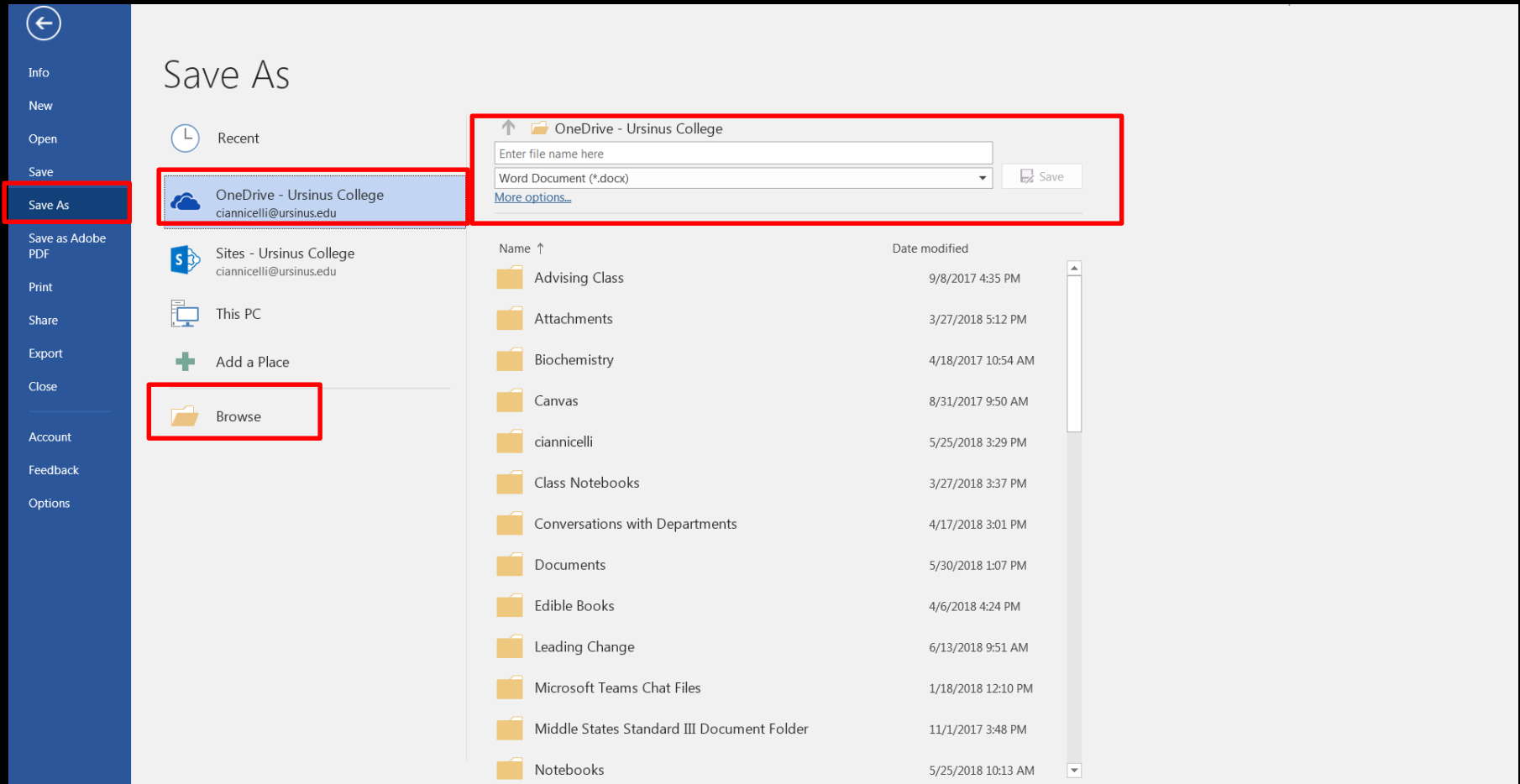
How to Access OneDrive On Computer



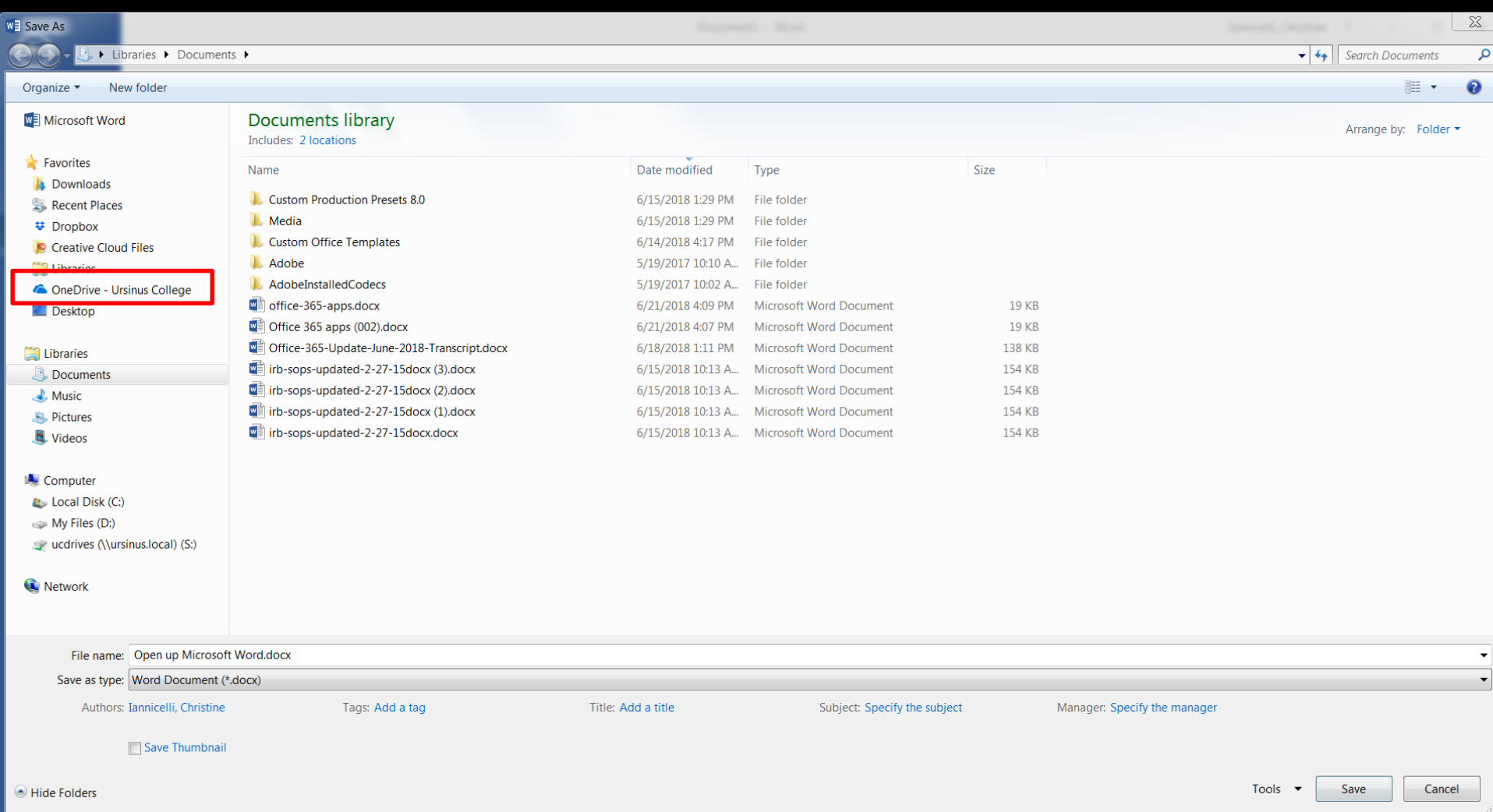
How to Create/Save a File to OneDrive



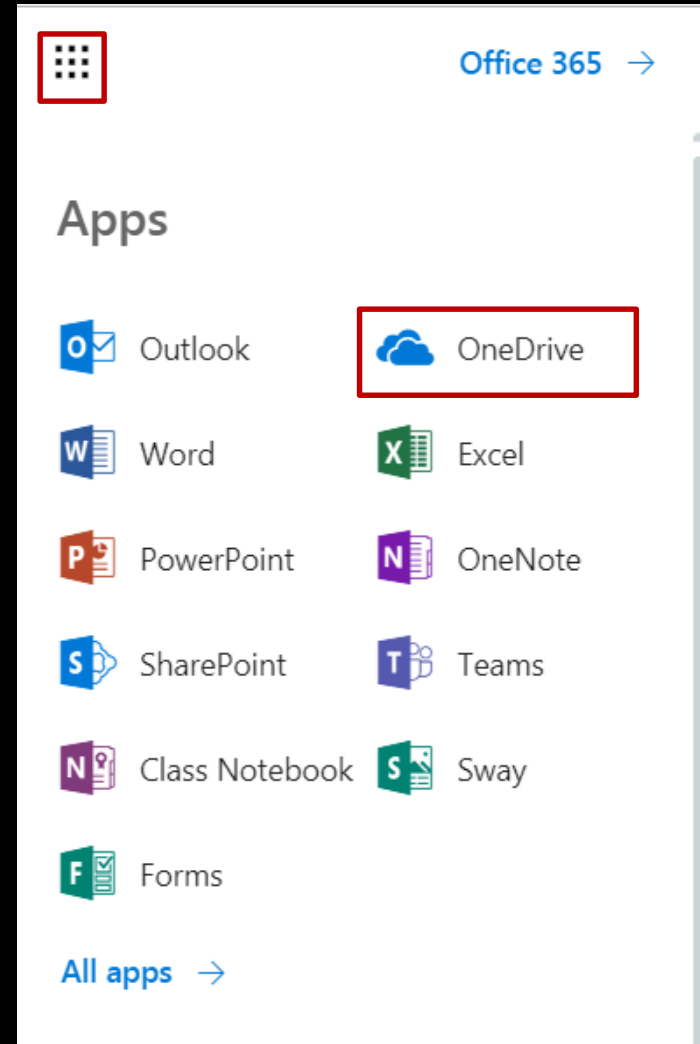
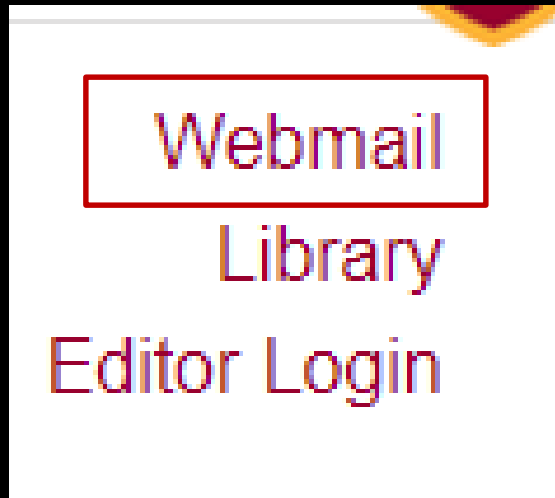
How to Create/Save a File to OneDrive



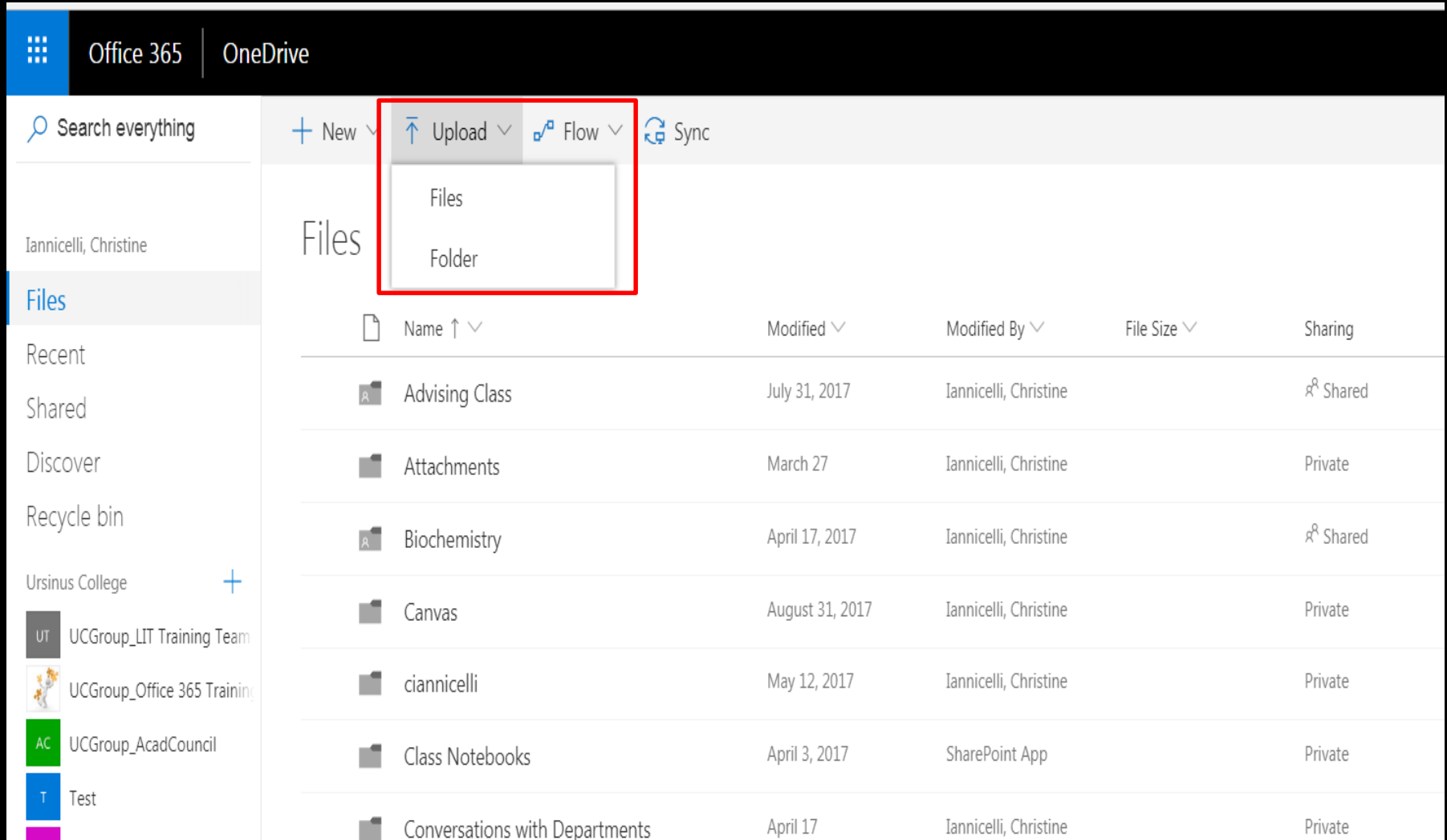
How to Create/Save a File to OneDrive



How to Access a OneDrive File Online



How to Upload a File to OneDrive



The screenshot shows the OneDrive web interface. At the top, there's a navigation bar with 'Office 365' and 'OneDrive'. Below this is a search bar and a 'New' button. The 'Upload' button is highlighted with a red box, and its dropdown menu is open, showing 'Files' and 'Folder' options. The left sidebar contains a list of recent files and folders, including 'Advising Class', 'Attachments', 'Biochemistry', 'Canvas', 'ciannicelli', 'Class Notebooks', and 'Conversations with Departments'. The main area displays a table of files with columns for Name, Modified, Modified By, File Size, and Sharing.

Office 365 | OneDrive

Search everything

Iannicelli, Christine

Files

Recent

Shared

Discover

Recycle bin

Ursinus College

UT UCGroup_LIT Training Team

UCGroup_Office 365 Training

AC UCGroup_AcadCouncil

T Test

New

Upload

Flow

Sync

Files

Folder

Name	Modified	Modified By	File Size	Sharing
Advising Class	July 31, 2017	Iannicelli, Christine		Shared
Attachments	March 27	Iannicelli, Christine		Private
Biochemistry	April 17, 2017	Iannicelli, Christine		Shared
Canvas	August 31, 2017	Iannicelli, Christine		Private
ciannicelli	May 12, 2017	Iannicelli, Christine		Private
Class Notebooks	April 3, 2017	SharePoint App		Private
Conversations with Departments	April 17	Iannicelli, Christine		Private

How to Install OneDrive on Mobile Device



Microsoft OneDrive 4+

File & photo cloud storage

Microsoft Corporation

#20 in Productivity

★★★★★ 4.7, 90K Ratings

Free · Offers In-App Purchases

Questions?



Ursinus College



Beyond the Basics

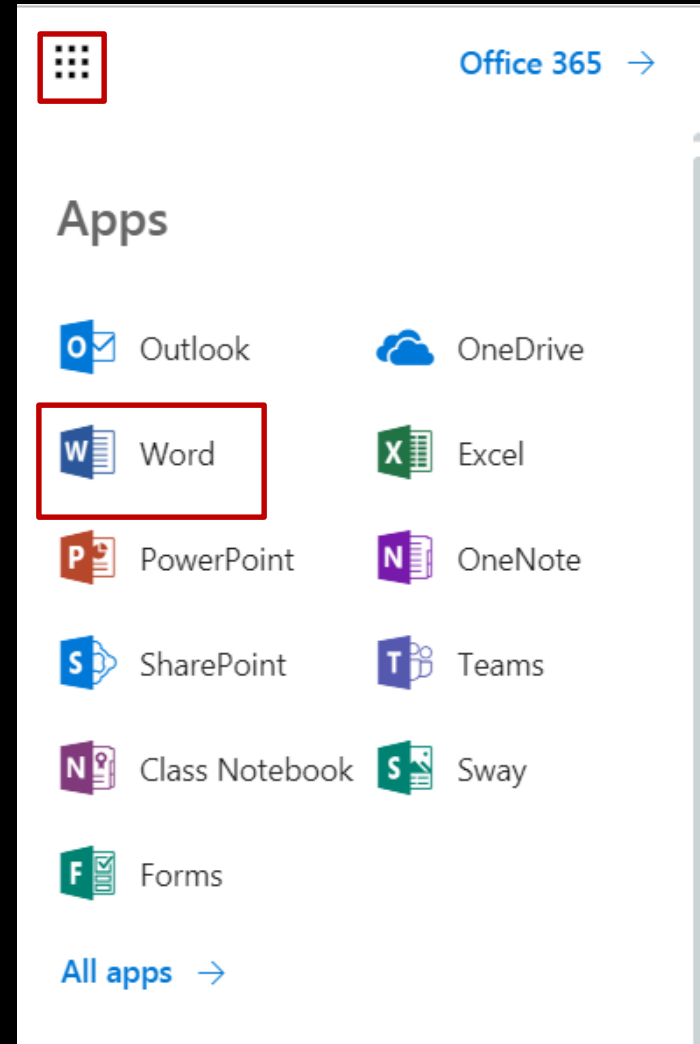
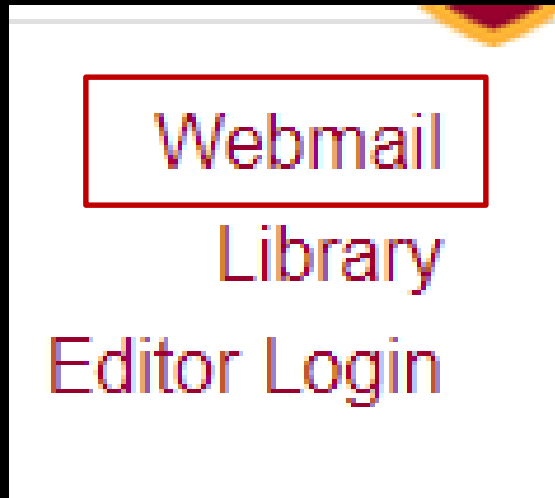


Hands-On Practice

- ✓ Create content in Office online
- ✓ Share a OneDrive file through web and desktop version
- ✓ Co-edit in real time
- ✓ Explore the mobile apps (optional)



Create Office File Online



Create Office File Online

Office 365



Good afternoon

 Search apps, documents, people, and sites

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class
Notebook



Sway



Forms



Yammer



Planner



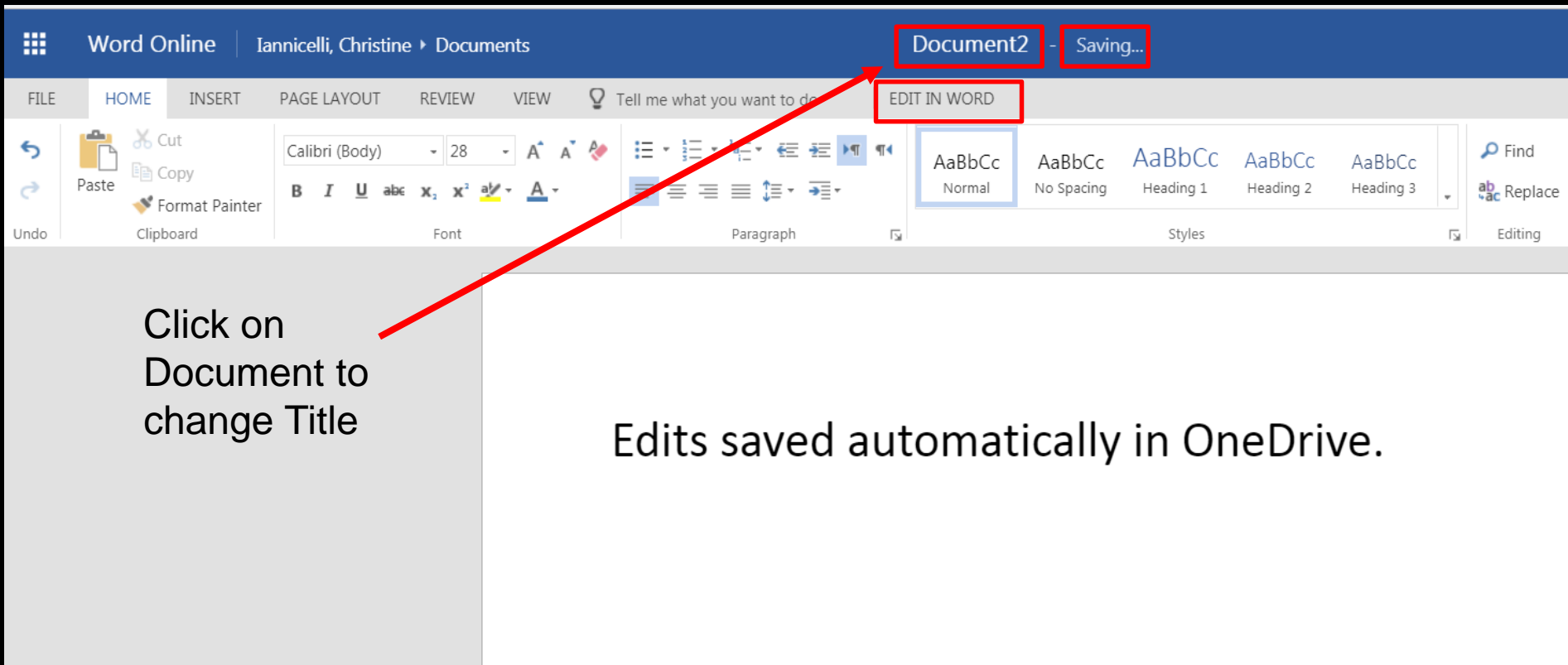
Stream



StaffHub

Explore all your apps →

Create Office File Online



The screenshot shows the Microsoft Word Online interface. The title bar at the top displays 'Word Online' and the user's name 'Iannicelli, Christine' followed by 'Documents'. The document title 'Document2' is highlighted with a red box, and the status 'Saving...' is also highlighted with a red box. The ribbon menu includes 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', 'REVIEW', and 'VIEW'. The 'HOME' tab is active, showing options for 'Undo', 'Paste', 'Clipboard', 'Font', 'Paragraph', 'Styles', and 'Editing'. A red arrow points from the text 'Click on Document to change Title' to the 'Document2' title. Another red box highlights the 'EDIT IN WORD' button. The main content area contains the text 'Edits saved automatically in OneDrive.'

Word Online | Iannicelli, Christine ▸ Documents

Document2 - Saving...

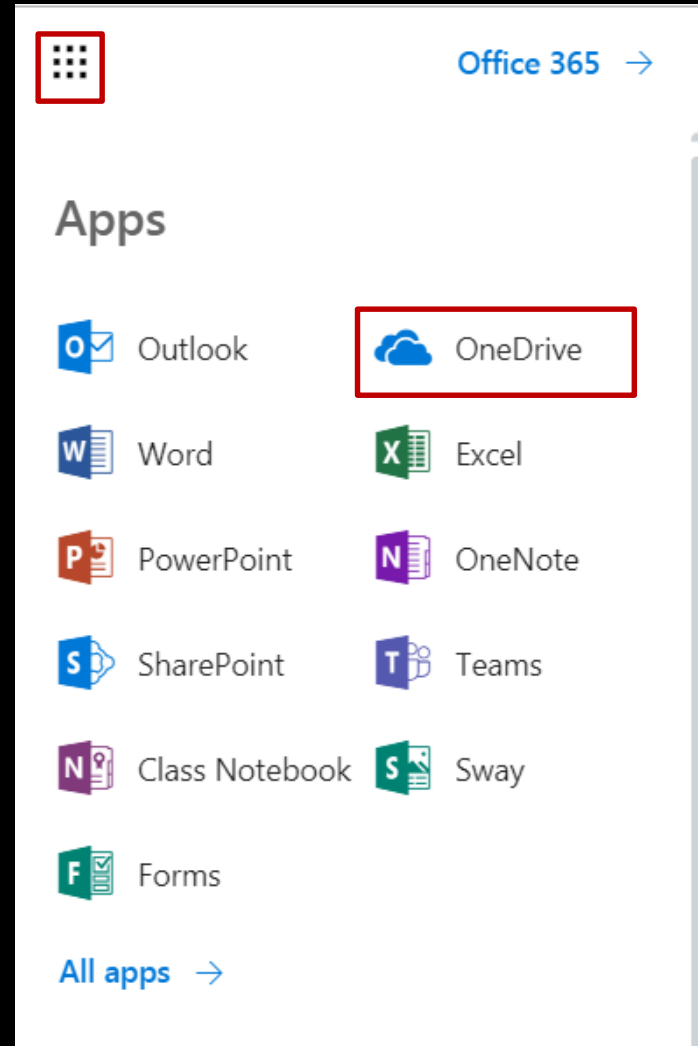
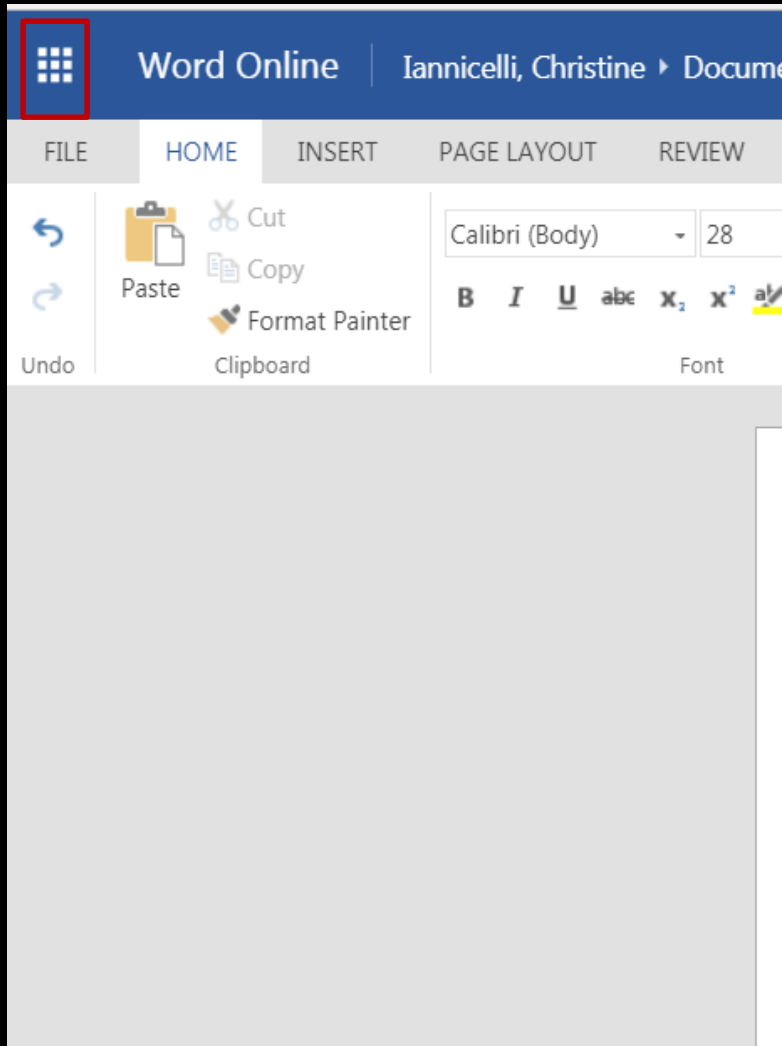
FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do EDIT IN WORD

Undo Paste Copy Format Painter Clipboard Font Paragraph Styles Editing


Click on Document to change Title


Edits saved automatically in OneDrive.

Access New File in OneDrive




Access New File in OneDrive


 Office 365 | OneDrive


 Search everything


Iannicelli, Christine


Files


 New ▾

 Upload ▾

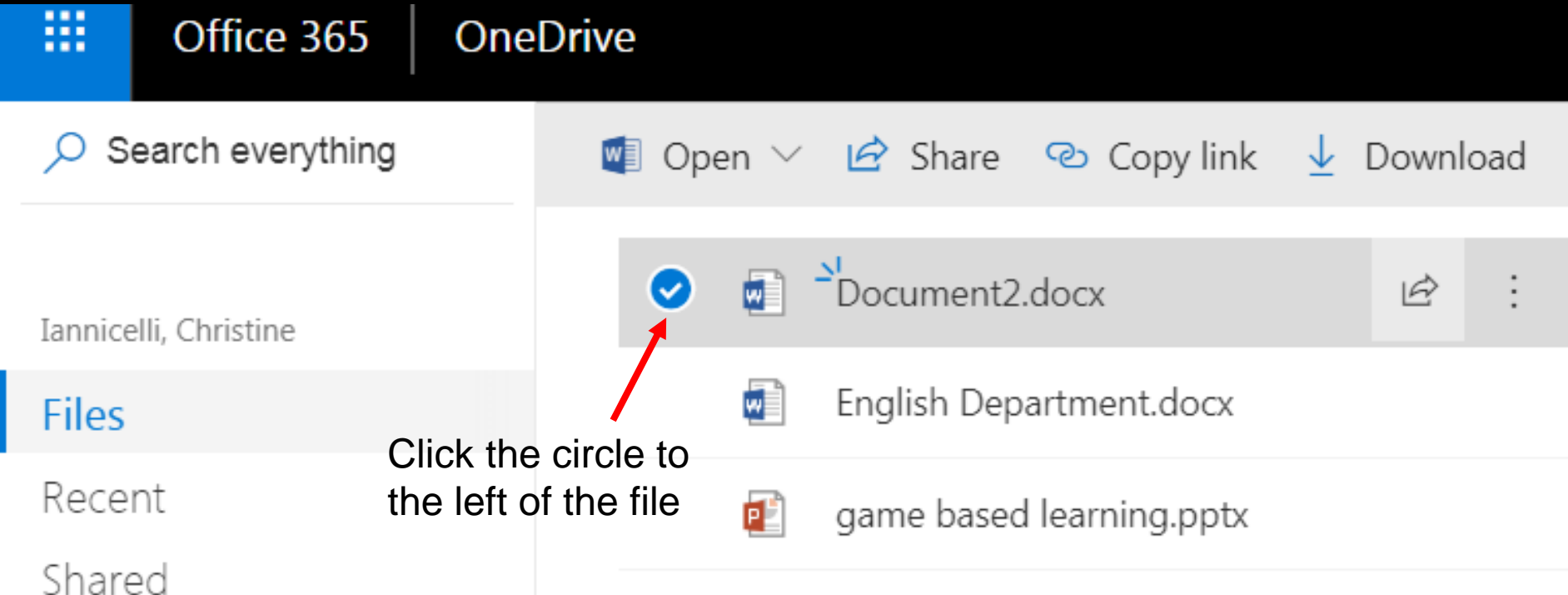
 Flow ▾

 Sync

 Document1.docx 5 minutes ago

 Document2.docx 3 minutes ago

Share a OneDrive File



The screenshot shows the OneDrive web interface. At the top, there's a blue header with the Office 365 logo and the text "Office 365 | OneDrive". Below this is a search bar labeled "Search everything". On the left side, there's a navigation pane with "Files" selected, and "Recent" and "Shared" options below it. The main area displays a list of files. The first file, "Document2.docx", is highlighted. To its left is a blue circle with a white checkmark, which is pointed to by a red arrow. To the right of the file name are icons for sharing and a menu. Above the file list, there's a toolbar with buttons for "Open", "Share", "Copy link", and "Download".

Office 365 | OneDrive

Search everything

Iannicelli, Christine

Files

Recent

Shared

Open Share Copy link Download


Document2.docx


English Department.docx

game based learning.pptx

Click the circle to the left of the file

Share a OneDrive File

 Office 365 | OneDrive


 Search everything


Iannicelli, Christine


Files


Recent





Shared


 Open ▾


 Share

 Copy link

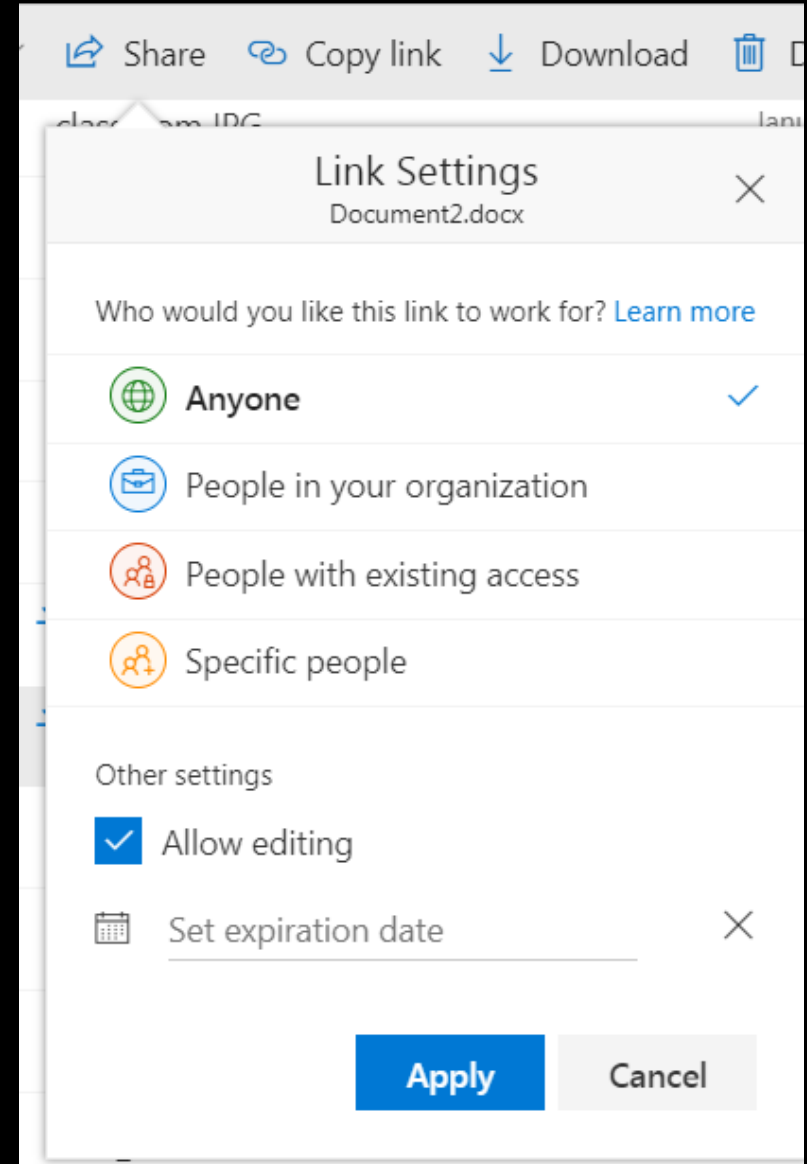
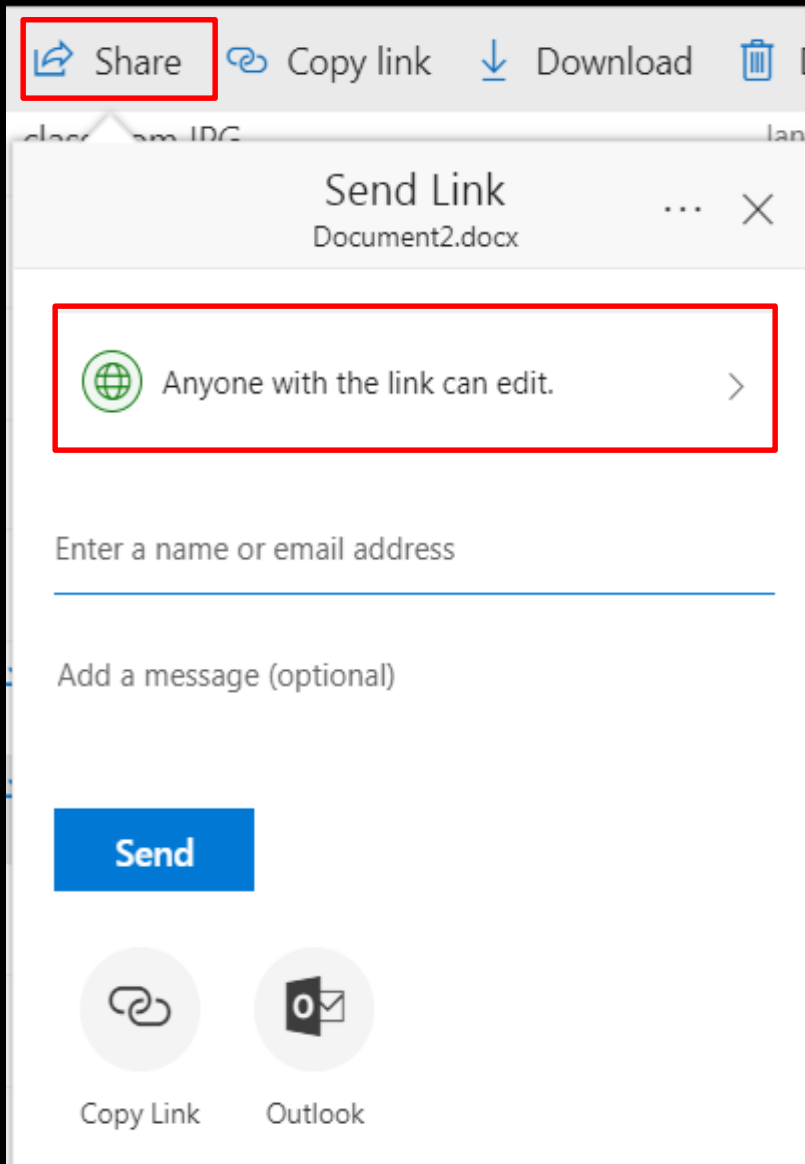
 Download

  Document2.docx  

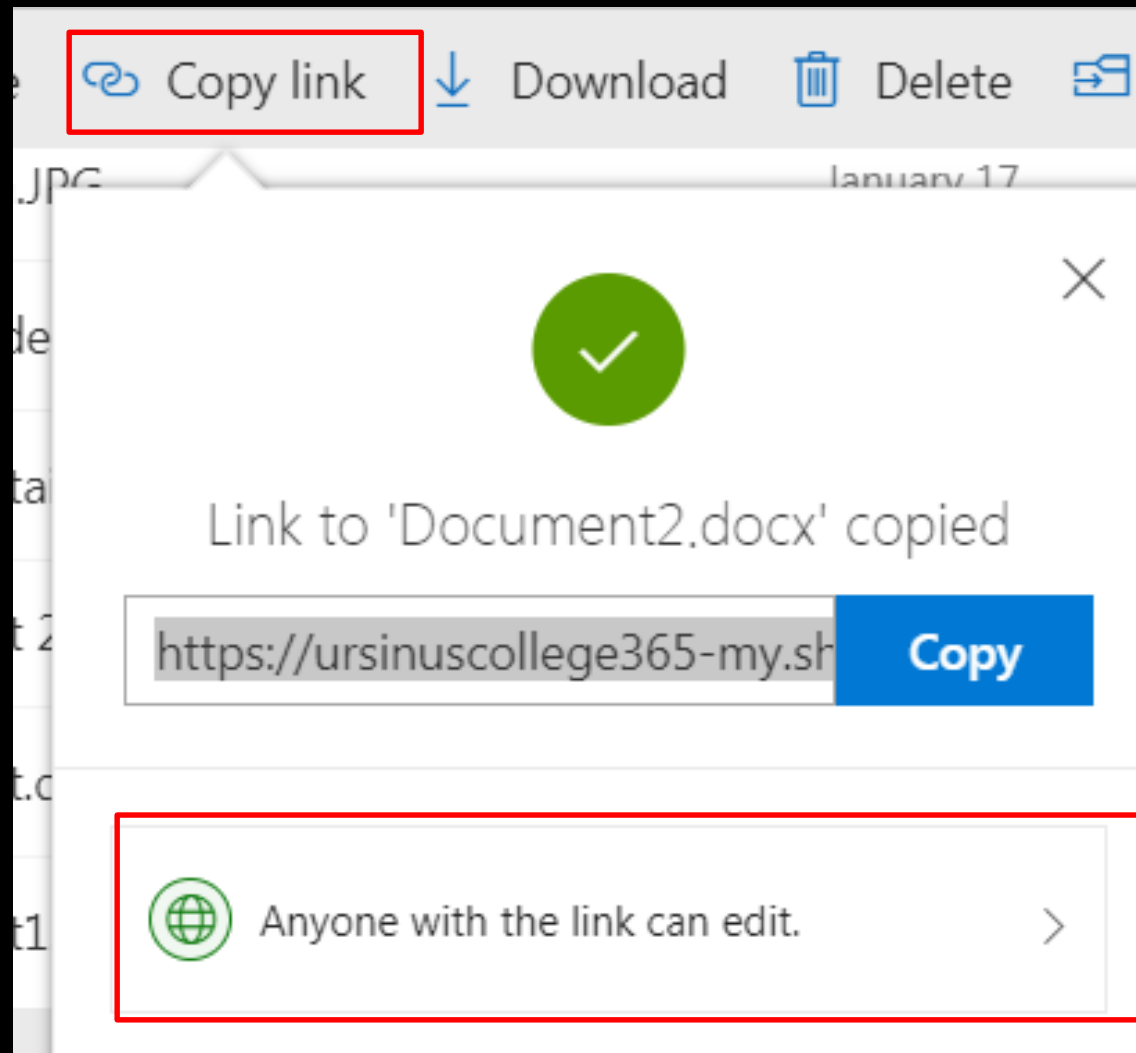
 English Department.docx

 game based learning.pptx

Share a OneDrive File



Share a OneDrive File



Share a OneDrive File

Copy link Download Delete

Link Settings

Advising (30 items)

Who would you like this link to work for? [Learn more](#)

- ☒ Anyone ✓
- ☐ People in your organization
- ☐ People with existing access
- ☐ Specific people

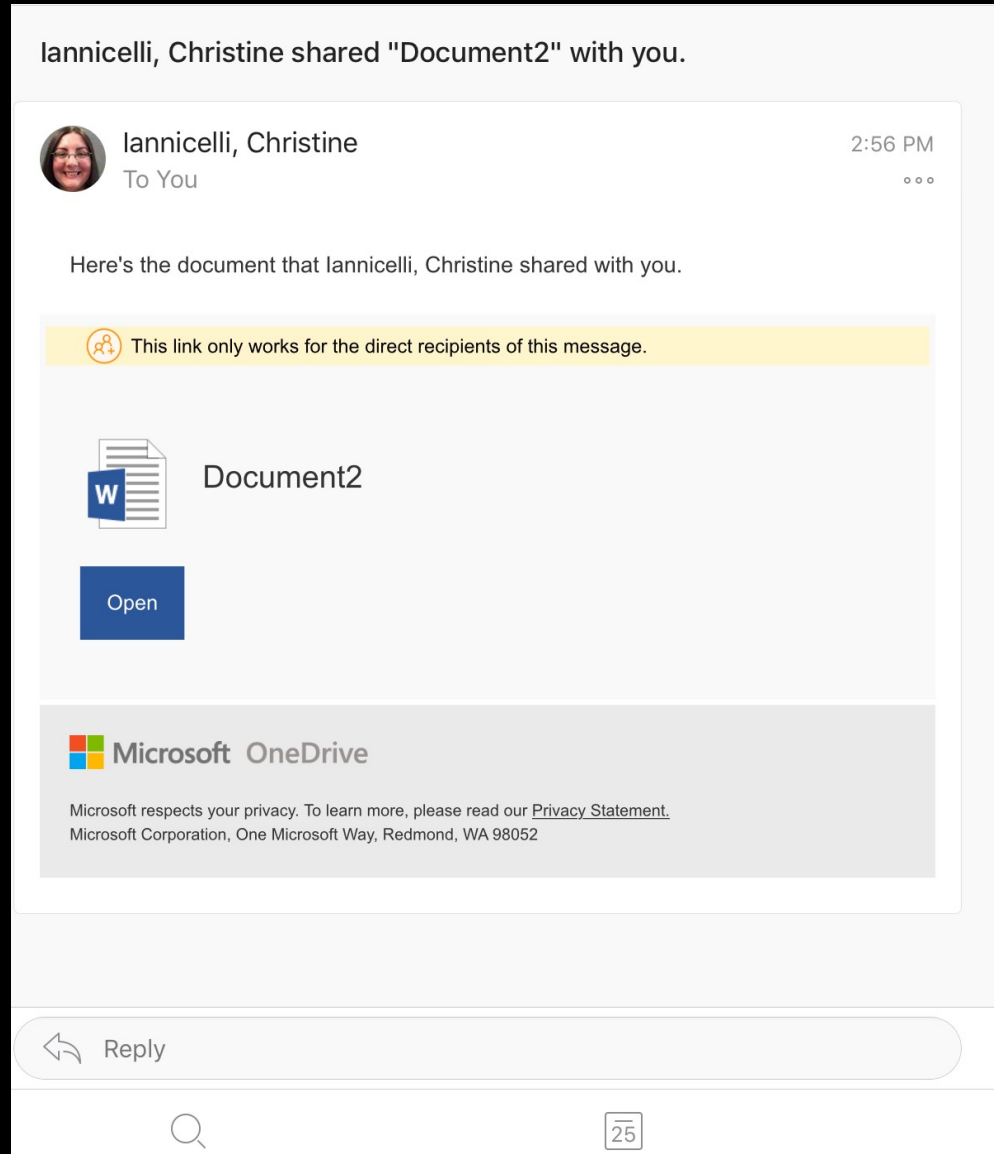
Other settings

☒ Allow editing

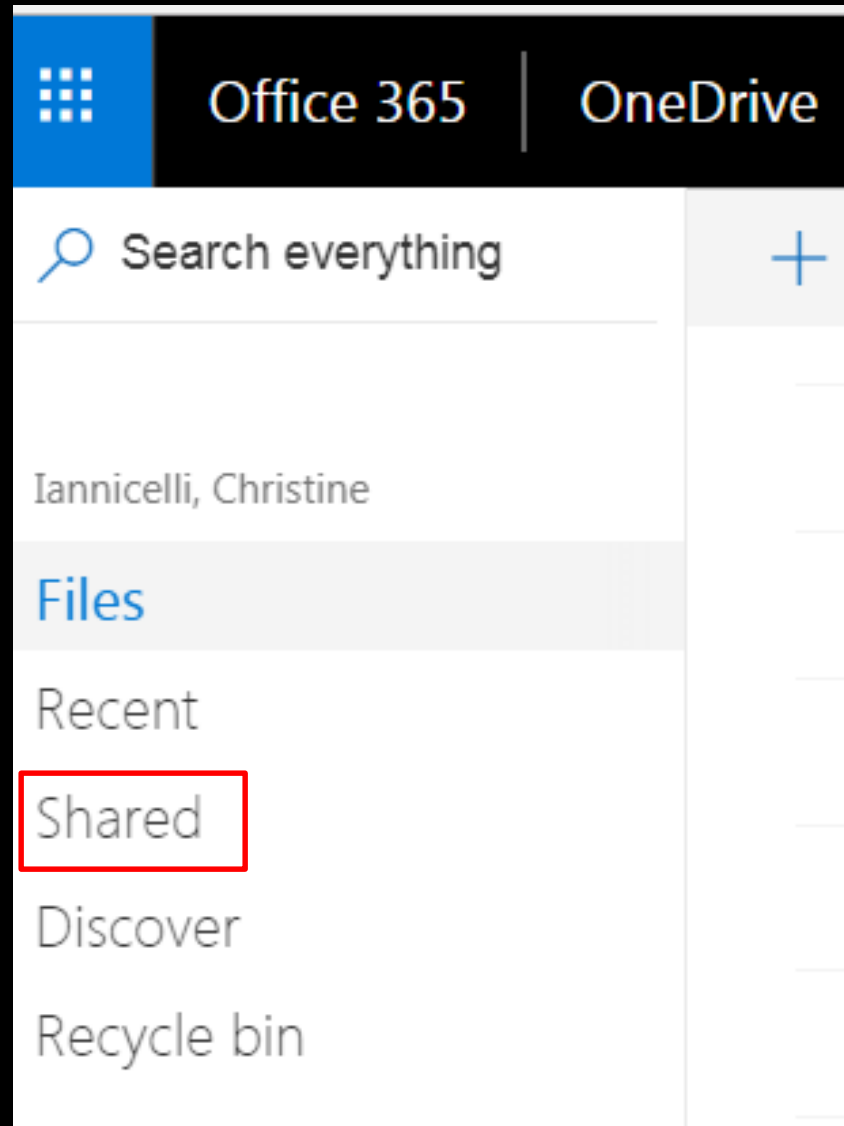
☐ Set expiration date

Apply Cancel

Access a Shared OneDrive File



Access a Shared OneDrive File



Co-edit a OneDrive File



Office 365

OneDrive



Search everything

Iannicelli, Christine

Files

Recent

Shared



Open



Share



Copy link



Download



Document2.docx



English Department.docx



game based learning.pptx

Click on the title of
the document

Co-Edit a OneDrive File

Word Online | Iannicelli, Christine ▸ Documents | Document2 - Saved | Share | Iannicelli, Christine

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do EDIT IN WORD

Undo Paste Copy Format Painter Clipboard

Calibri (Body) 28 A⁺ A⁻ Font

Paragraph

Styles: AaBbCc Normal, AaBbCc No Spacing, AaBbCc Heading 1, AaBbCc Heading 2, AaBbCc Heading 3

Editing: Find, Replace

Sprague, Ruth is also editing

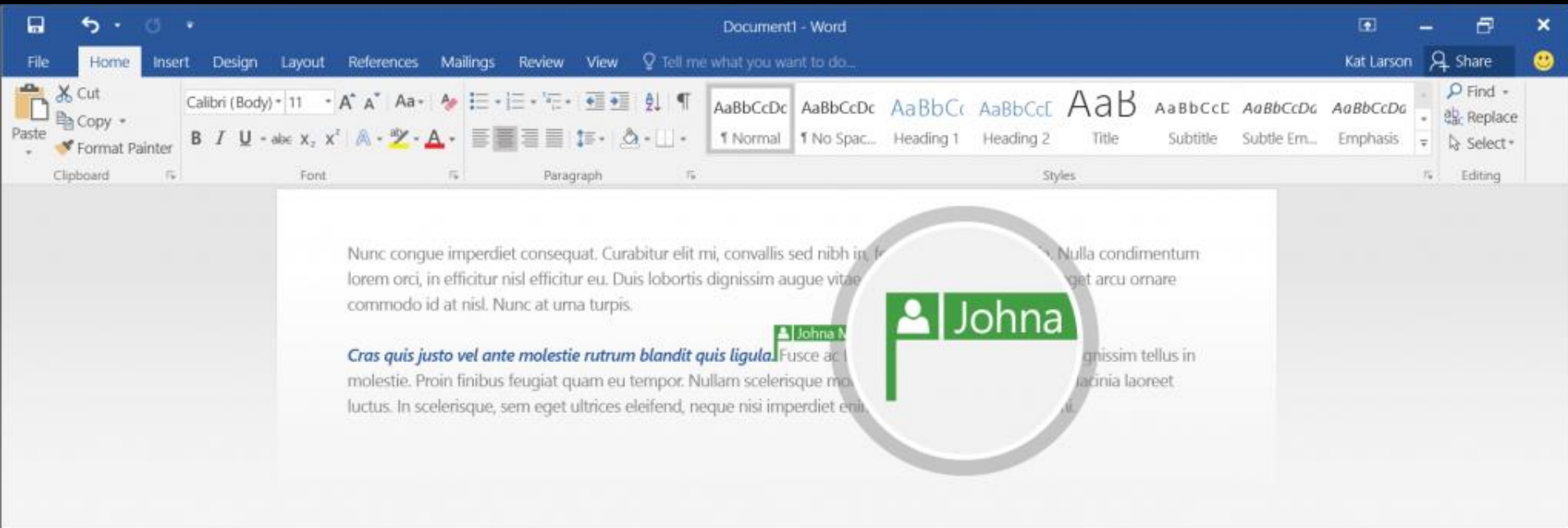
Edits saved automatically in OneDrive.

Co-Edit a OneDrive File

The screenshot shows the Microsoft Word interface with a document titled "Document2.docx - Saving...". The ribbon is set to "Home". On the right side of the ribbon, a user profile for "Sprague, Ruth" is shown with the status "Editing", highlighted by a red rectangle. The main document area contains the following text:

Edits saved automatically in OneDrive.
Ruth is editing this.
Test 2
testing

Co-Edit a OneDrive File



How to Install OneDrive on Mobile Device



Microsoft OneDrive 4+

File & photo cloud storage

Microsoft Corporation

#20 in Productivity

★★★★★ 4.7, 90K Ratings

Free · Offers In-App Purchases

How to Install Office on Mobile Device



Microsoft Word 4+

Microsoft Corporation

#18 in Productivity

★★★★★ 4.7, 229K Ratings

Free · Offers In-App Purchases



Microsoft Excel 4+

Microsoft Corporation

#30 in Productivity

★★★★★ 4.7, 145.9K Ratings

Free · Offers In-App Purchases



Microsoft PowerPoint 4+

Microsoft Corporation

#50 in Productivity

★★★★★ 4.7, 41.6K Ratings

Free · Offers In-App Purchases

Questions?



Ursinus College



OneNote

Note-taking program

Why Use OneNote?

- ✓ Take and share digital notes
- ✓ Store and organize notes
- ✓ Record audio/video
- ✓ Create to-do lists

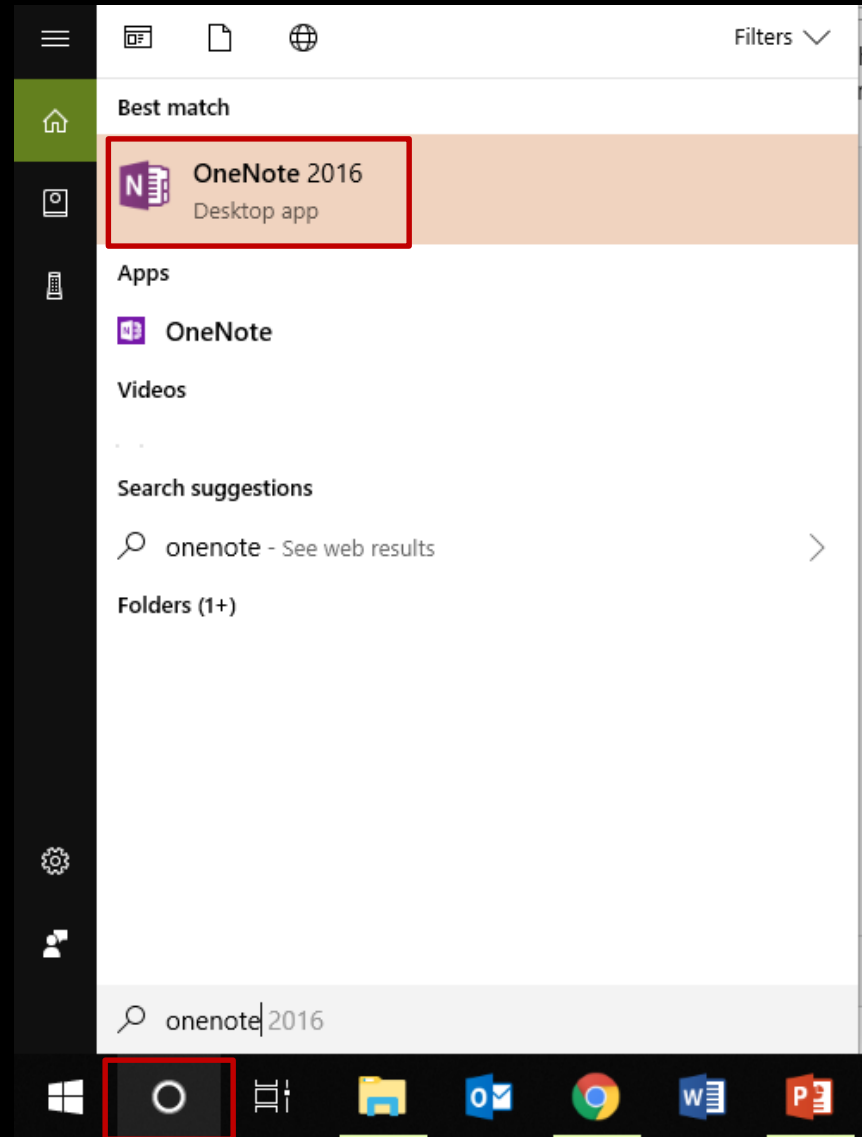


Hands-On Practice

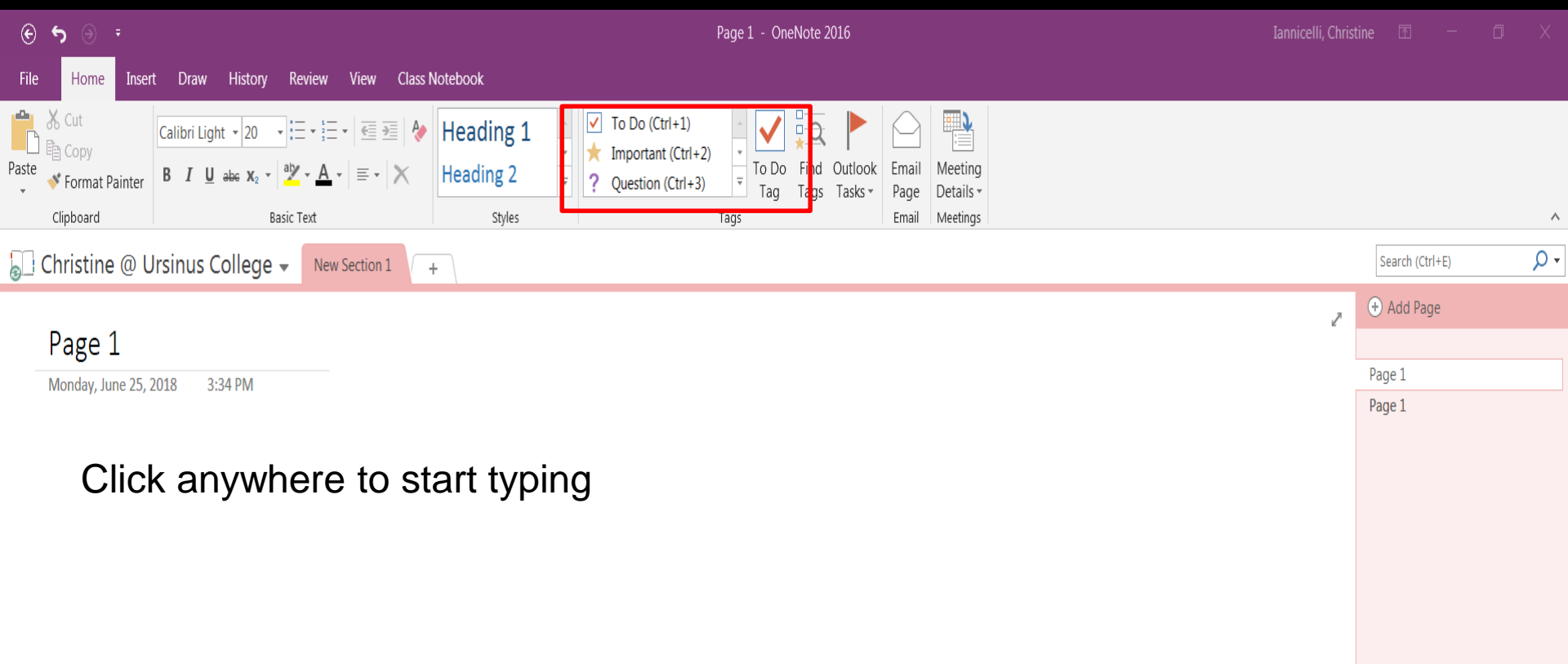
- ✓ Access OneNote online and on computer
- ✓ Create a notebook
- ✓ Share a notebook
- ✓ Mobile app



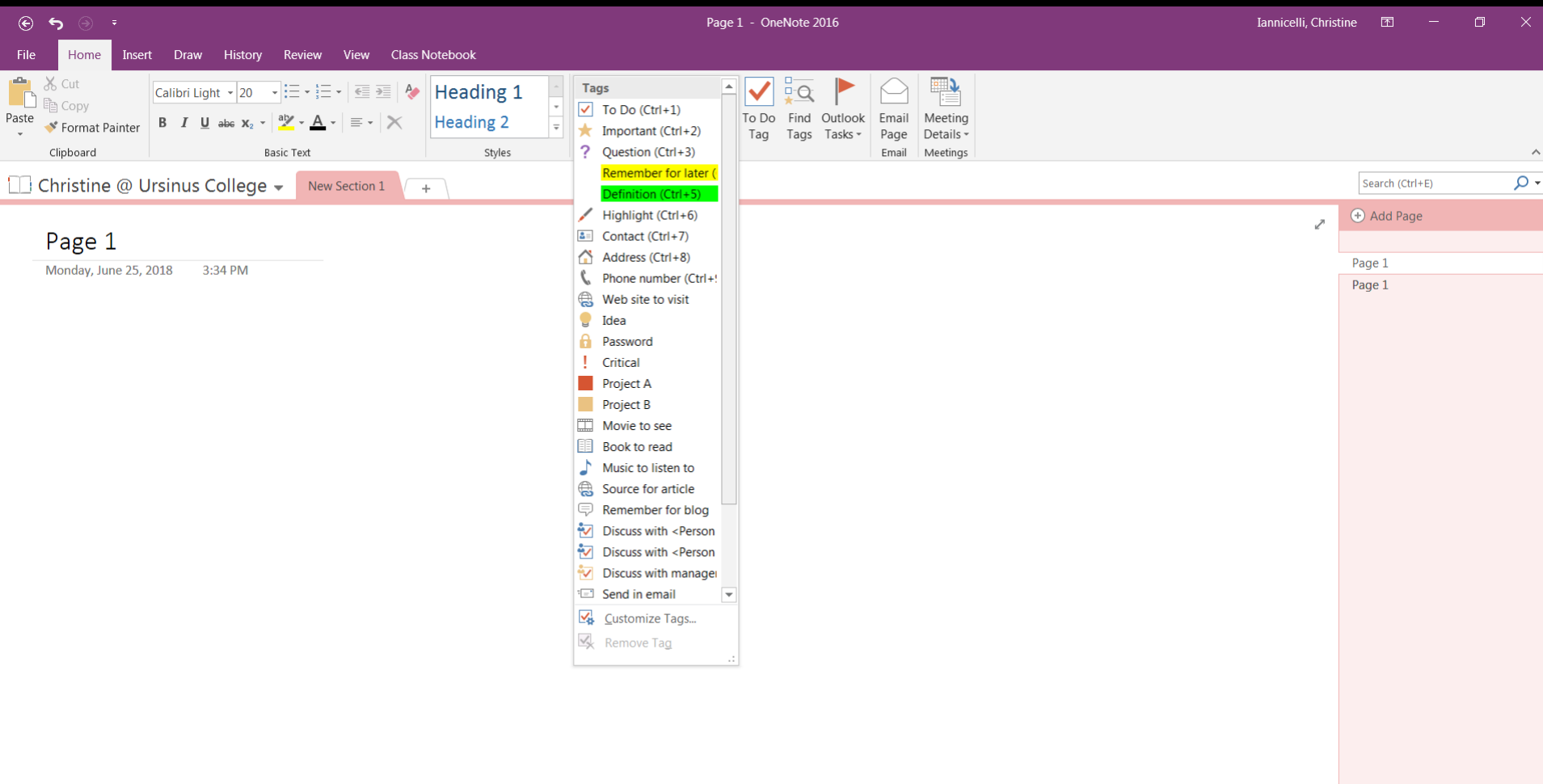
How to Access OneNote (Desktop Version)



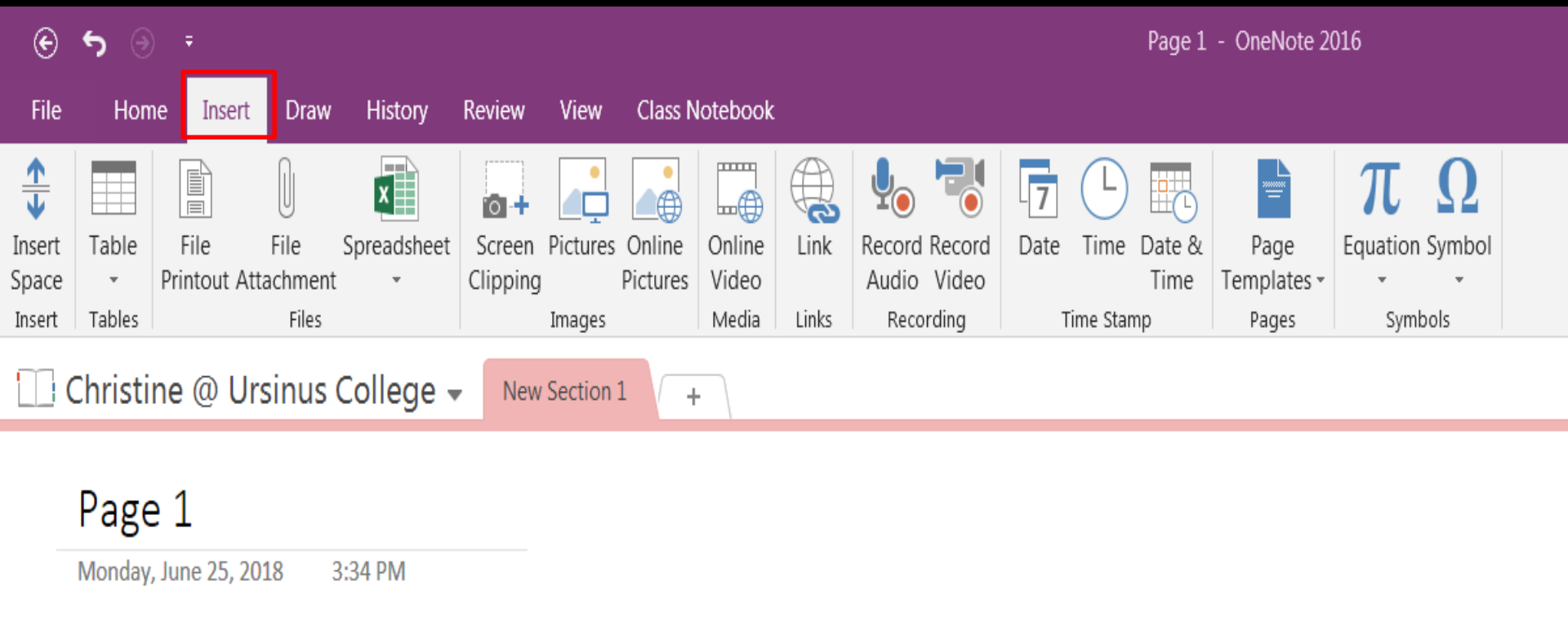
OneNote (Desktop Version)



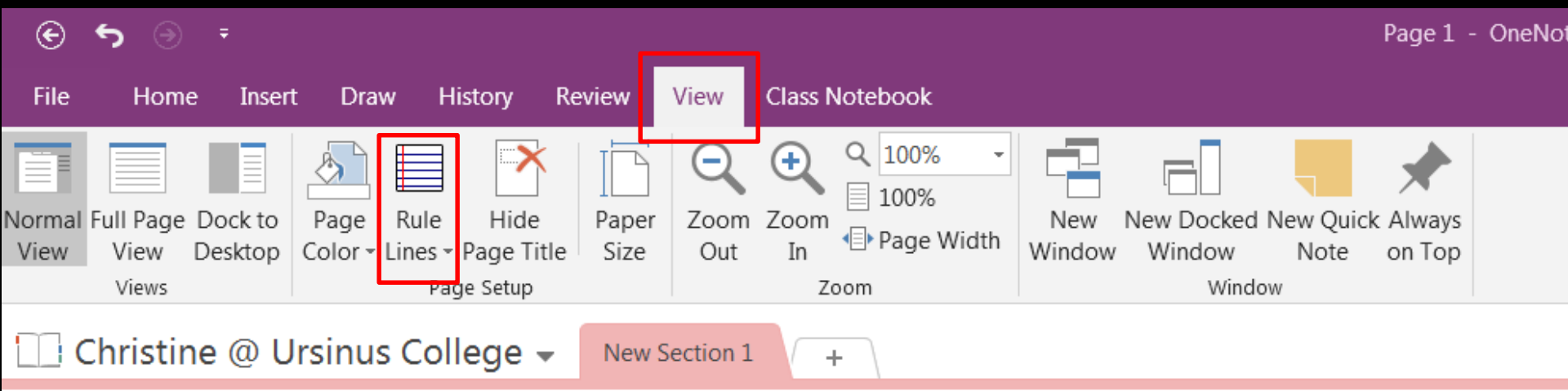
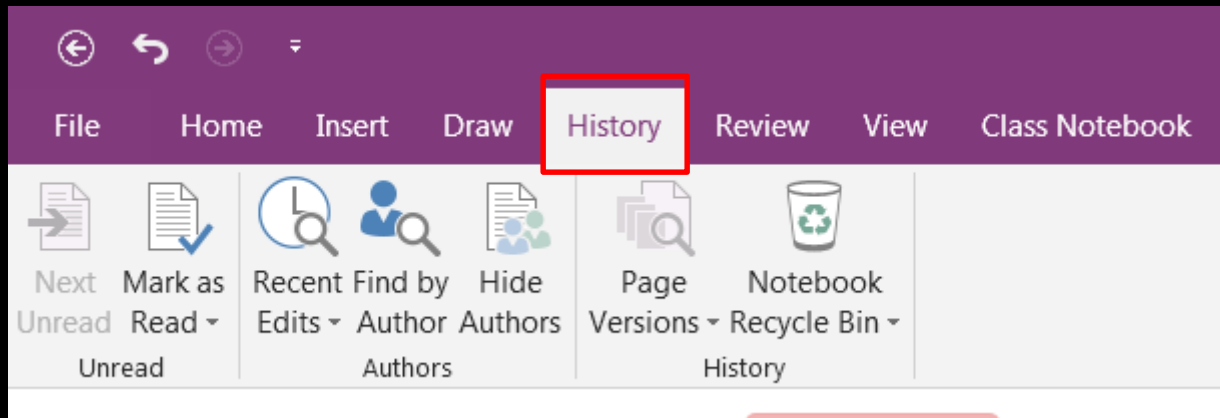
OneNote (Desktop Version)



OneNote (Desktop Version)



OneNote (Desktop Version)



Personal Example

The screenshot displays the Microsoft OneNote application interface. The top ribbon includes tabs for File, Home, Insert, Draw, History, Review, View, and Layout. The Home tab is active, showing various toolbars: Clipboard (Cut, Copy, Paste, Format Painter), Basic Text (font settings, bold, italic, underline, text color, background color), Styles (Heading 1, Heading 2), Tags (To Do, Important, Question), Find Tags, Outlook Tasks, Email Page, and Meeting Details. The notebook is titled 'My Notebook' and contains three pages: 'Office 365 Notes', 'Qualtrics Notes', and 'Meetings with Supervisor'. The 'Office 365 Notes' page is selected, showing a search bar and a list of pages: 'Office 365', 'OneDrive', and 'OneNote'. The main content area is titled 'OneNote' and contains a 'To-do lists' section. This section has two columns: 'Shopping list' and 'Priorities'. The 'Shopping list' column contains a list of items with checkboxes: Milk (checked), Oranges, Potatoes, Bread (checked), Cereal, and Sugar (checked). The 'Priorities' column contains a list of tasks with checkboxes and tags: Check messages, Call Dave (starred), Follow up with Jim (question mark), Schedule appt. (checked and numbered 1), and Call Janet (checked and numbered 2). To the right of the 'To-do lists' section, there is a large text area with the heading 'Remember everything' and a list of instructions: 'Add Tags to any notes', 'Make checklists and to-do lists', and 'Create your own custom tags'. Below this list, there is a diagram showing a box labeled 'HOME' with an arrow pointing to a 'To Do Tag' icon (a blue square with a white checkmark).

File Home Insert Draw History Review View Layout

Cut Copy Paste Format Painter Clipboard

Basic Text

Heading 1 Heading 2 Styles

To Do (Ctrl+1) Important (Ctrl+2) Question (Ctrl+3) Tags

To Do Tag Find Tags Outlook Tasks Email Page Meeting Details Email Meetings

My Notebook Office 365 Notes Qualtrics Notes Meetings with Supervisor

Search (Ctrl+E)

OneNote

To-do lists

Shopping list

- ☒ Milk
- ☐ Oranges
- ☐ Potatoes
- ☒ Bread
- ☐ Cereal
- ☒ Sugar

Priorities

- ☐ Check messages
- ☒ ★ Call Dave
- ☒ ? Follow up with Jim
- ☒ 1 Schedule appt.
- ☒ 2 Call Janet

Remember everything

- Add Tags to any notes
- Make checklists and to-do lists
- Create your own custom tags

HOME → To Do Tag

File Home Insert Draw History Review View Layout

Cut Copy Paste Format Painter Clipboard

Basic Text

Heading 1 Heading 2 Styles

Tags

To Do (Ctrl+1) Important (Ctrl+2) Question (Ctrl+3)

To Do Tag Find Tags Outlook Tasks Email Page Email Meeting Details Meetings

My Notebook Office 365 Notes Qualtrics Notes Meetings with Supervisor Quick Notes +

Search (Ctrl+E)

+ Add Notebook

My Notebook

LIT Web Team

Mindfulness Learning Circle

UCGroup_LIT Web Team Notebook

UCGroup_LIT Training Team Notebook

Christine @ Work

Open Other Notebooks

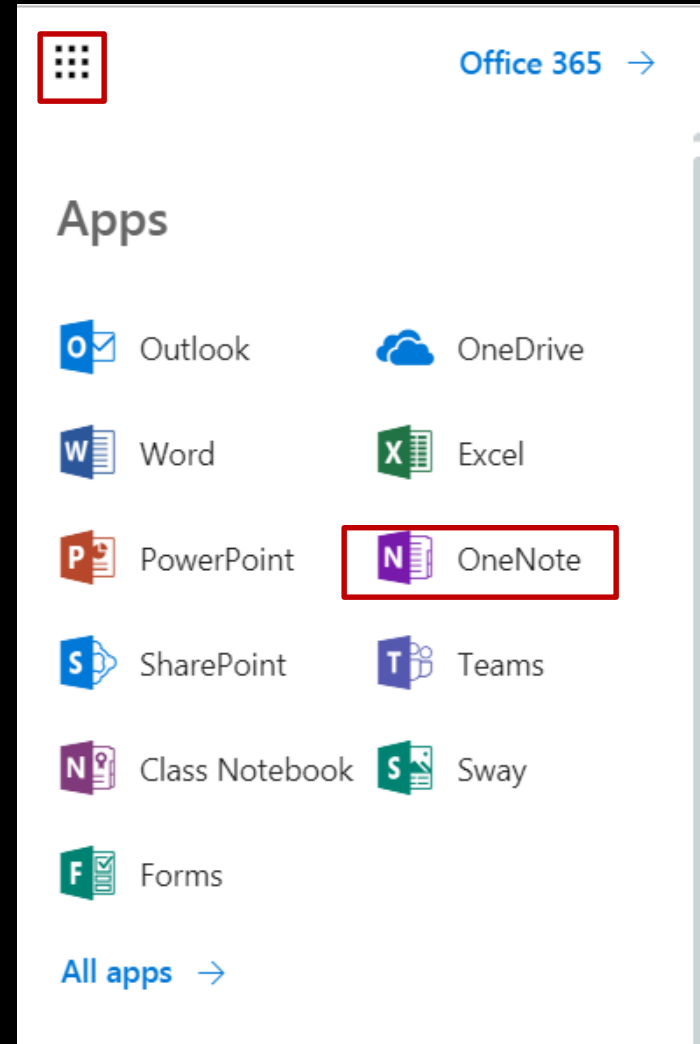
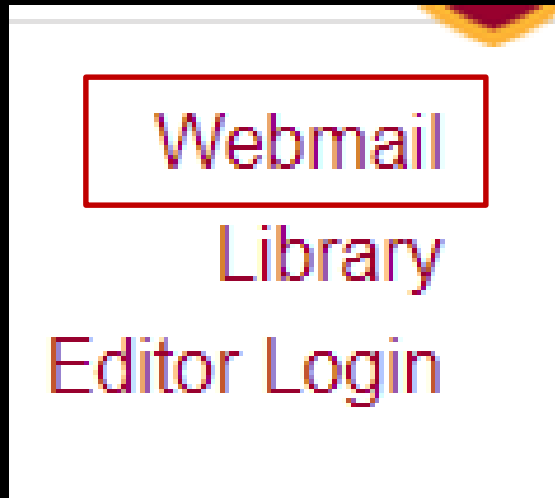
Quick Notes

Remember everything

- Add Tags to any notes
- Make checklists and to-do li
- Create your own custom tag

HOME → To Do Tag

How to Access OneNote (Web Version)



OneNote (Web Version)

The screenshot displays the OneNote Online web interface. At the top, the header bar includes the OneNote Online logo, the user's name 'Iannicelli, Christine', and the organization 'Christine @ Ursinus College'. Below the header is the ribbon, which is currently set to the 'Home' tab. The ribbon contains various groups of commands, including 'Clipboard' (Undo, Paste, Cut, Copy, Format Painter), 'Basic Text' (Font face, Size, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Decrease indent), 'Styles' (Normal, Heading 1, Heading 2, Heading 3, Heading 4), and 'Tags' (Tag, Spelling, Meeting Details). A red box highlights the 'Open In OneNote' button in the ribbon. On the left side, the navigation pane shows a list of sections and pages, with 'New Section 1' and 'Page 1' visible. The main content area displays 'Page 1' with the date and time 'Monday, June 25, 2018 3:31 PM'. On the right side, a list of tags is shown, including 'To Do', 'Important', 'Question', 'Remember for later', 'Definition', 'Highlight', 'Contact', 'Address', 'Phone number', 'Web site to visit', 'Idea', 'Password', 'Critical', and 'Project A'.

OneNote Online

Iannicelli, Christine ▶ Christine @ Ursinus College

Christine @ Ursinus College

File Home Insert Draw View Class Notebook Print Tell me what you want to do Open In OneNote Give Feedback To Microsoft

Undo Paste Cut Copy Format Painter Clipboard Basic Text

Normal AaBbCc Heading 1 AaBbCc Heading 2 AaBbCc Heading 3 AaBbCc Heading 4 AaBbCc Styles

Christine @ Ursinus College

New Section 1 Page 1

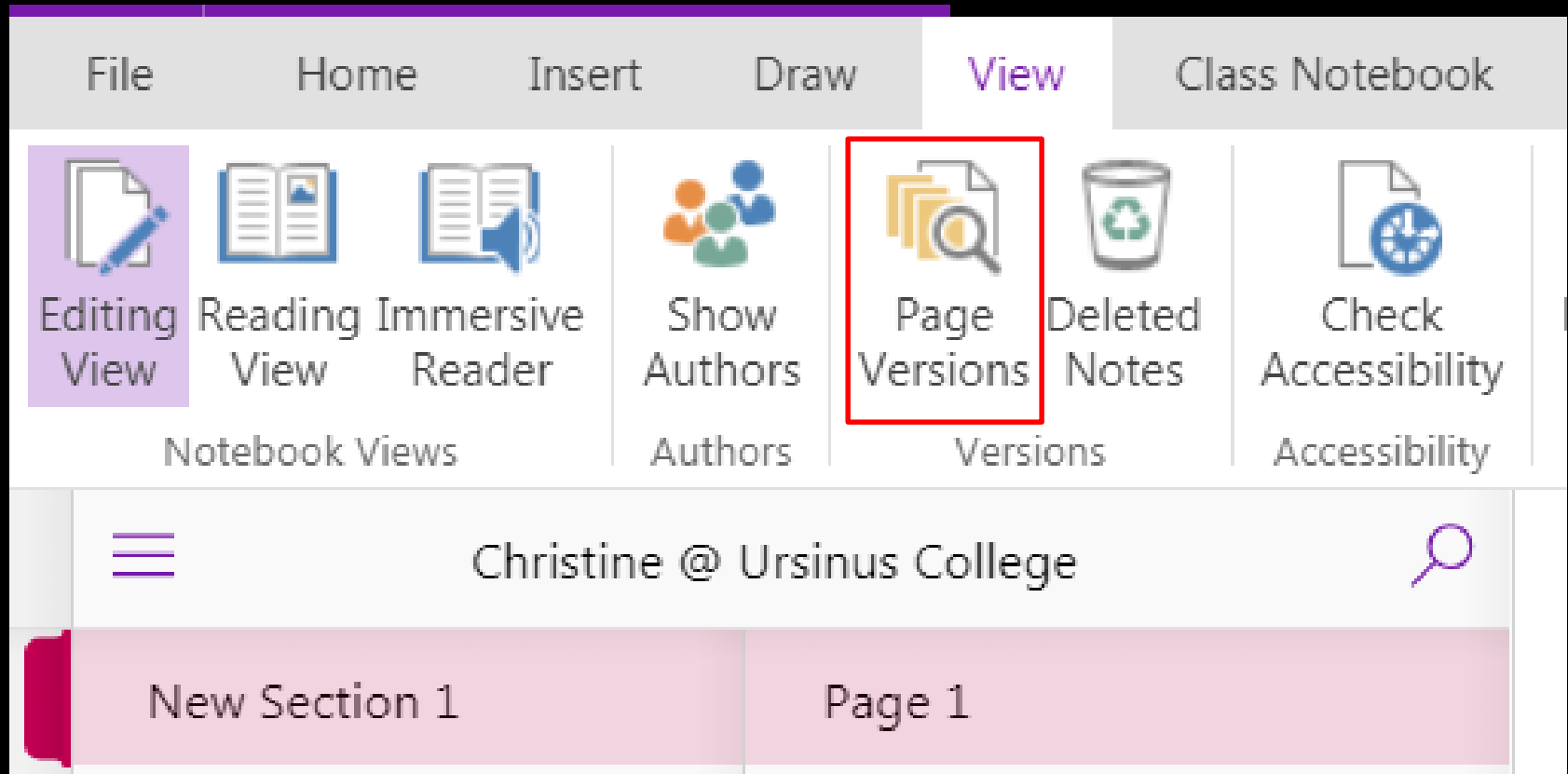
Page 1

Monday, June 25, 2018 3:31 PM

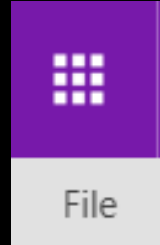
Remove Tag

- ☒ To Do
- ★ Important
- ? Question
- ⌚ Remember for later
- 📖 Definition
- 🖋 Highlight
- 📄 Contact
- 🏠 Address
- 📞 Phone number
- 🌐 Web site to visit
- 💡 Idea
- 🔒 Password
- ❗ Critical
- 📁 Project A

OneNote (Web Version)



Share a Notebook



←

Info
New
Open
Print
Share
Export
Send
Account
Feedback
Options

Untitled page (Read-Only - Deleted Notes) - OneNote 2016

Iannicelli, Christine ? —

Share Notebook

Christine @ Ursinus College
OneDrive - Ursinus College

Share

- Share with People
- Get a Sharing Link
- Share with Meeting
- Move Notebook

Share with People

Type a name or email address to invite someone

Include a personal message with the invitation

☐ Require user to sign in before accessing document.

Share

Can edit ▼

Questions?



Ursinus College

GROUPS

for



Collaborative
online
workspace



Why use Groups?

- ✓ Shared email distribution list
- ✓ Store group emails
- ✓ Schedule group meetings
- ✓ Store group files
- ✓ Co-edit files in real time
- ✓ Take and store meeting notes
- ✓ Delegate and track tasks



Use Cases

- ✓ Departments
- ✓ Committees
- ✓ Project coordinators & teams
- ✓ Student groups & organizations



Guidelines

- ✓ Group names should be specific, appropriate, and reflective of the Group's purpose
- ✓ Once you create a group, it will automatically add a **UCGroup_** prefix (do not add it yourself)
- ✓ Clicking on “New Plan” in Planner will create a new Group automatically
- ✓ Be careful when deleting a group. You will lose everything!



Guidelines

- ✓ Most Groups should be private (private Groups still show up in the distribution list)
- ✓ Do NOT share confidential and sensitive information with external users/guests
- ✓ The person who creates the Group is the owner by default
- ✓ Students should contact Tech Support if they want a Group created

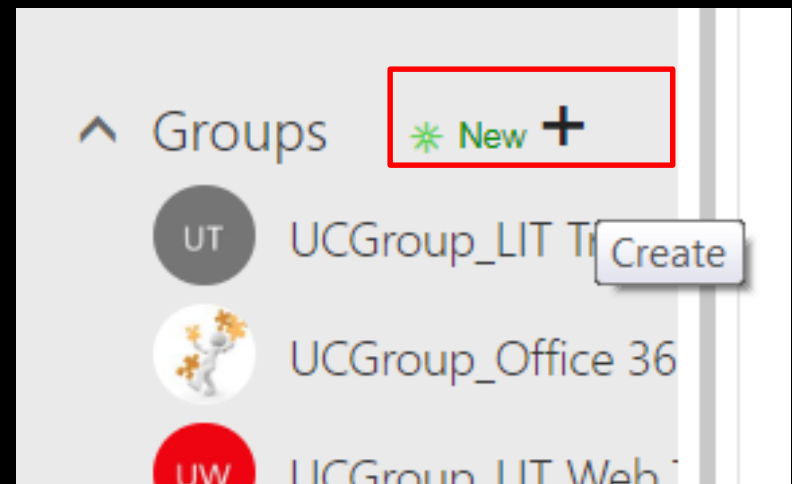
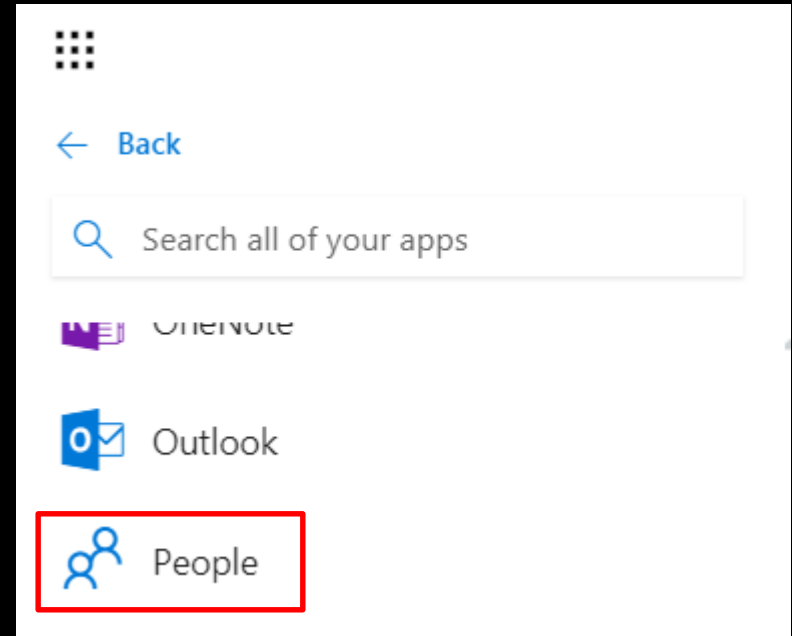
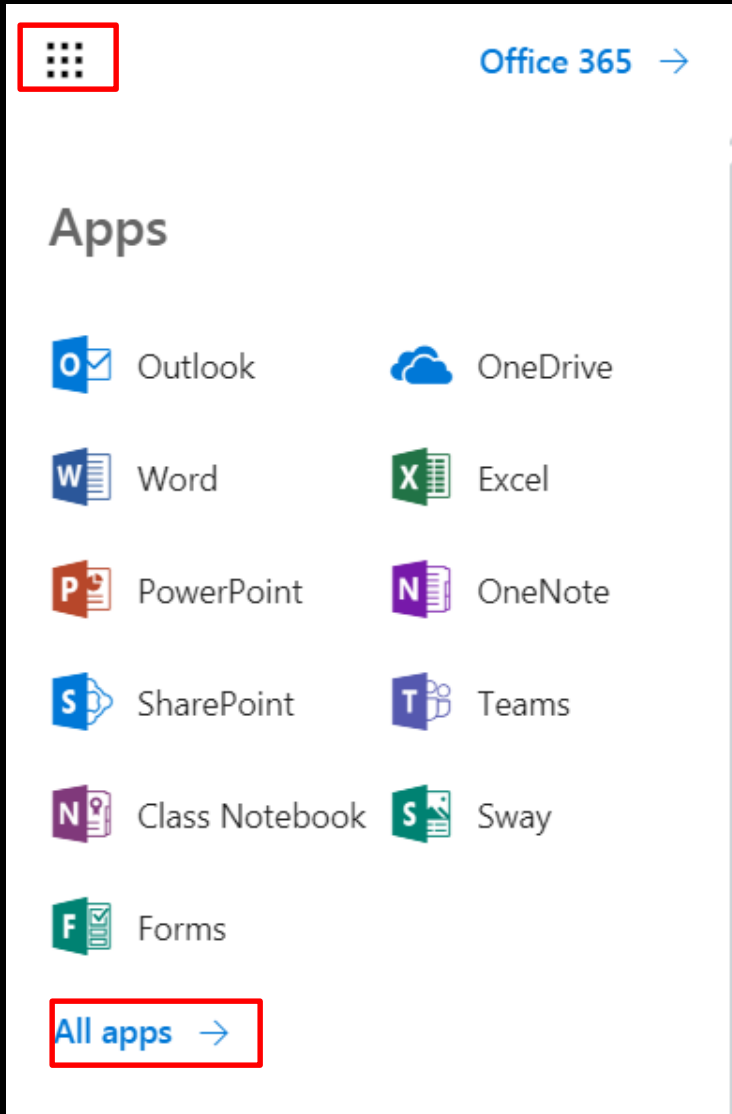


Hands-On Practice

- ✓ Create a group
- ✓ Accept an invite to a group
- ✓ How to access a Group
- ✓ Explore Group features



Create a Group



Create a Group

✕ Discard

Create a group

Choose the type of group you'd like to create.



Standard group

A shared space for team collaboration.

Next



Professional Learning Community (PLC)

A shared space for educators in a community of practice.



Next

Create a Group

Create Discard

Create a group

A Standard group provides a space for shared conversations, files, and a group calendar.



Standard group

A shared space for team collaboration.

Group name

Description

Tell people the purpose of your group.

Privacy

Private - Only approved members can see what's i ▼

Language for group-related notifications

English (United States) ▼

☒ Send all group conversations and events to members' inboxes. They can stop following this group later if they want to.

Accept Group Invite



Outlook

Access a Group

The screenshot displays the Microsoft Office 365 interface. The top navigation bar includes 'File', 'Home', 'Add-ins', and 'Help'. The 'Home' tab is active, showing a ribbon with various icons. A red box highlights the 'Email', 'Calendar', 'Files', 'Notebook', 'Group Settings', 'Store', and 'New Group' / 'Browse Groups' section. Below the ribbon, the 'Favorites' list on the left includes 'Inbox', 'Sent Items', 'Unread Mail 5', 'Deleted Items 80', 'UCGroup_Office 365 Training Team', and 'UCGroup_LIT Training Team 14'. The 'Groups' section at the bottom left is also highlighted with a red box, showing 'UCGroup_LIT Training Team 14'. The main content area displays the 'UCGroup_LIT Training Team' group page, which is a private group. It features a search bar and a list of recent messages from 'Iannicelli, Christine' dated 'Fri 6/22'. The messages include links to 'View meeting notes <onenote...>'.

File Home Add-ins Help Tell me what you want to do

New Email New Items Reply All Forward Respond

Email Calendar Files Notebook Group Settings Store New Group Browse Groups

UCGroup_LIT Training Team Connectors Groups

Favorites

- Inbox
- Sent Items
- Unread Mail 5
- Deleted Items 80
- UCGroup_Office 365 Training Team
- UCGroup_LIT Training Team 14

Missed Calls

Missed Conversations

Unread Mail 5

Voice Mail

Groups

UCGroup_LIT Training Team 14

UCGroup_LIT Training Team

Private group

Search UCGroup_LIT Training Team

Last Week

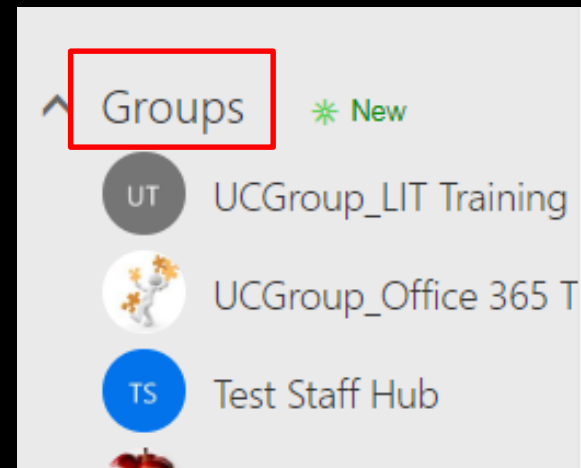
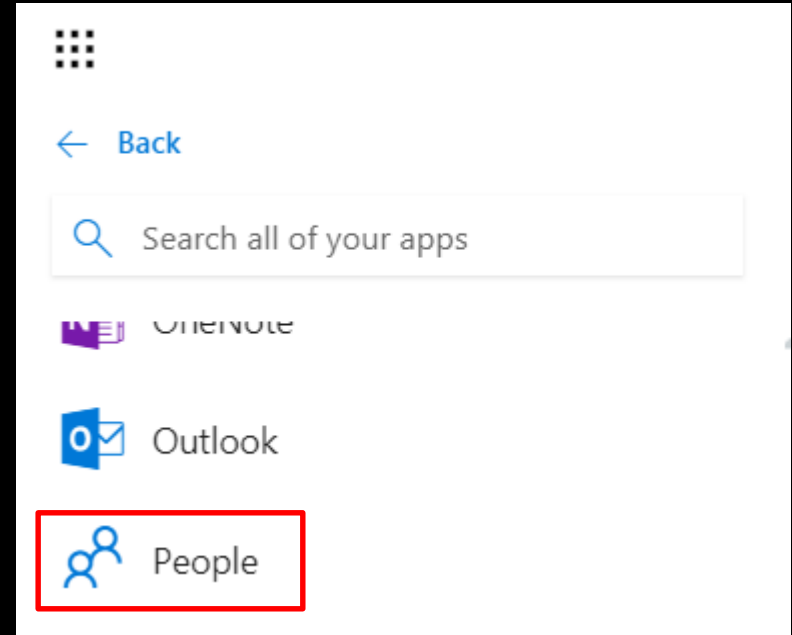
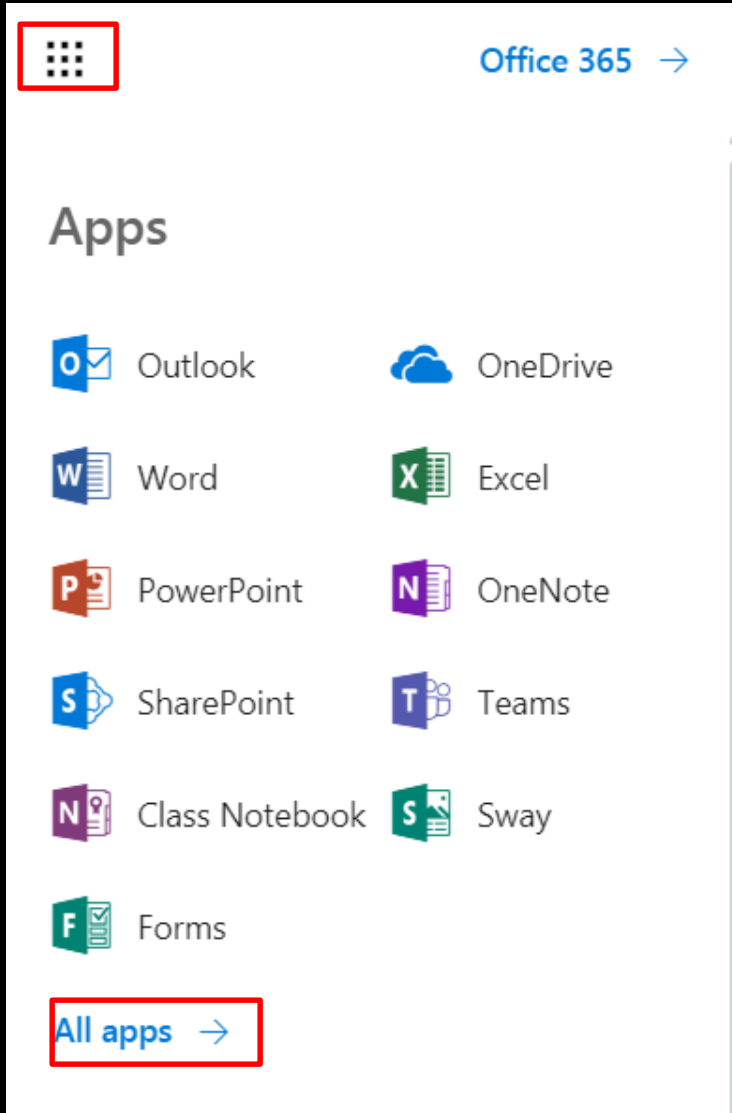
Iannicelli, Christine
LIT Training Team
--> View meeting notes <onenote... Fri 6/22

Iannicelli, Christine
LIT Training Team
--> View meeting notes <onenote... Fri 6/22


Iannicelli, Christine
LIT Training Team
Hello all, I wanted to get these on... Fri 6/22





Iannicelli, Christine; Spen... 4

Access a Group




Access a Group


 UCGroup_LIT Training Team


Private group | Following ▾ |    8 members 

[Conversations](#) [Files](#) [Calendar](#) [Notebook](#) [...](#)


[+ New](#) [↑ Upload](#) [List](#) [Browse library](#)




 Iannicelli, Christine
A few seconds ago

 Iannicelli, Christine
1 hour ago

Office 365 Workshops
July 23 and 24
Myrin Library 1st floor (by the computers)
Are you curious as to what Office 365 is? Need basic training or a refresher on how to use it?
Then these hands-on workshops are for you! We will walk you through how to accomplish tasks

 Sprague, Ruth
2 hours ago

 UCGroup_LIT Training Team

[Conversations](#) [Files](#) [Calendar](#) [Notebook](#) [...](#)

[+ New](#) [↑ Upload](#)

[Planner](#)
[Site](#)

Questions?



Ursinus College

GROUPS

for



Communicating
within a Group



Hands-On Practice

- ✓ Email your group
- ✓ Create a calendar appt.
- ✓ Accept a calendar appt.
- ✓ Add note in Group notebook



Email a Group

Untitled - Message (HTML)

File Message Insert Options Format Text Review Help Tell me what you want to do

Cut Copy Paste Format Painter

Clipboard Basic Text Names Include Tags

Address Book Check Names Attach File Attach Item Signature Follow Up - High Importance Low Importance

To...

Cc...

Send

Subject

Email a Group

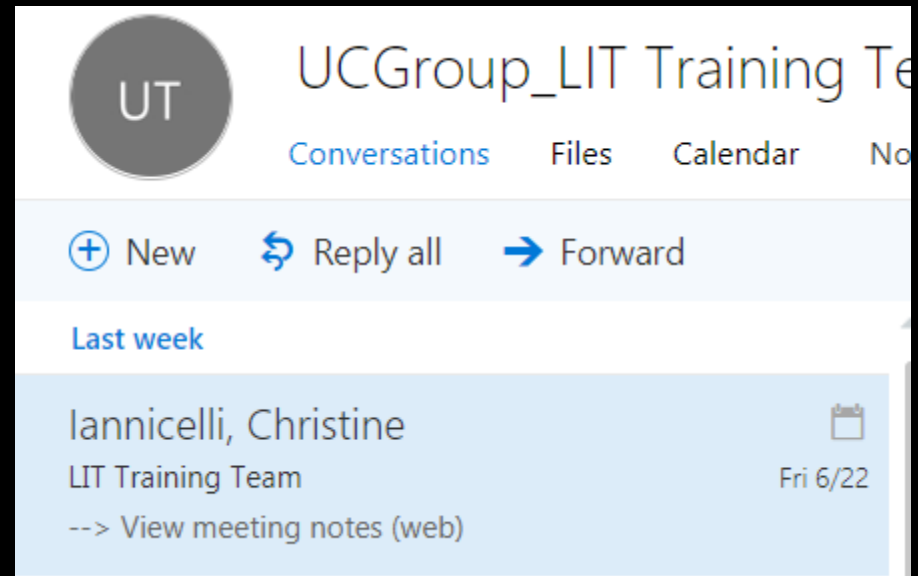
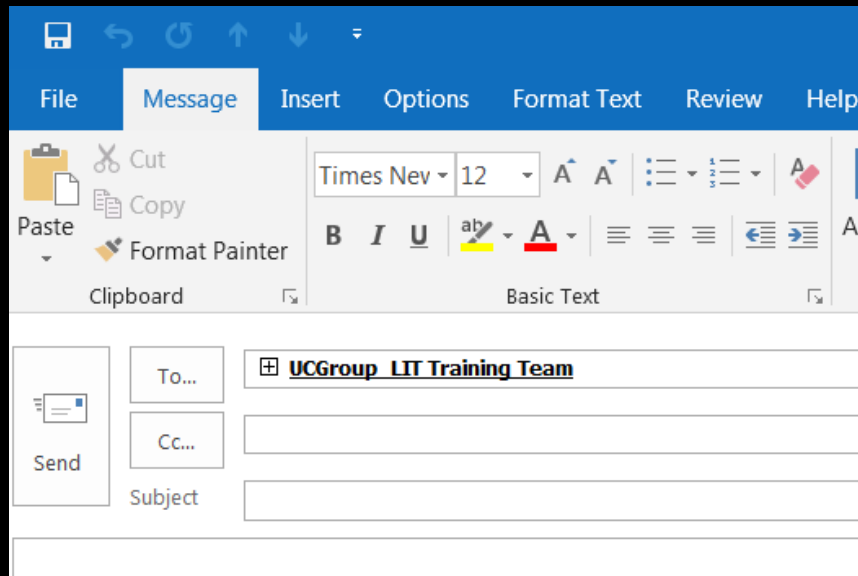
Select Names: Global Address List ✕

Search: ☒ Name only ☐ More columns **Address Book**

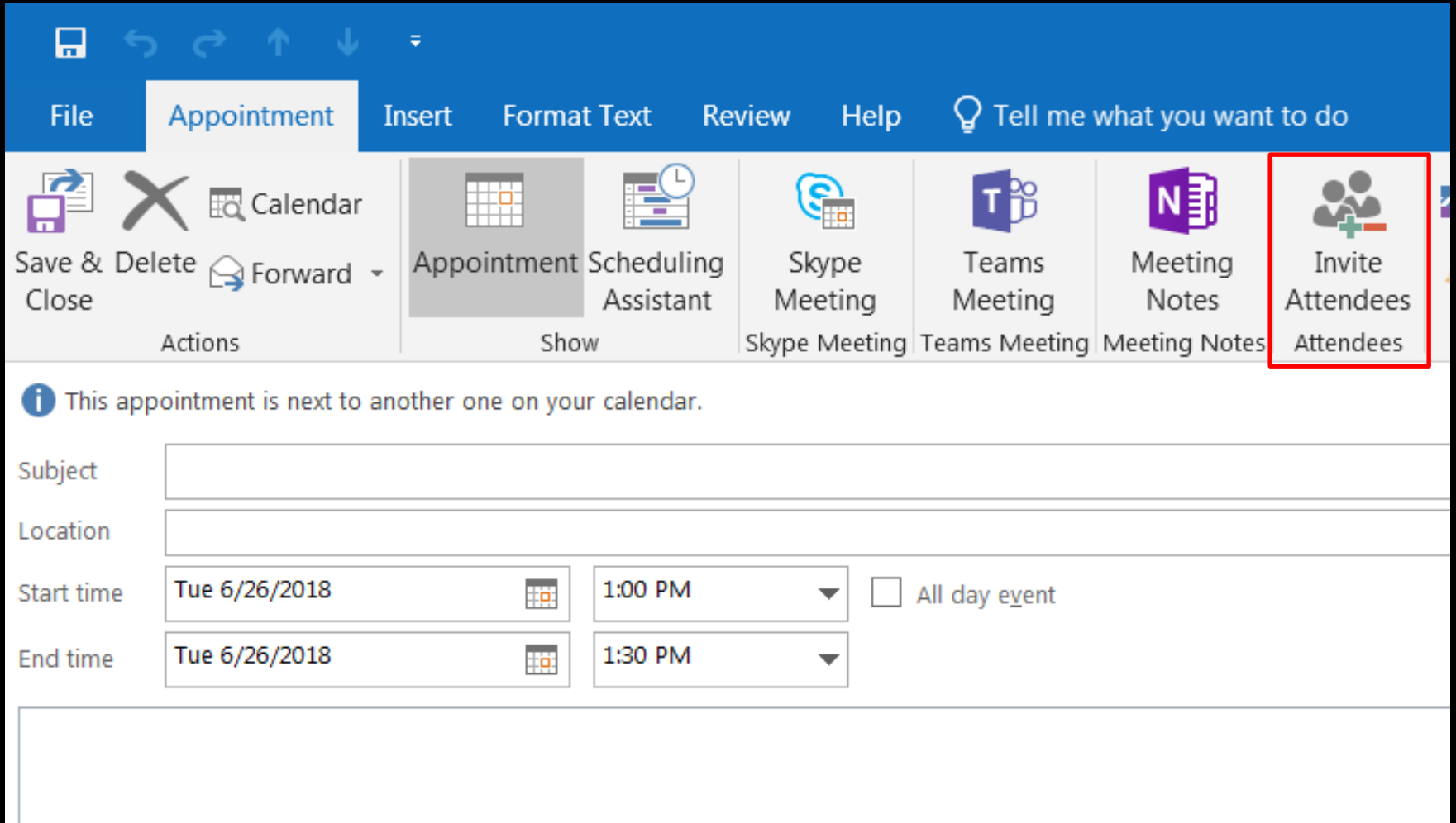
Global Address List - ciannicelli@ursinus.edu [Advanced Find](#)

Name	Title	Business Phone	Location
UCGroup_2015-16 Wrestling Roster			
UCGroup_4th week			
UCGroup_AAAS FACULTY			
UCGroup_AcadCouncil			
UCGroup_Academic Affairs Monday morning group			
UCGroup_Academic Affairs Team Projects			
UCGroup_Active Minds Executive Board			
UCGroup_Admin/Coordinator			
UCGroup_Administrative Assistant Search			
UCGroup_Administrative Assistants Academic Affairs			
UCGroup_advisees			
UCGroup_Advising Brain Trust			
UCGroup_Advising Cohort 2017			
UCGroup Advising Group 2017			

Email a Group



Create a Calendar Appointment



The screenshot shows the Microsoft Outlook 'Appointment' ribbon. The 'Invite Attendees' button, located at the far right of the ribbon, is highlighted with a red rectangular box. The button features an icon of three people with a green plus sign. Below the icon, the text 'Invite Attendees' is displayed, and further below, the word 'Attendees' is also visible. The ribbon includes other buttons such as 'Save & Close', 'Delete', 'Forward', 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Teams Meeting', and 'Meeting Notes'. A blue information bar at the top of the ribbon states: 'This appointment is next to another one on your calendar.'

Appointment

File Appointment Insert Format Text Review Help Tell me what you want to do

Save & Close Delete Forward

Calendar

Appointment Scheduling Assistant

Skype Meeting

Teams Meeting

Meeting Notes

Invite Attendees

Attendees

This appointment is next to another one on your calendar.

Subject

Location

Start time

Tue 6/26/2018 1:00 PM

☐ All day event

End time

Tue 6/26/2018 1:30 PM

Create a Calendar Appointment

Untitled - Meeting

File Meeting Insert Format Text Review Help Tell me what you want to do

Calendar Appointment Scheduling Assistant Skype Meeting Teams Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options

Actions Show Skype Meeting Teams Meeting Meeting Notes Attendees Options

Show As: Busy Recurrence

Reminder: 15 minutes

You haven't sent this meeting invitation yet.
This appointment is next to another one on your calendar.

To... **UCGroup LIT Training Team;**

Subject

Location

Start time Tue 6/26/2018 1:00 PM ☐ All day event

End time Tue 6/26/2018 1:30 PM

Send

Create a Calendar Appointment

Untitled - Meeting

File Meeting Insert Format Text Review Help Tell me what you want to do

Calendar Appointment Assistant

Actions Show Skype Meeting Teams Meeting Meeting Notes Cancel Invitation Address Book Names Options

Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder Categorize Private High Importance Low Importance Tags

Send 100%

All Attendees

- Iannicelli, Christine
- UCGroup_LIT Training Team

Add a name here

Monday, July 09, 2018

Tuesday, July 10, 2018

11:00 12:00 PM 1:00 2:00 3:00 4:00 8:00 AM 9:00 10:00 11:00 12:00 PM 1:00 2:00 3:00 4:00 8:00 AM 9:00 10:00 11:00 12:00 PM 1:00 2:00

Blocked time wor emj Lunch RE: Mind

Blocked time Bi-V Lunch Info Lit Present

Add Attendees...

Add Rooms...

Options

Start time Mon 7/9/2018 2:00 PM

End time Mon 7/9/2018 3:00 PM

Busy Tentative Out of Office Working Elsewhere No Information Outside of working hours

Room Fin..

July, 2018

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Good Fair Poor

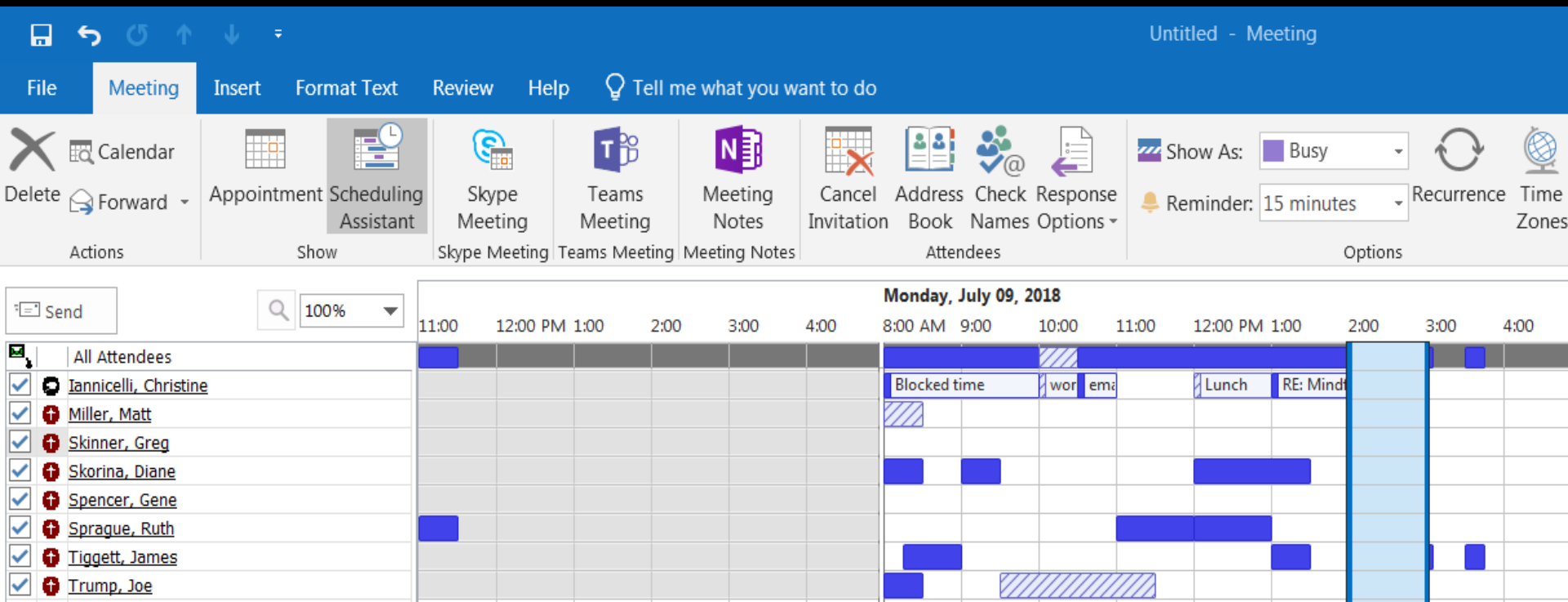
Choose an available room:

None

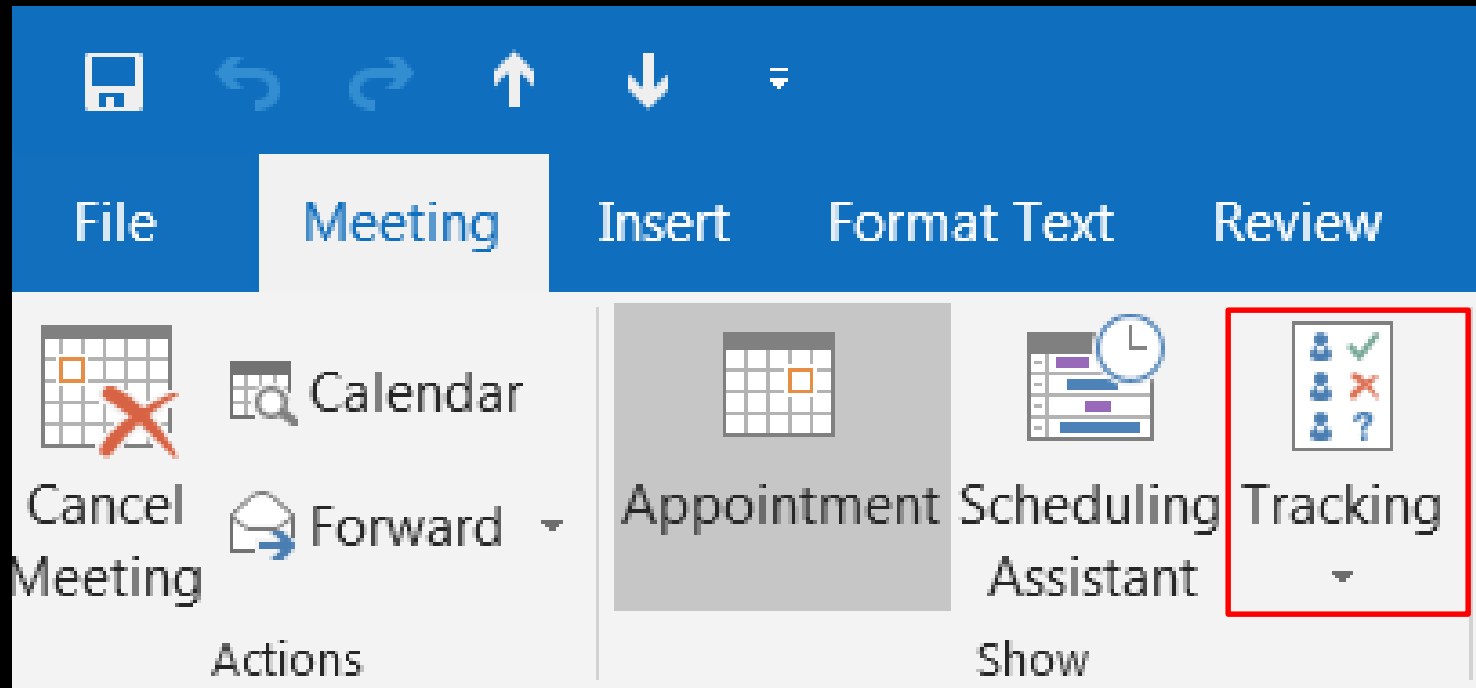
Suggested times:

- 2:00 PM - 3:00 PM No conflicts
- 4:00 PM - 5:00 PM No conflicts
- 2:30 PM - 3:30 PM 1 conflict: UCGroup_LIT T...
- 3:00 PM - 4:00 PM 1 conflict: UCGroup_LIT T...
- 3:30 PM - 4:30 PM 2 conflicts: UCGroup_LIT T...
- 11:00 AM - 12:00 PM 2 conflicts: Iannicelli, Chri...
- 1:30 PM - 2:30 PM 2 conflicts: Iannicelli, Chri...
- 9:30 AM - 10:30 AM 3 conflicts: Iannicelli, Chri...

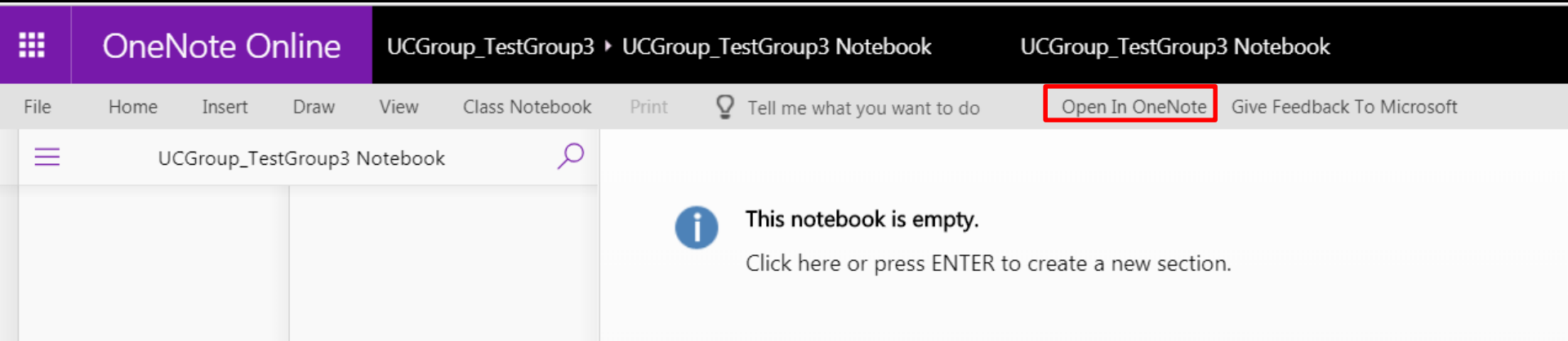
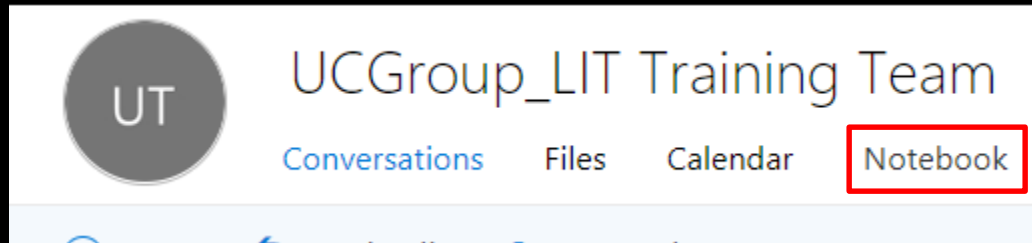
Create a Calendar Appointment



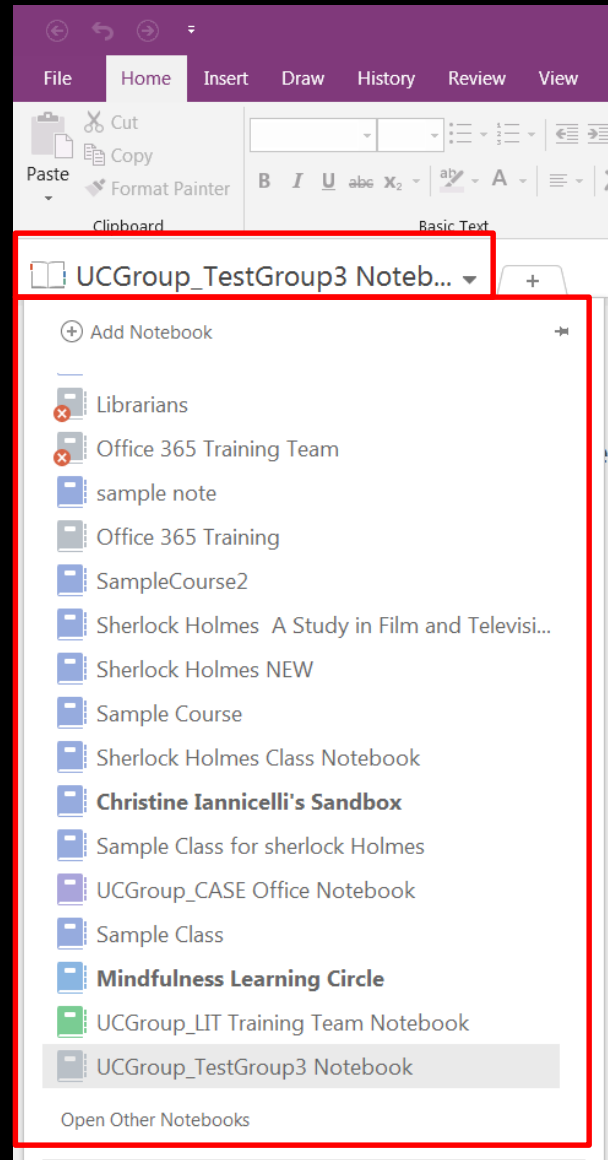
Create a Calendar Appointment



Take Notes in OneNote



Take Notes in OneNote



Take Notes in OneNote

The screenshot displays the Microsoft OneNote application interface. At the top, the notebook name is 'UCGroup_LIT Training Team ...'. Below it is a horizontal tab bar with dates: 'Feb. 21 2018' (pink), 'March 5 2018' (blue), 'April 20 2018' (orange), and 'October 5 2018' (green). A search bar on the right contains the text 'Search (Ctrl+E)'. The main content area shows a page titled 'Agenda' with a list of three items, each preceded by an unchecked checkbox: 'Agenda Item 1', 'Agenda Item 2', and 'Agenda Item 3'. On the right side, a green sidebar contains a '+ Add Page' button and a list of pages: 'Agenda' and 'Minutes'.

UCGroup_LIT Training Team ...

Feb. 21 2018 March 5 2018 April 20 2018 October 5 2018

Search (Ctrl+E)

Agenda

- ☐ Agenda Item 1
- ☐ Agenda Item 2
- ☐ Agenda Item 3

+ Add Page

Agenda

Minutes

Attaching Notebook to a Calendar Appointment

Untitled - Appointment

File Appointment Insert Format Text Review Help Tell me what you want to do

Save & Close Delete Forward Calendar Appointment Scheduling Assistant Skype Meeting Teams Meeting Meeting Notes Invite Attendees Show As: Busy Reminder: 15 minutes Recurrence

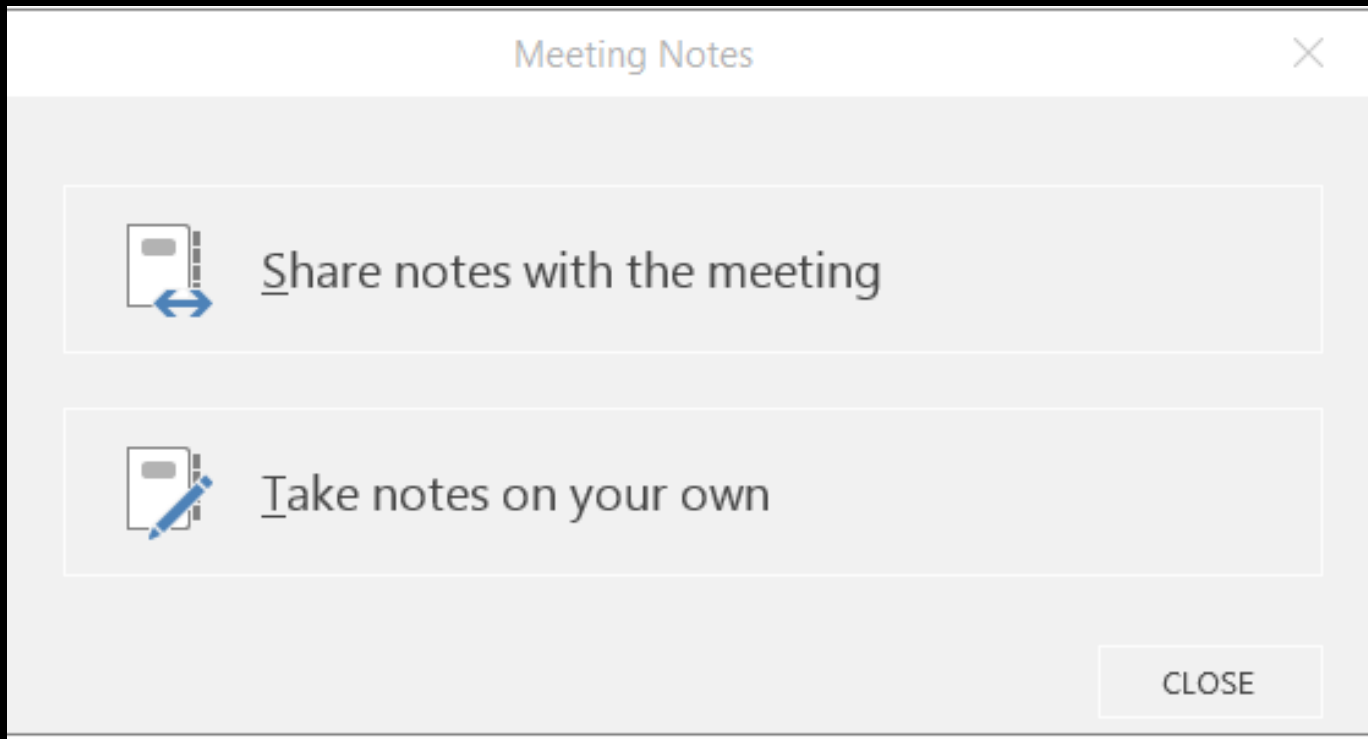
Subject

Location

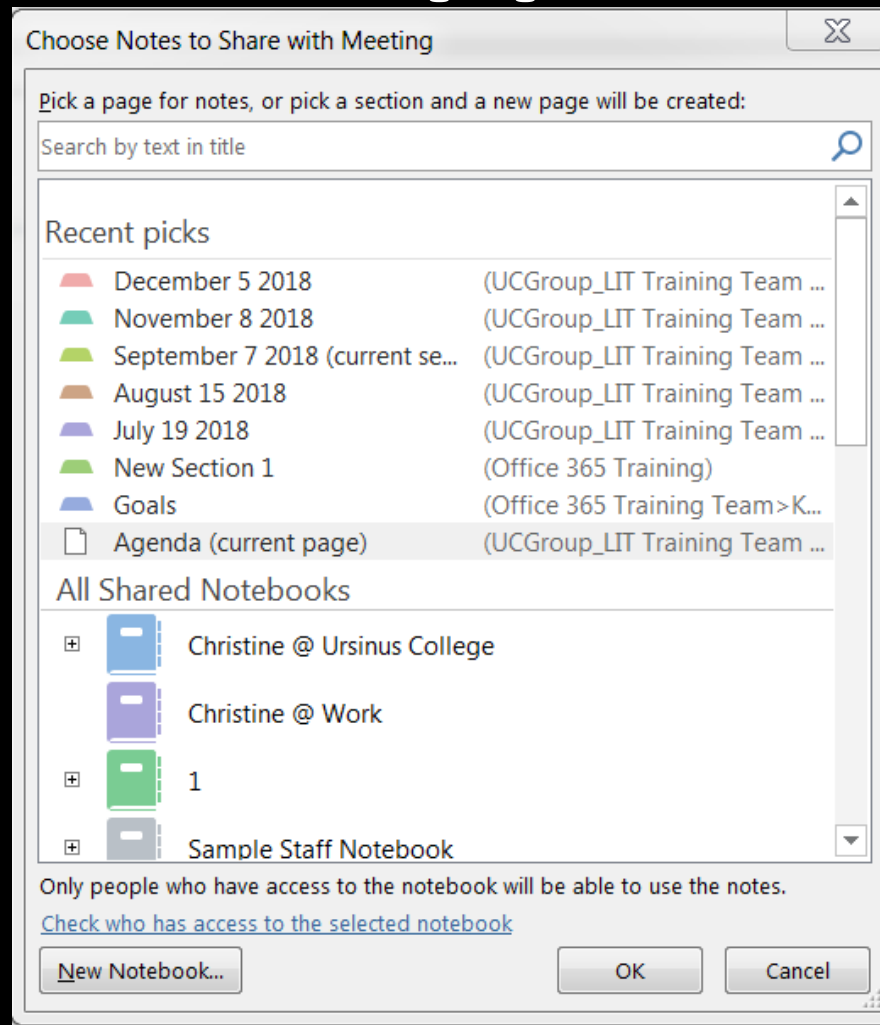
Start time Tue 6/26/2018 2:00 PM ☐ All day event

End time Tue 6/26/2018 2:30 PM

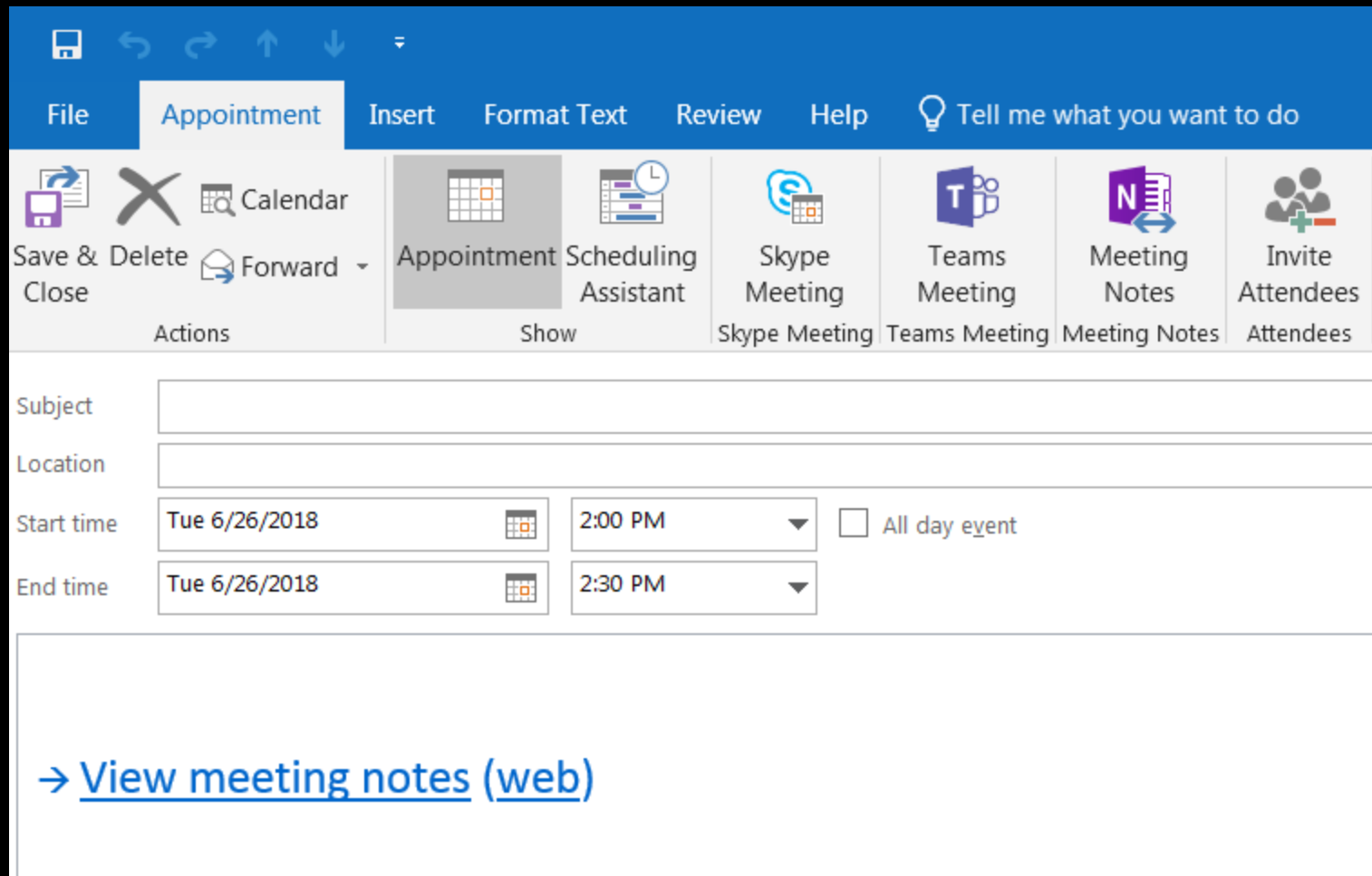
Attaching Notebook to a Calendar Appointment



Attaching Notebook to a Calendar Appointment



Attaching Notebook to a Calendar Appointment



The screenshot shows the Microsoft Outlook 'Appointment' ribbon. The 'Appointment' tab is selected, and the 'Appointment' button is highlighted. Below the ribbon, the appointment form is visible, including fields for Subject, Location, Start time, and End time. The Start time is set to Tue 6/26/2018 at 2:00 PM, and the End time is set to Tue 6/26/2018 at 2:30 PM. The 'All day event' checkbox is unchecked. At the bottom of the form, there is a link to view meeting notes.

File **Appointment** Insert Format Text Review Help Tell me what you want to do

Save & Delete Close X Calendar Appointment Scheduling Assistant Skype Meeting Teams Meeting Meeting Notes Invite Attendees

Actions Show Skype Meeting Teams Meeting Meeting Notes Attendees

Subject

Location

Start time Tue 6/26/2018 2:00 PM ☐ All day event

End time Tue 6/26/2018 2:30 PM

→ [View meeting notes \(web\)](#)

Questions?



Ursinus College

GROUPS

for



File Sharing
and
Collaboration



Hands-On Practice

- ✓ Access SharePoint
- ✓ Create group files
- ✓ Edit group files
- ✓ Edit files at the same time



Access SharePoint

Good morning

 Search apps, documents, people, and sites

Apps

Install Office apps ▾



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class
Notebook



Sway



Forms



Yammer



People



Stream



Planner



StaffHub



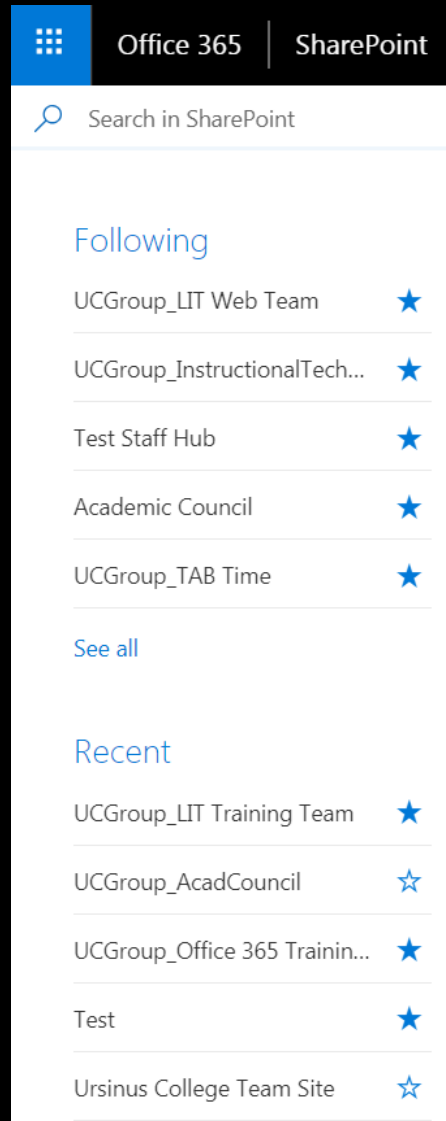
Video




To-Do





[Explore all your apps →](#)


Access SharePoint



Access SharePoint

 Office 365 | SharePoint



 Search this site

Home

Documents

Planner

Conversations

Calendar

Notebook


Pages

UCGroup_LIT Training ...

Site contents

Recycle bin


Edit



UCGroup_LIT Training Team
Private group


★ Following
8 members

+ New ▾

Published  Edit

News
+ Add

Quick Look at Harvard's Training Portal

 Tiggett, James
February 21
5 views

Access SharePoint

Home

Documents

Shared with us

Planner

Conversations

Calendar

Notebook

Pages

UCGroup_LIT Training ...

Site contents

Recycle bin

Edit

UT

UCGroup_LIT Training Team

Private group










★ Following

8 members

↑ Upload

All Documents

Documents

 Name	Modified	Modified By	+ Add column
 Agendas and Minutes	February 12	Iannicelli, Christine	
 Email attachments	March 5	Iannicelli, Christine	
 General	February 3	Tiggett, James	
 LIT Lunch and Learns	May 23	Iannicelli, Christine	
 Orientation Checklists	March 5	Iannicelli, Christine	
 Training Resources and Ideas	March 5	Iannicelli, Christine	
 LIT Training Team Vision and O...	March 5	Iannicelli, Christine	
 potential agenda items.docx	February 21	Iannicelli, Christine	

Option 2

The screenshot displays the Microsoft Office 365 interface. The top ribbon is blue with tabs for File, Home, Add-ins, and Help. The 'Home' tab is active, showing various icons for email, calendar, files, notebook, group settings, and store. The 'Files' icon, which is a blue square with a white 'S' and a document icon, is highlighted with a red rectangle. Below the ribbon, the left sidebar shows a list of favorites and search folders. The 'Groups' section at the bottom of the sidebar is highlighted with a red rectangle, and the 'UCGroup_LIT Training Team' group is selected. The main content area on the right shows the details for the 'UCGroup_LIT Training Team' group, including a search bar and a list of recent messages.

File **Home** Add-ins Help Tell me what you want to do

New Email New Items Reply Forward All Email Calendar **Files** Notebook Group Settings Store New Group Browse Groups

UCGroup_LIT Training Team Connectors Groups

Favorites

- Inbox 1
- Sent Items
- Unread Mail 18
- Deleted Items 23
- UCGroup_Office 365 Training Team
- UCGroup_LIT Training Team

WordPress

XenApp

Search Folders

- Missed Calls
- Missed Conversations
- Unread Mail 18
- Voice Mail

Groups

- UCGroup_LIT Training Team**

UCGroup_LIT Training Team
Private group

Search UCGroup_LIT Training Team

Iannicelli, Christine
LIT Training Team Meeting
Hello all, This is the first time in A... 3/5/2018


Iannicelli, Christine; Tigg...
Is there a document that outlines t...
added my checklist for faculty orie... 3/1/2018

Skorina, Diane
Student Tech Training in First-Year...
Hi Everyone, I asked at the First Y... 2/22/2018


Tiggett, James
Prepare for Check-In
I get questions without context fre... 2/22/2018


Trump, Joe; Spencer, Gene
Contact Cale Nelson to see what t...
I can follow up but what info do w... 2/22/2018


Create Files





UCGroup_LIT Training Team
Private group


 New

 Upload










 Sync

 Export to Excel

 Flow



Documents

 Name	Modified	Modified By	+ Add column
 Agendas and Minutes	February 12	Iannicelli, Christine	
 Email attachments	March 5	Iannicelli, Christine	
 General	February 3	Tiggett, James	
 LIT Lunch and Learns	May 23	Iannicelli, Christine	
 Orientation Checklists	March 5	Iannicelli, Christine	
 Training Resources and Ideas	March 5	Iannicelli, Christine	
 LIT Training Team Vision and O...	March 5	Iannicelli, Christine	
 potential agenda items.docx	February 21	Iannicelli, Christine	

Edit/Co-Edit a File

The screenshot shows a file management interface. On the left is a sidebar with a search bar labeled "Search everything" and a list of categories: "Iannicelli, Christine", "Files" (highlighted in blue), "Recent", and "Shared". The main area displays a list of documents. At the top, there is a toolbar with icons for "Open", "Share", "Copy link", and "Download". Below the toolbar, the document list includes:

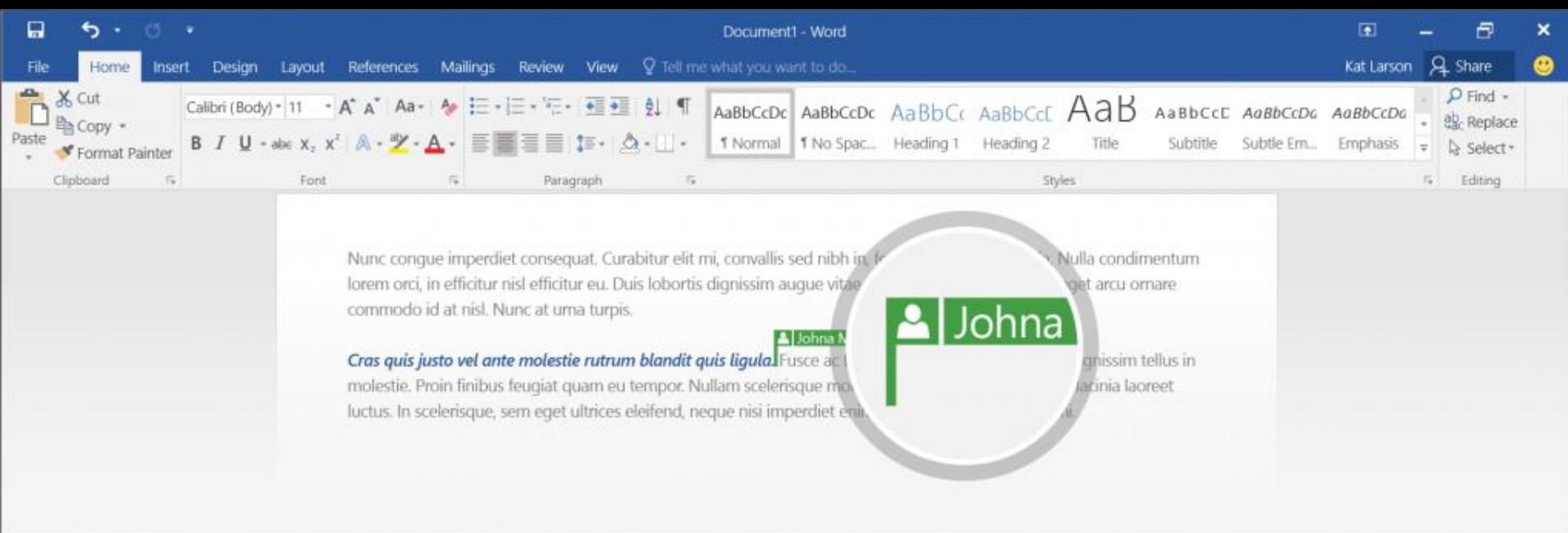
- Document2.docx**: This entry is highlighted with a light gray background. It features a blue checkmark icon on the left, a Word document icon, and a blue edit icon (a pencil) next to the title. A red arrow points from the text "Click on the title of the document" to this edit icon.
- English Department.docx
- game based learning.pptx

Each document entry also has a share icon and a more options menu icon (three vertical dots) on the right side.

Co-Edit a File

The screenshot displays the Microsoft Word Online interface. At the top, the title bar shows 'Word Online' and the user 'Iannicelli, Christine' with a 'Documents' dropdown. The document title is 'Document2 - Saved'. On the right, there is a 'Share' button and the user's name. Below the title bar, a ribbon contains tabs for 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', 'REVIEW', 'VIEW', and a search bar 'Tell me what you want to do'. The 'HOME' tab is active, showing groups for 'Clipboard' (Undo, Paste, Copy, Format Painter), 'Font' (Calibri (Body), size 28, bold, italic, underline, text color, background color), 'Paragraph' (bulleted list, numbered list, decrease/increase indent, line and paragraph spacing), 'Styles' (Normal, No Spacing, Heading 1, Heading 2, Heading 3), and 'Editing' (Find, Replace). A red rectangular box highlights the 'Editing' group, specifically the text 'Sprague, Ruth is also editing' next to a user icon. The main document area is a large white rectangle on a gray background.

Co-Edit a File



Edit Files

Word Online | UCGroup_LIT Training Team ▸ Shared Documents | test - Saved

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do EDIT IN WORD

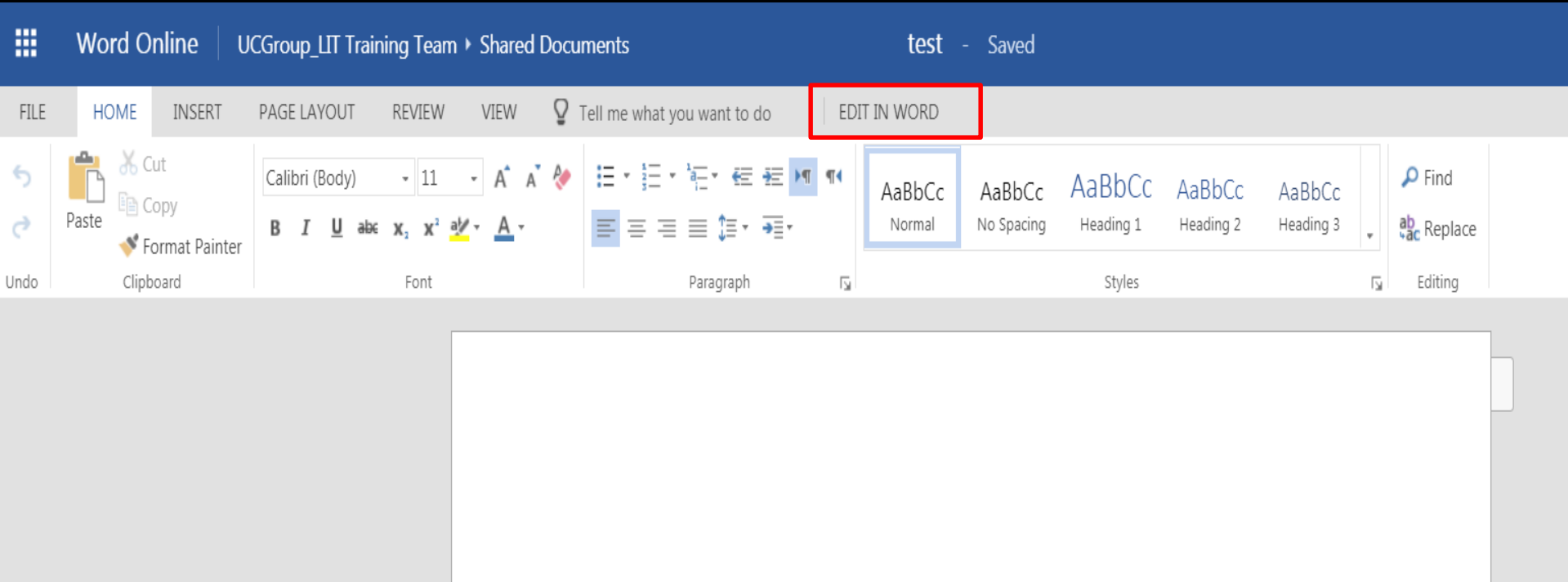
Undo Paste Cut Copy Format Painter Clipboard

Calibri (Body) 11 A A Font

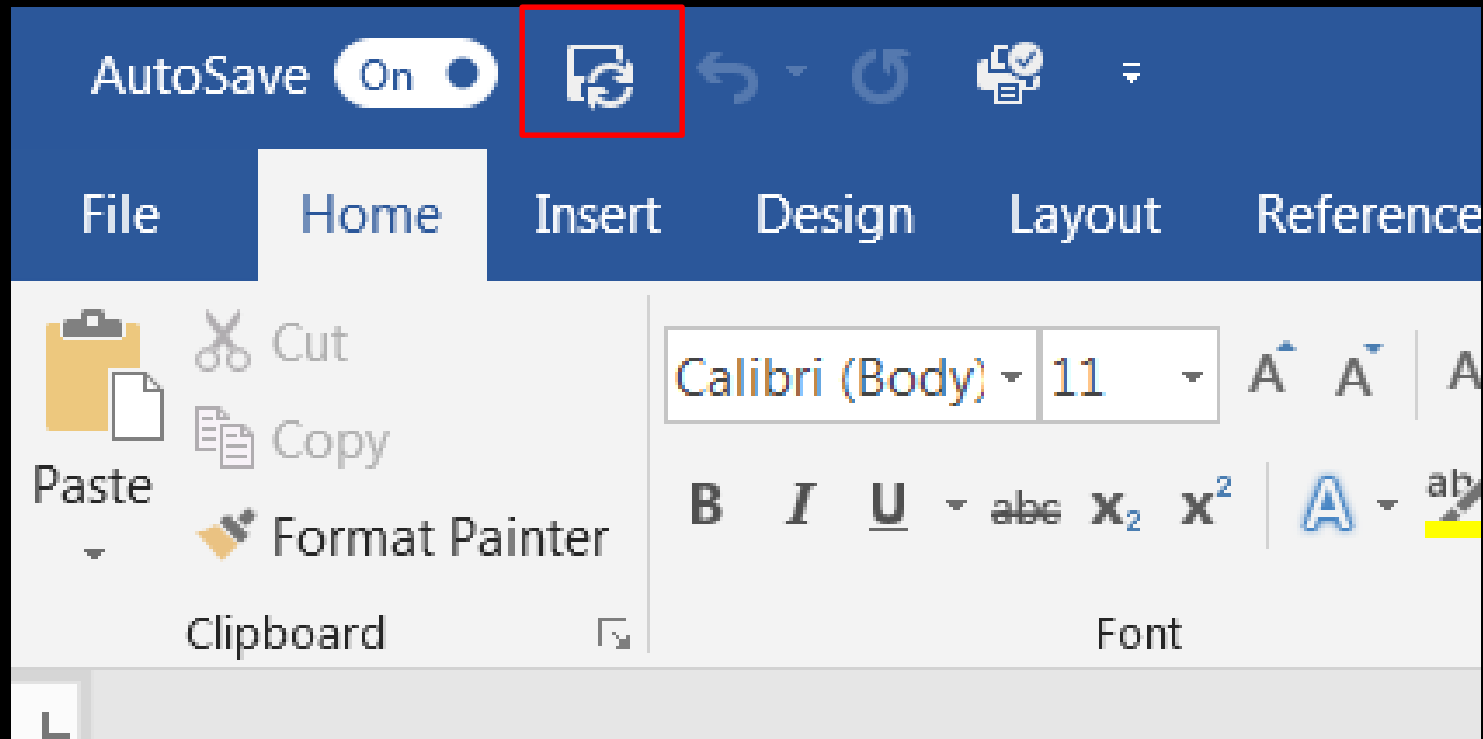
B I U abc x₁ x² Paragraph

AaBbCc Normal AaBbCc No Spacing AaBbCc Heading 1 AaBbCc Heading 2 AaBbCc Heading 3 Styles

Find Replace Editing

The image is a screenshot of the Microsoft Word Online interface. At the top, there is a blue header bar with the text 'Word Online | UCGroup_LIT Training Team ▸ Shared Documents | test - Saved'. Below this is a ribbon with tabs: 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', 'REVIEW', 'VIEW', and 'EDIT IN WORD'. The 'EDIT IN WORD' tab is highlighted with a red rectangular box. The 'HOME' tab is currently active, showing various editing tools. On the left side of the ribbon, there are icons for 'Undo', 'Paste', 'Cut', 'Copy', and 'Format Painter', along with a 'Clipboard' section. The main part of the ribbon is divided into three sections: 'Font', 'Paragraph', and 'Styles'. The 'Font' section includes options for font face (Calibri (Body)), size (11), bold (B), italic (I), underline (U), and color. The 'Paragraph' section includes options for bullet points, numbered lists, and indentation. The 'Styles' section includes a list of styles: 'Normal', 'No Spacing', 'Heading 1', 'Heading 2', and 'Heading 3'. The 'Normal' style is currently selected and highlighted with a blue border. On the right side of the ribbon, there are icons for 'Find' and 'Replace', and an 'Editing' section. The main content area of the document is a large, empty white rectangle.

Edit Files



Edit Files

test.docx - Last Saved 7/11/2018 11:02 AM



Info

New

Open

Save a Copy

Save as Adobe
PDF

Print

Share

Export

Close

Account

Feedback

Open



Recent



Shared with Me



OneDrive - Ursinus College
ciannicelli@ursinus.edu



Sites - Ursinus College
ciannicelli@ursinus.edu



This PC



Add a Place

Current Folder



Shared Documents

Frequent



UCGroup_LIT Training Team



UCGroup_Office 365 Training Team



UCGroup_AcadCouncil



Test



Ursinus College Team Site

Questions?



Ursinus College



Office 365 Planner



Group Project/Task Management

Why use Planner?

- ✓ Manage group projects
- ✓ Assign tasks to individuals
- ✓ Track progress
- ✓ **NOT** for personal task management

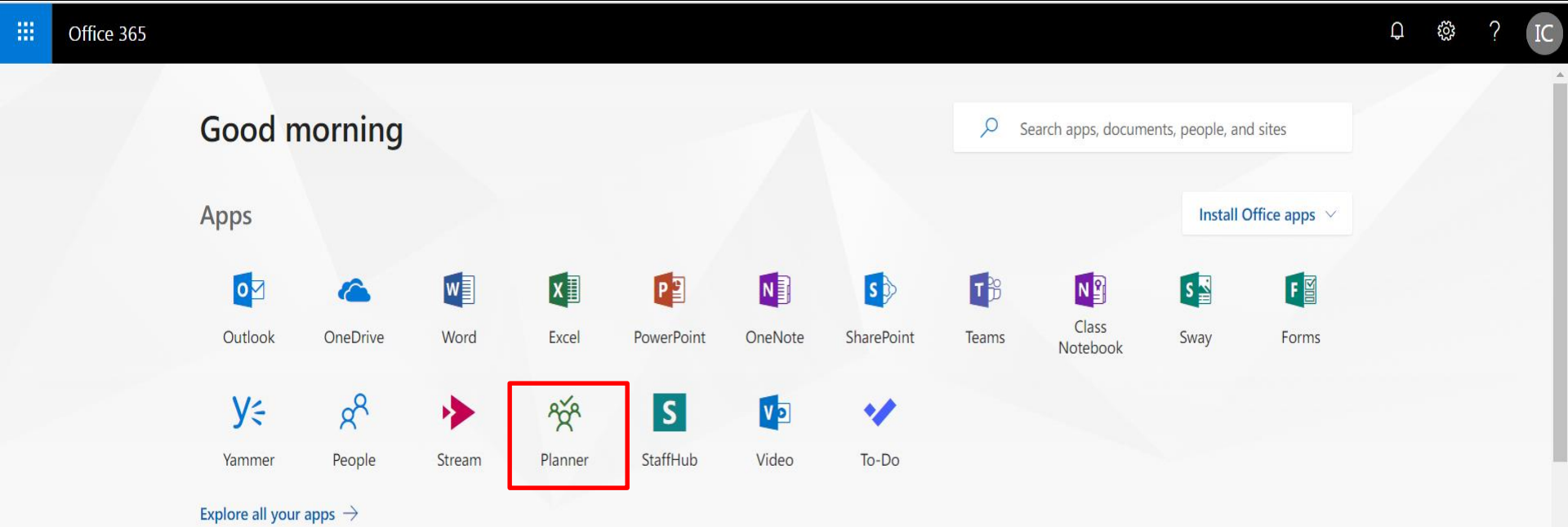


Hands-On Practice

- ✓ Accessing Planner
- ✓ Creating buckets
- ✓ Assigning tasks
- ✓ Marking tasks as complete




Access Planner



Access Planner


Office 365 | Planner


🔔 ⚙️ ? IC

+ New plan 


○ Planner hub


👤 My tasks

Favorites 




 To Do List

UT UCGroup_LIT Training Te...

Recent plans 

 **To Do List** ★
Private

Board Charts Schedule ...

   +5 Members ▾ Filter (0) ▾ Group by Bucket ▾

To do Training Communication Add new bucket

+ + +

Show completed 5 ▾ Show completed 1 ▾

Create Buckets & Tasks

Office 365 | Planner

🔔 ⚙️ ? IC

+ New plan

○ Planner hub

👤 My tasks

Favorites

🌸 To Do List

UT UCGroup_LIT Training Te...

Recent plans

To Do List ★
Private

Board Charts Schedule ...

Members: [Avatar] [U] [Avatar] [Avatar] +5

Filter (0) Group by Bucket

To do

+

Training

+

Communication

+

Add new bucket

Show completed 5

Show completed 1


Create Buckets & Tasks


Training

+

×

Enter a task name

 Set due date

 Assign

Add Task

Create Buckets & Tasks

Test

Click anywhere within
the task for more
options

 07/12



Iannicelli, Christine

Create Buckets & Tasks

...

×

Test

Iannicelli, Christine

Bucket

Training

▼

Progress

Not started

▼

Start date

Start anytime

Due date

07/12/2018

Description

Type your description of the task here

Checklist

☐ Add an item

Attachments

Add attachment


Comments


Type your message here


Send

Mark as Complete


Test




 07/12



Complete task

 Iannicelli, Christine



Show completed 1 

Mark as Complete

...

×

Test

Iannicelli, Christine

Bucket

Training

▼


Progress

Not started

▼


Start date

Start anytime



Due date

07/12/2018



Description

Type your description of the task here

Checklist

☐ Add an item

Attachments

Add attachment

Comments

Type your message here

Send

Access Tasks

My tasks

Not started

To Do List
Test
07/12

UCGroup_LIT Web Team
Work on LIT Hub

- ☐ Consolidating training resources
- ☐ Adding space for marketing news and event:
- ☐ Links to the library and IT pages
- ☐ Add library search box
- ☐ Add Help widget

07/17 0/5

UCGroup_LIT Training Team
news story for Lunch and Learns
08/31

In progress

Completed

To Do List
Look into new apps (Microsoft Teams, Power Apps, Dynamic, Flow, Sway)

Completed by Iannicelli, Christine on ...

UCGroup_LIT Training Team
Send save the date out with all Lunch and Learns and descriptions to faculty and staff
06/29

Completed by Iannicelli, Christine on ...

UCGroup_LIT Training Team
Prep for June Lunch and Learn
06/26 3/3

Completed by Iannicelli, Christine on ...

UCGroup_LIT Training Team
send email to faculty and staff about june

Questions?



Ursinus College