

2022 Legislative and Leadership Seminar



Understanding and Using Microsoft 365

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State Communications Director

What is Microsoft 365 (formerly Office 365)

- Microsoft 365 is a cloud offering from Microsoft. Cloud in this context is defined as software and hardware that are owned and maintained by Microsoft in a Microsoft facility and users access to them is through the internet. Microsoft 365 is a SAAS cloud offering. SAAS (Software As A Service)
- As a charitable organization, A.B.A.T.E. of PA's subscription to Microsoft 365 is free. It's not uncommon for corporations to spend hundreds of thousands of dollars for Microsoft 365 annually.
- Microsoft 365 gives A.B.A.T.E. of PA officers and volunteers the ability to **communicate, create, and collaborate** quickly, easily and cost free.

Communication

❖ Email with Outlook

- Outlook is the application used for email.
- Outlook can be accessed by logging into <https://www.office.com/> or by configuring your email client on your PC, tablet or smart phone.
- Email can be used to simply send a message to someone or to a group of people. Documents and images can also be sent via email.



Communication



❖ Instant message and meet with Teams

- With Teams you can quickly send a message to a person or all members of a team, committee or group.
- Remote online meetings are easy to host and join. Online meetings can be voice only or voice and video. During an online meeting you can share your desktop (screen) to the others in the meeting.

Create

❖ Create letters, meeting agendas, event flyers and reports with Word

- Word allows you to create and edit simple documents such as a letter to a friend or a complex training manual or if you're so inclined, authoring a novel. This document that we are reading now was created and edited (several times) with Word.
- A document can be created from scratch or by starting with a template. A template is a document that contains similar information that is used over and over again. An example of a template is the monthly Secretary's report. The template would already have a format, headings, list of the officers and an outline of a meeting. This saves the chapter secretary time and effort to complete his/her monthly report.
- A Word document can contain information from other applications such as a spreadsheet from Excel or an image from your phone or the internet.



Create

❖ Create spreadsheets, charts and treasurer reports with Excel

- Excel allows you to create and edit simple documents such as a list of persons and their contact information, a quick and easy profit/loss statement or a complex document that can calculate budgets or help predict future trends.
- An Excel file can be created from scratch or by starting with a template. A template is a document that contains similar information that is used over and over again. An example of a template is the monthly treasurer's report. The template would already have a format, headings and calculations. The treasurer would only need to enter the amount under each expense or income header and the spreadsheet would do the calculation and totals. This saves the treasurer time and effort to complete his/her monthly report.



Create

❖ Create presentations with PowerPoint

- While you can create informative documents with Word and Excel, sometimes that information needs to be presented in a setting such as this seminar today or online to remote audiences. PowerPoint allows you to create that presentation quickly and easily.
- ***We're viewing a PowerPoint presentation now!***



Collaborate

❖ Let's work together

- Microsoft 365 allows any logical grouping of users to work together, share files and communicate. This is accomplished with an array of tools that we are going to review in the next few slides.



Outlook



Teams



SharePoint



OneDrive



Planner

Collaborate

❖ Who needs to collaborate? Here are some examples:

- The state secretary needs to share a new Meeting Minutes template with all chapter and district secretaries.
- Treasurer reports from all chapters and districts can be saved in a location where the state treasurer can easily access and review them.
- The 2022 Hazen Committee needs to create and amend documents, keep track of planning progress, list tasks to be performed and assign folks to the various tasks. They also need to meet on a regular basis.
- An A.B.A.T.E. state wide event calendar has been created and each chapter needs to be able to update it with their chapter's events

Collaborate

❖ Store and share files with SharePoint

- Once you have completed your reports, newsletters or event flyers, you need a place to store them. SharePoint provides a secure place to keep those files.
- SharePoint is organized into Sites. A Site is created based on a logical grouping of users. That group of users is called a Team. An A.B.A.T.E. of PA chapter can have a Team Site or there can be a Team Site for all secretaries across the state. A committee can have a Team Site.
- A person can belong to multiple Teams and access multiple Team Sites in SharePoint.
- Files in SharePoint are secure. A deleted file can be recovered and a file that has been changed several times can be restored back to a previous version.



Collaborate

❖ Store, save and access files with OneDrive

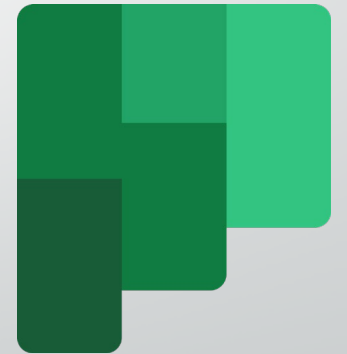
- OneDrive is the behind the curtain backend for SharePoint
- Each user has their own OneDrive. Nobody else can see their OneDrive, but they can choose to share files or folders in their OneDrive with other users.
- OneDrive can be configured to sync files stored on your local computer with OneDrive in Microsoft 365. This allows the user to work with OneDrive files while not connected to the internet. Once connected back to the internet the changed or new files will sync back up to OneDrive.
- Links to files and folders in SharePoint can be added to OneDrive to allow offline access to SharePoint files.



Collaborate

❖ Organizing a project or event with Planner

- Planner helps you do exactly what it's name suggests. If you are the head of a committee charged with planning an event you can create a Plan in which you list all tasks that need completed and assign folks to each task.
- You can grant Team members permission to update their progress.



Collaborate

❖ Outlook and Teams

- With Outlook you can attach a file or share a link to a file in SharePoint or One Drive and email it to internal or external users.
- With Teams you can share a file during an online meeting or access any documents stored in your SharePoint and One Drive



Q & A

DEDICATED TO FREEDOM OF CHOICE



A.B.A.T.E. OF PA

What Next?

- ❖ **Add your name to the list on the front table. Provide all information requested. This info is used to create your Microsoft 365 account and add you to the appropriate teams.**
- ❖ **If you're not requesting an account at this time but want to learn more, provide your name and email address so that we can send you a list of links to free training and tutorials.**



Thank you !

Next we'll begin the online demonstrations and interactive training. If you have brought your laptop iPad or tablet, connect to the WIFI and go to

<https://www.office.com/>



Let's see it in action

Login at office.com

- ❖ **Your real account username will be “firstname.lastname@abatepa.org”**
- ❖ **When you first login, you will be forced to change your password. Make sure your password has lower case, upper case and at least one number.**

Login at office.com

Microsoft


Sign in

chaos.mark@abatepa.org

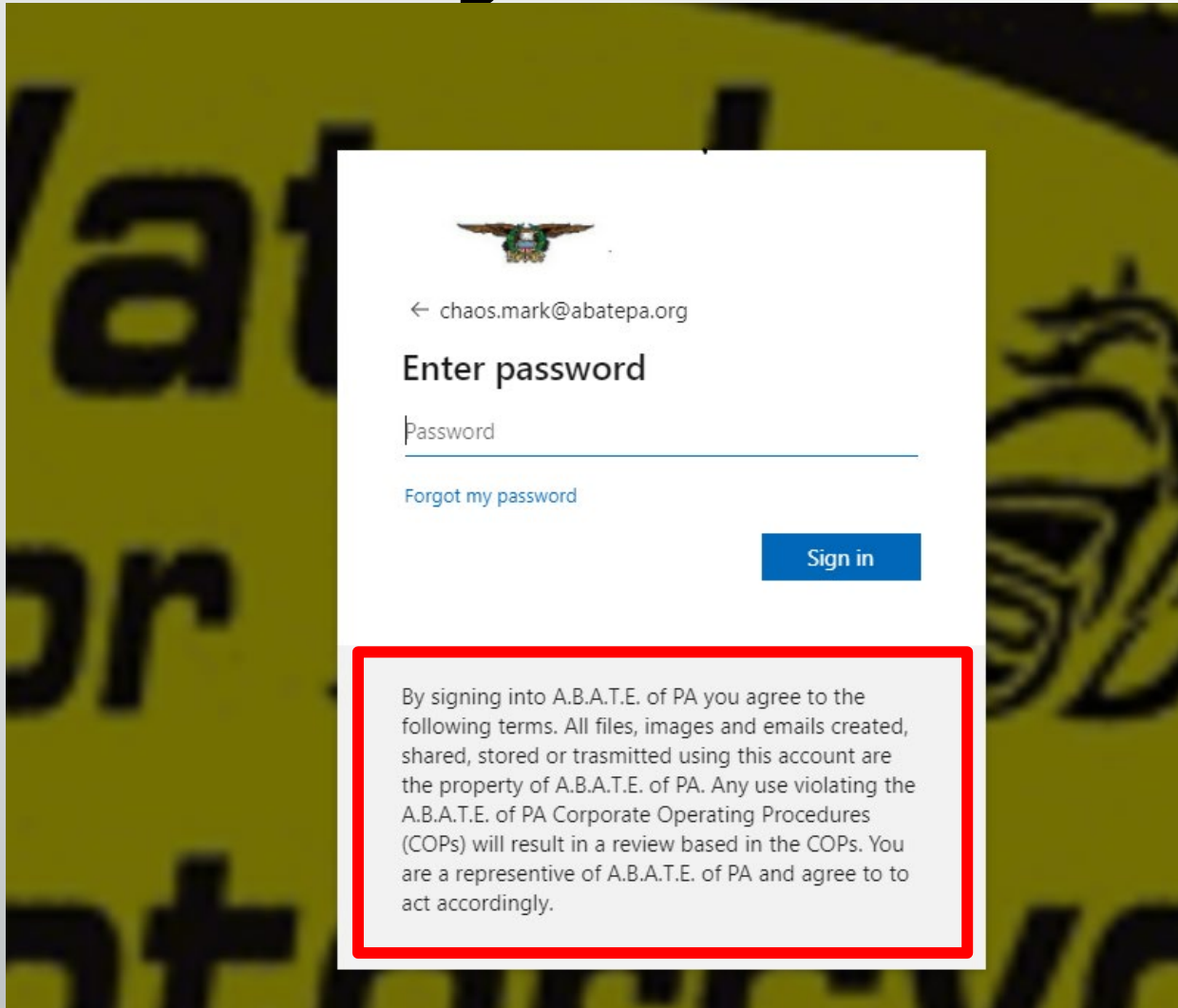
No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)


 Sign-in options

Login at office.com



Passw0rd
↑
zero

Login at office.com



chaos.mark@abatepa.org

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

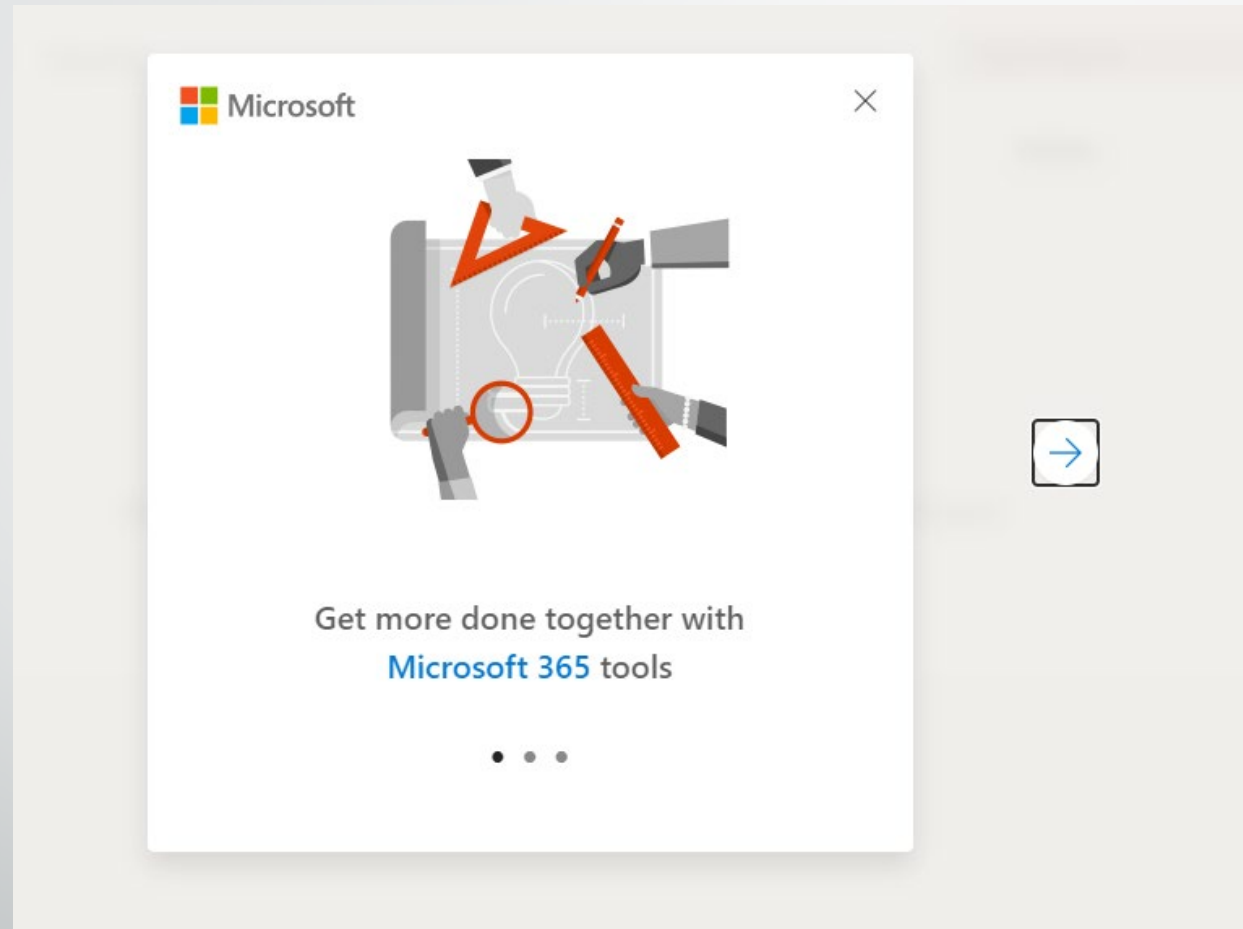
Current password

New password

Confirm password

[Sign in](#)

Login at office.com



Home page

Microsoft Office Home

https://www.office.com/?auth=2

Office

Search

Good afternoon

Install Office

All My recent Shared Favorites

Type to filter list

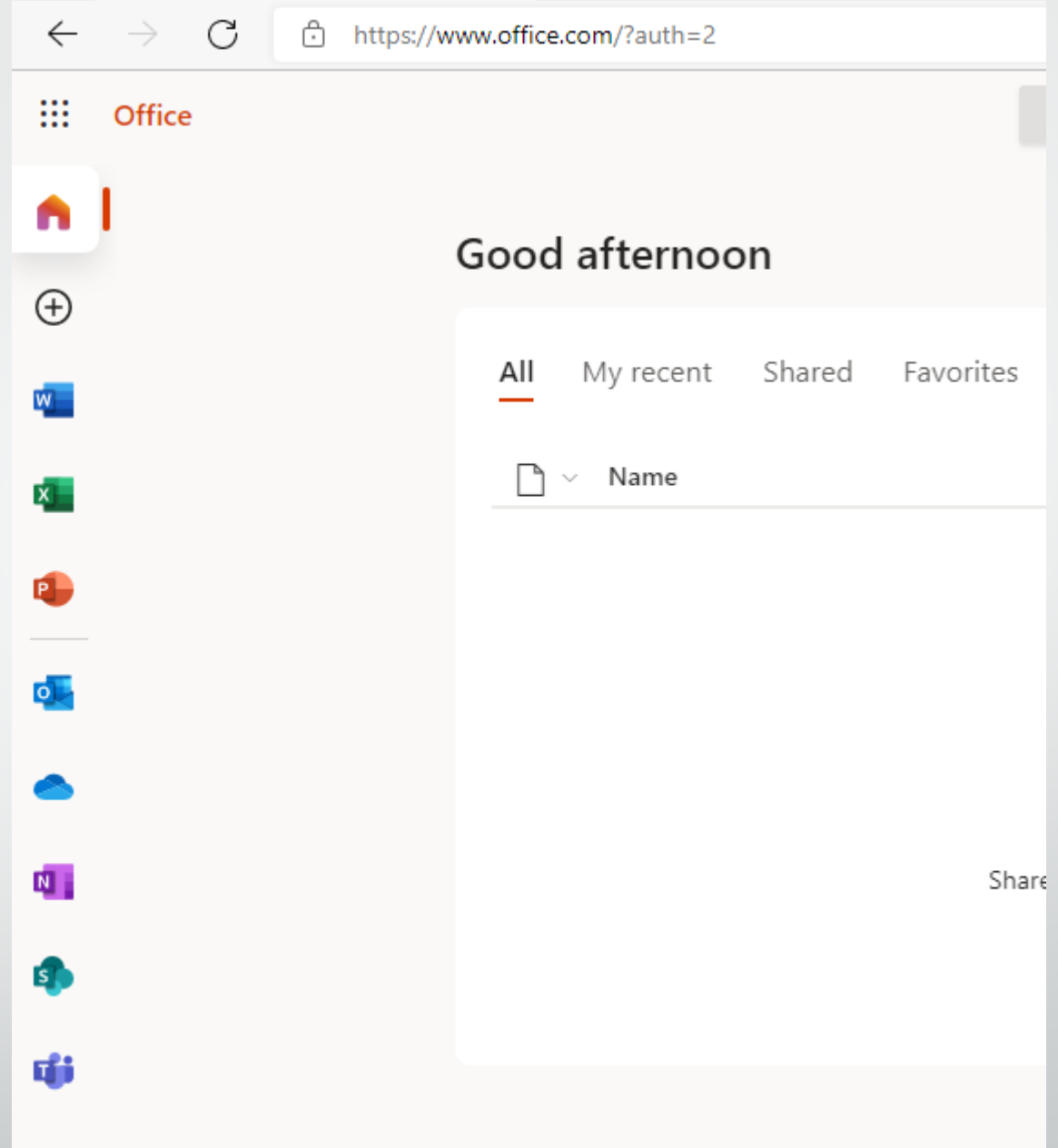
File icon	Name	Modified	Shared by	Activity
<p>No content activity</p> <p>Share and collaborate with others. Create a new document or upload and open one to get started.</p> <p>Upload and open... New</p>				

Install software

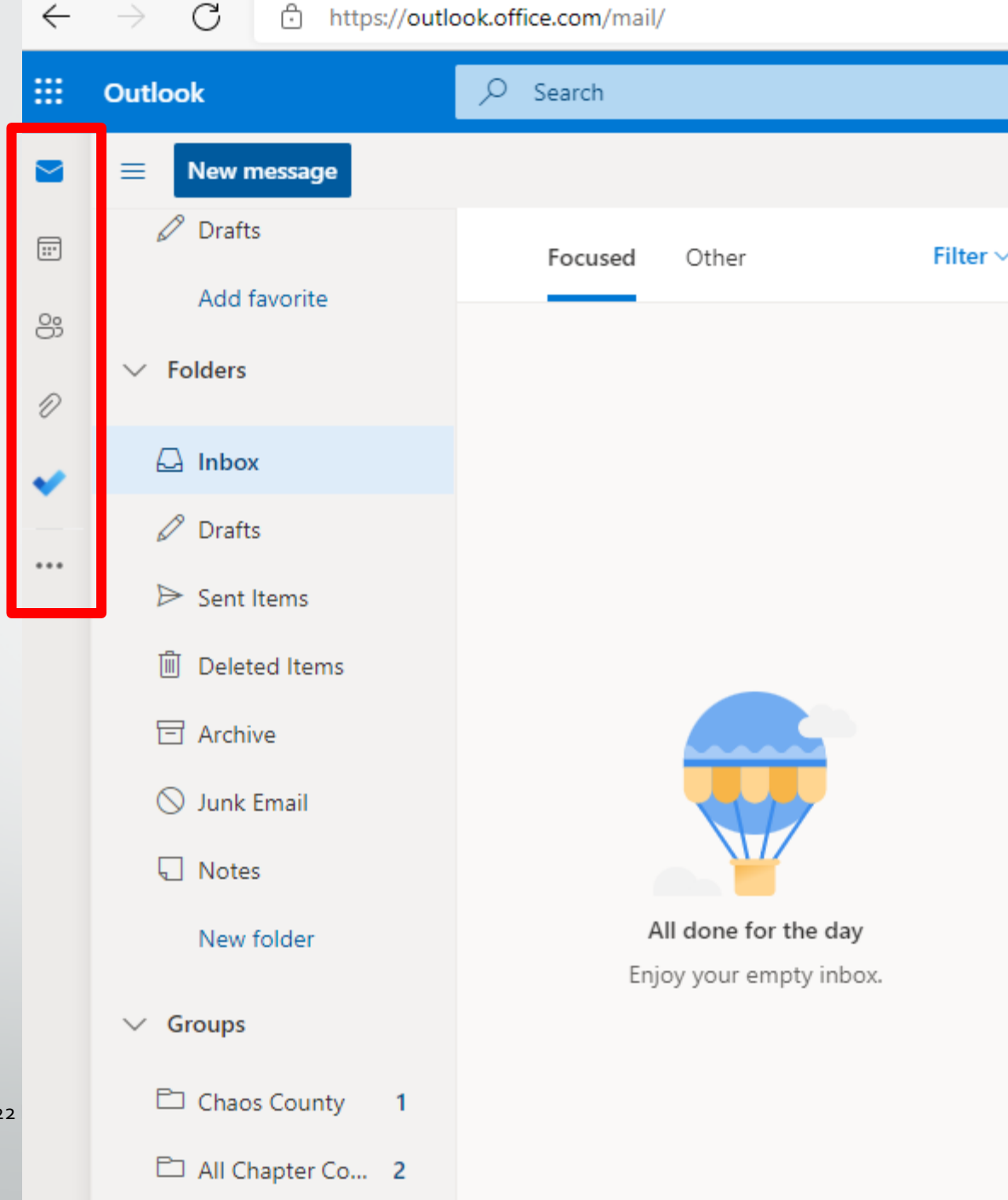
Get the familiar desktop apps on your PC and Mac.

Got it!

Home page



Email - Outlook



The screenshot shows the Outlook web interface. The navigation pane on the left is highlighted with a red box and contains the following items: Mail (envelope icon), Calendar (calendar icon), People (people icon), Attachments (paperclip icon), Mailbox (checkmark icon), and More (three dots icon). The main area shows the 'Inbox' folder selected, with a hot air balloon icon and the message 'All done for the day. Enjoy your empty inbox.' The interface includes a search bar at the top right and a 'New message' button at the top left of the main area.

Calendar - Outlook

The screenshot displays the Outlook calendar interface. At the top, there is a search bar and navigation controls. The main area shows a weekly view for December 20-24, 2021. A meeting titled "L&L Discussion Microsoft Teams Meeting Mark 'Zeke' Barr" is scheduled for Tuesday, Dec 21, from 2 PM to 3 PM. The left sidebar shows the calendar navigation pane with the current month (December 2021) and a list of calendars, including "Calendar", "United States holidays", "Birthdays", "Groups", "Chaos County", and "All Chapter Coordinat...".

Day	20 Mon	Dec 21 Tue	22 Wed	23 Thu	24 Fri
2 PM		L&L Discussion Microsoft Teams Meeting Mark "Zeke" Barr			
3 PM					
4 PM					
5 PM					
6 PM					
7 PM					
8 PM					
9 PM					
10 PM					

SharePoint

Microsoft Office Home x SharePoint x Mail - Chaos Mark - Outlook x +

https://abatepa.sharepoint.com/_layouts/15/sharepoint.aspx?

SharePoint Search in SharePoint

+ Create site + Create news post

Following

- Chaos County
- Westmorland County

Recent

- Westmoreland County
- Abate_ExecBoard
- Chaos County
- ABATE M365 Admins
- Communication site

[See all](#)

News from sites

Here you'll see news from sites you follow or visit frequently and other news suggested by the Microsoft Graph.

Westmoreland County
Westmoreland Daily

Mark "Zeke" Barr
2/1/2021

Frequent sites

WC Westmoreland County Group	CC Chaos County Group	AS All Secretaries Group	Cs Communication site
You modified Dec2021 Westmore...nda template on 12/18/2021	You viewed Home on 10/25/2021	August 2021 Chapter 24 is popular	There's no recent activity on this site.
You viewed 2021 Westmoreland...nda template		September 2021 Chapter 24 is popular	

SharePoint – no site access

You need permission to access this site.

I'd like access, please.

Request Access

SharePoint – your assigned site(s)

The screenshot shows a web browser with three tabs: 'Microsoft Office Home', 'Chaos County - Home', and 'Mail - Chaos Mark - Outlook'. The address bar displays the URL: <https://abatepa.sharepoint.com/sites/ChaosCounty/SitePages/Home.aspx>. The SharePoint interface features a blue header with the 'SharePoint' logo and a search bar labeled 'Search this site'. Below the header, the site name 'Chaos County' is displayed with a 'CC' logo. The left navigation pane includes icons for Home, Site, Lists, and Documents, followed by a list of site sections: Home, Conversations, Documents, Notebook, Pages, Site contents, Recycle bin, and Edit. The 'Recycle bin' item is highlighted with a red rectangle. A red circle highlights the 'Home', 'Conversations', 'Documents', and 'Notebook' items. The main content area has a '+ New' dropdown, 'Page details' settings, and 'Analytics' options. Below this is a 'News' section with an '+ Add' dropdown and a featured image of a tablet and a potted plant. To the right of the featured image, there is a 'Keep your team...' section with a 'From the author...' text and an 'Add News' button. At the bottom of the page, the 'Activity' section is partially visible.

SharePoint – documents and files

The screenshot shows a web browser window with three tabs: 'Microsoft Office Home', 'Chaos County - Chaos Count Do', and 'Mail - Chaos Mark - Outlook'. The address bar displays the URL: <https://abatepa.sharepoint.com/sites/ChaosCounty/Shared%20Documents/Forms/AllItems.aspx?id=%2F>. The SharePoint interface features a blue header with the 'SharePoint' logo and a search bar labeled 'Search this library'. Below the header, the site name 'Chaos County' is displayed with a 'CC' icon. A left-hand navigation pane includes links for 'Home', 'Conversations', 'Documents' (highlighted in yellow), 'Shared with us', 'Notebook', 'Pages', 'Site contents', 'Recycle bin', and 'Edit'. The main content area shows the 'New' menu open, listing options: 'Folder', 'Word document', 'Excel workbook', 'PowerPoint presentation', 'OneNote notebook', 'Forms for Excel', 'Link', 'Edit New menu', and 'Add template'. The background of the main area shows the 'Chaos County Documents' library with a 'Modified' column header.

Teams – overview

The screenshot displays the Microsoft Teams web interface. At the top, the browser address bar shows the URL: https://teams.microsoft.com/_#/conversations/Party%20Planning?threadId=19:a0906b8b7d91408abaadc10425788a13@thread.tacv2&ctx=channel. The main header includes the Microsoft Teams logo, a search bar, and a user profile icon with a 'Meet' button. The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, Apps, and Help. The central area shows the 'Party Planning' team with a list of channels: 'General' and 'Party Planning'. A context menu is open over the 'Party Planning' channel, listing options: 'Hide', 'Manage team', 'Add channel', 'Get link to team', and 'Manage tags'. Below the channel list, there is a 'New conversation' button. At the bottom right, a notification banner reads 'Stay in the know. Turn on desktop notifications.' with 'Turn on' and 'Dismiss' buttons.

Teams – Accept a meeting invite

The screenshot shows the Microsoft Outlook interface. The browser tabs at the top include 'Microsoft Office Home', 'Mail - Chaos Mark - Outlook', 'General (Chaos County) | Micros...', and 'Chaos County - Documents - All'. The address bar shows 'https://outlook.office.com/mail/'. The Outlook header includes a search bar and 'New message', 'Mark all as read', and 'Undo' buttons. The left sidebar shows 'Favorites' (Inbox with 2 items, Sent Items, Drafts) and 'Folders' (Inbox with 2 items, Drafts, Sent Items, Deleted Items, Junk Email, Archive). The main pane shows an email from Mark 'Zeke' Barr with the subject 'L&L Discussion'. Below the email is a meeting invite for 'L&L Discussion Microsoft Teams Meeting Mark' on Tue 12/21/2021 from 2:00 PM to 3:00 PM. A yellow 'RSVP' button is visible. A calendar view on the right shows the meeting slot. At the bottom of the invite, there is a text field 'Add a message to Mark "Zeke" Barr (optional)' and three buttons: 'Yes', 'Maybe', and 'No'. The 'Yes' button is highlighted with a red box.

Teams – Join a meeting

1 Reminder(s)

L&L Discussion
2:00 PM Tuesday, December 21, 2021
Microsoft Teams Meeting

L&L Discussion 11 minutes

[Join Online](#) [Dismiss](#)

Click Snooze to be reminded in:
5 minutes before start [Snooze](#) [Dismiss All](#)

Calendar - Chaos Mark - Outlook | General (Chaos County) | Microsoft | Chaos County - Documents - All

Reminders [Dismiss all](#)

L&L Discussion 5 min
2:00 PM Microsoft Teams Meeting

[Join Teams meeting](#)

Yes ? Maybe X No Propose new time Reply all Tentative Categorize Delete

L&L Discussion

Tue 12/21/2021 2:00 PM - 2:30 PM
Microsoft Teams Meeting
Calendar

Remind me: 15 minutes before

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)
[Learn More](#) | [Meeting options](#)

Meeting Insights
Here's information you might find relevant to this meeting. You have access to.

Meeting Insights

Organizer
Mark "Zeke" Barr
Didn't respond: 1
Chaos Mark Required

Teams – Join a meeting

**How do you want to join
your Teams meeting?**



Download Teams (work or school)

Use the desktop app for the best experience.



Continue on this browser

No download or installation required.



Open Teams (work or school)

Already have it? Go right to your meeting.

Teams – Join a meeting in the browser

The screenshot displays the Microsoft Teams browser interface for joining a meeting. At the top, there is a search bar and a user profile icon labeled 'CM'. The main heading reads 'Choose your audio and video settings for L&L Discussion'. A central video feed shows a man with a beard and glasses. Below the video, a 'Join now' button is highlighted with a red box. To the right, a 'Device settings' panel is also highlighted with a red box, showing options for Audio devices (Custom Setup), Speaker (Speakers (Realtek(R) Audio)), Microphone (Microphone (Plantronics Savi 7xx)), and Camera (Integrated Camera (04f2:b6d9)). At the bottom, there are controls for 'Audio off', 'Phone audio', and 'Add a room'. A notification at the bottom right says 'Stay in the know. Turn on desktop notifications.' with 'Turn on' and 'Dismiss' buttons.

Search

Close

Choose your audio and video settings for
L&L Discussion

Join now

Microphone (Plantronics Savi 7xx)
Speakers (Realtek(R) Audio)

Other join options

Audio off | Phone audio | Add a room

Stay in the know. Turn on desktop notifications.
Turn on | Dismiss

Device settings

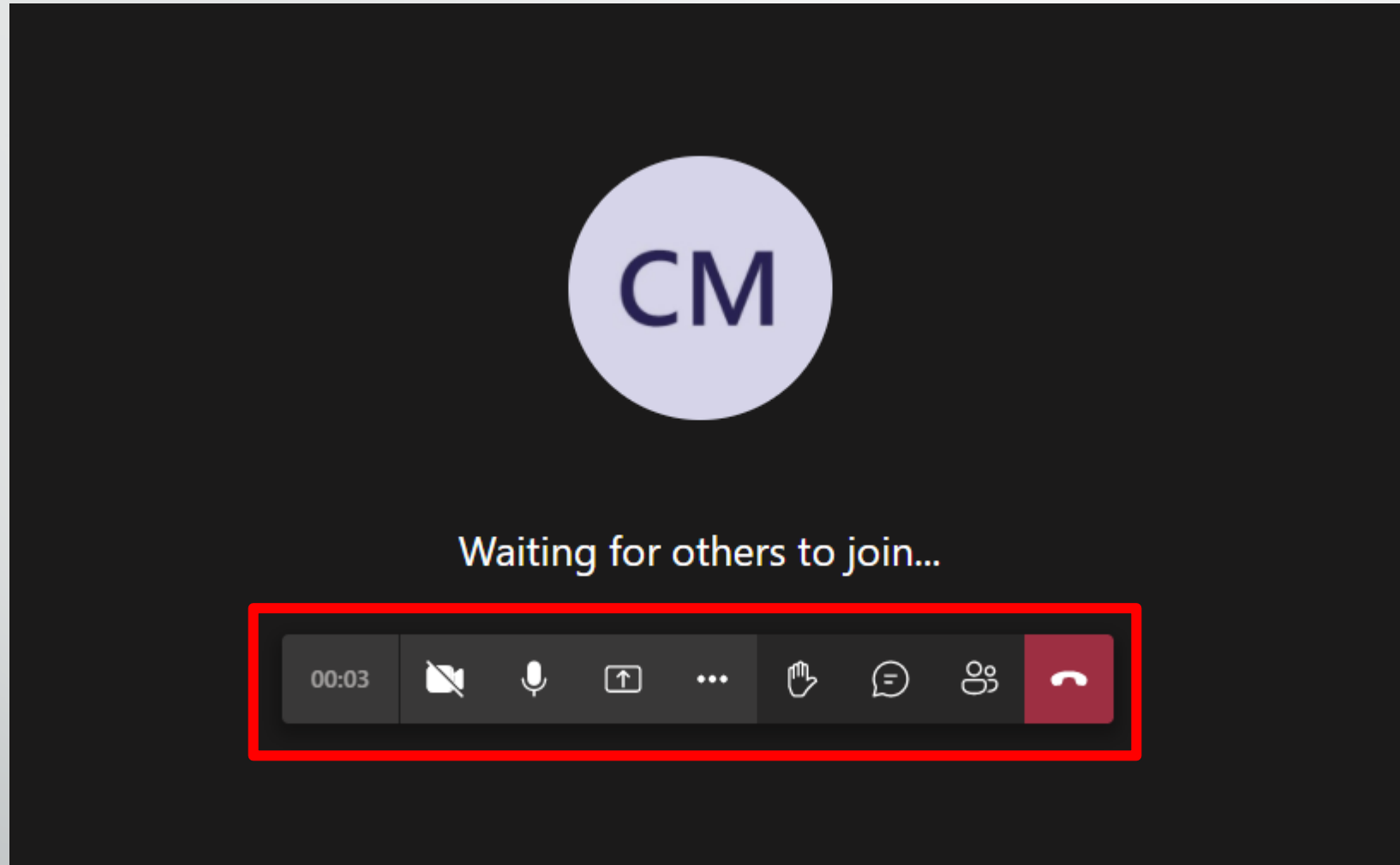
Audio devices
Custom Setup

Speaker
Speakers (Realtek(R) Audio)

Microphone
Microphone (Plantronics Savi 7xx)

Camera
Integrated Camera (04f2:b6d9)

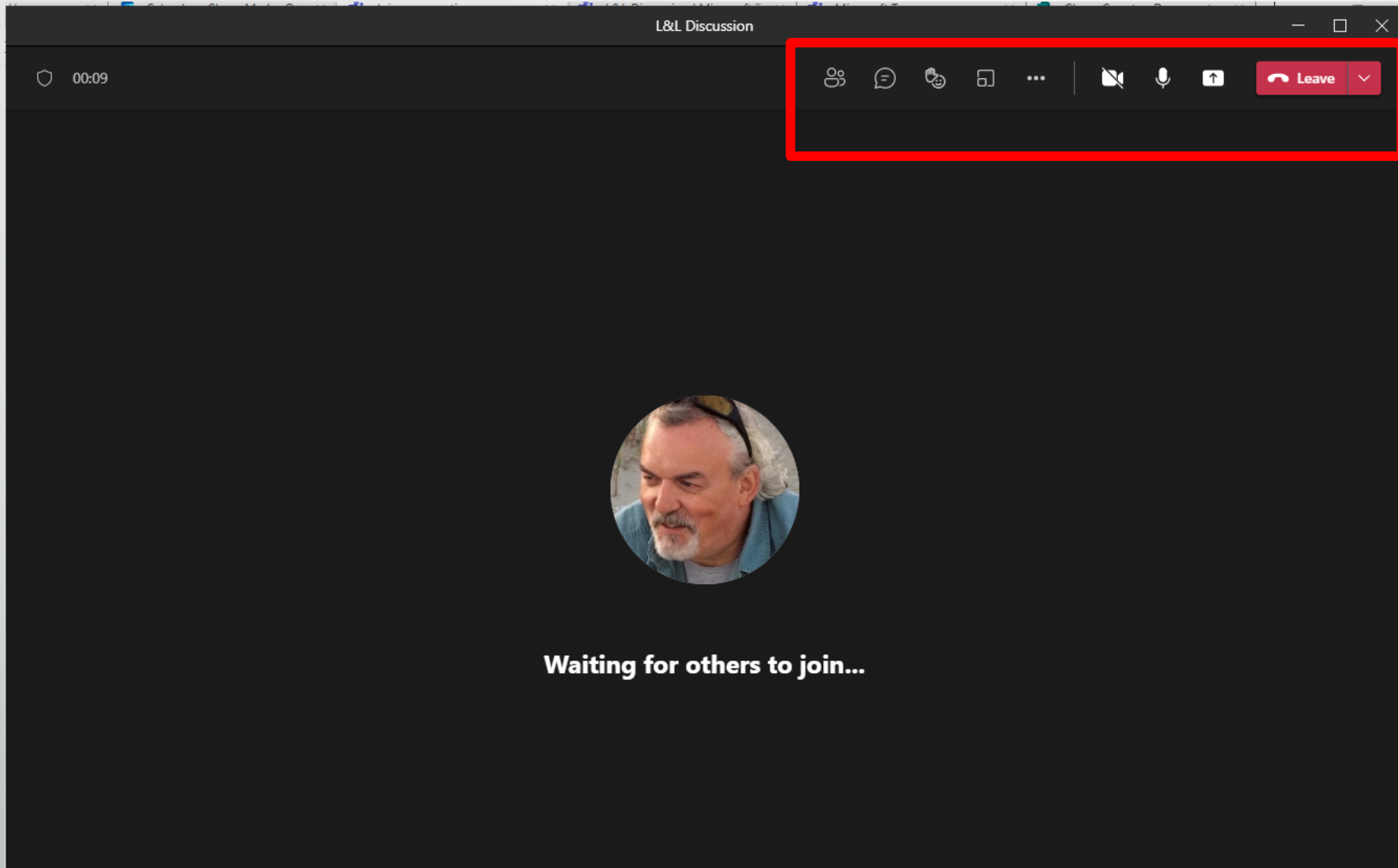
Teams – Join a meeting in the browser



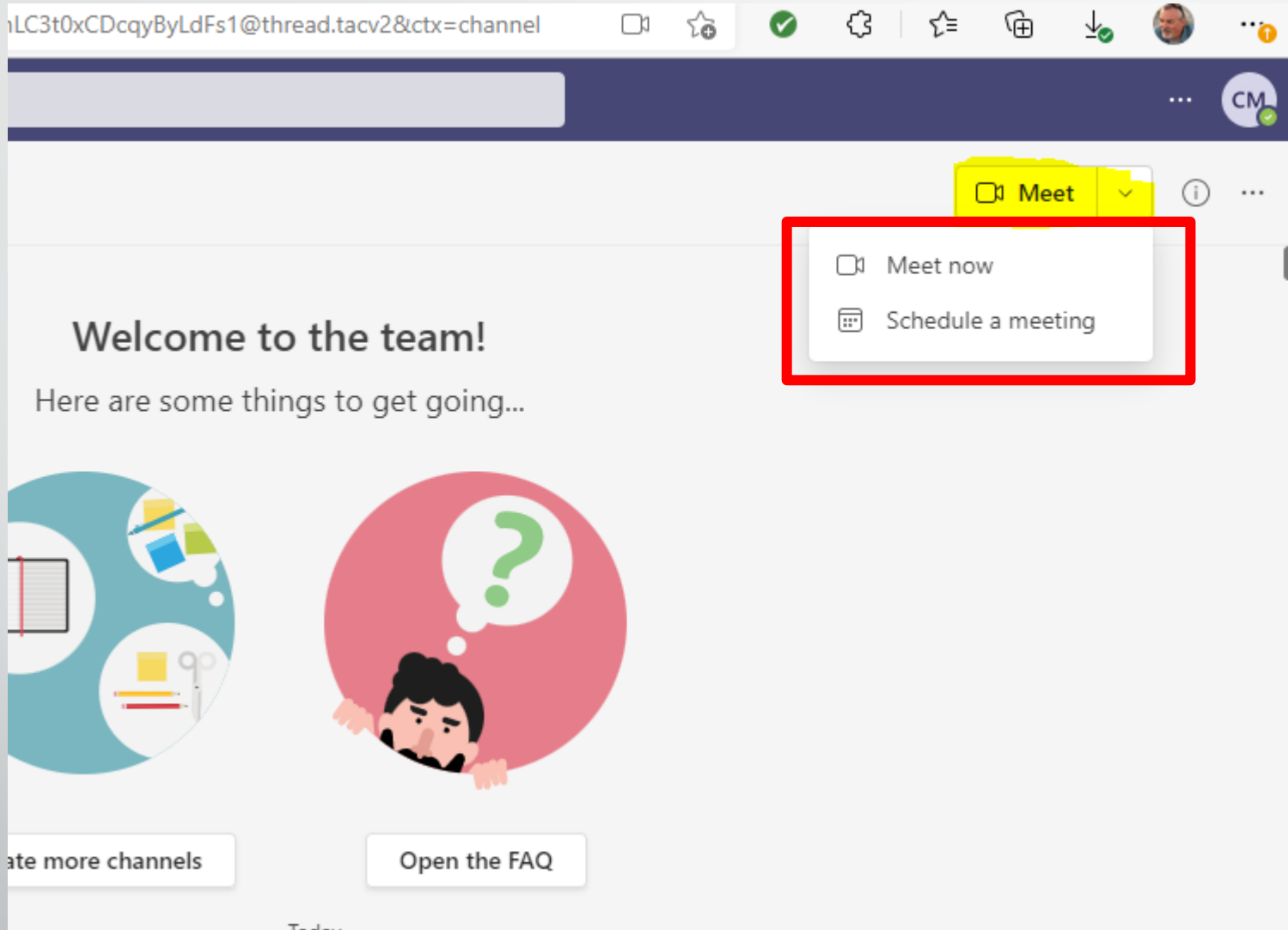
Teams – Join a meeting using the app

The screenshot shows the Microsoft Teams interface for joining a meeting. The main window is titled "Choose your video and audio options". On the left, there is a video preview area with the text "Your camera is turned off". Below the preview are icons for video, a toggle switch, and "Background filters". On the right, there are four audio options: "Computer audio" (selected with a checkmark), "Plantronics Savi 7xx" (with a volume slider and a red box around the settings icon), "Phone audio", "Room audio", and "Don't use audio". At the bottom right, there are "Cancel" and "Join now" buttons, with the "Join now" button highlighted by a red box. A "Device settings" panel is open on the right side, also highlighted by a red box. This panel includes sections for "Audio devices" (Plantronics Savi 7xx), "Speaker" (Speakers (Plantronics Savi 7xx)), "Microphone" (Microphone (Plantronics Savi 7xx)), "Noise suppression" (Auto (default)), and "Camera" (Integrated Camera).

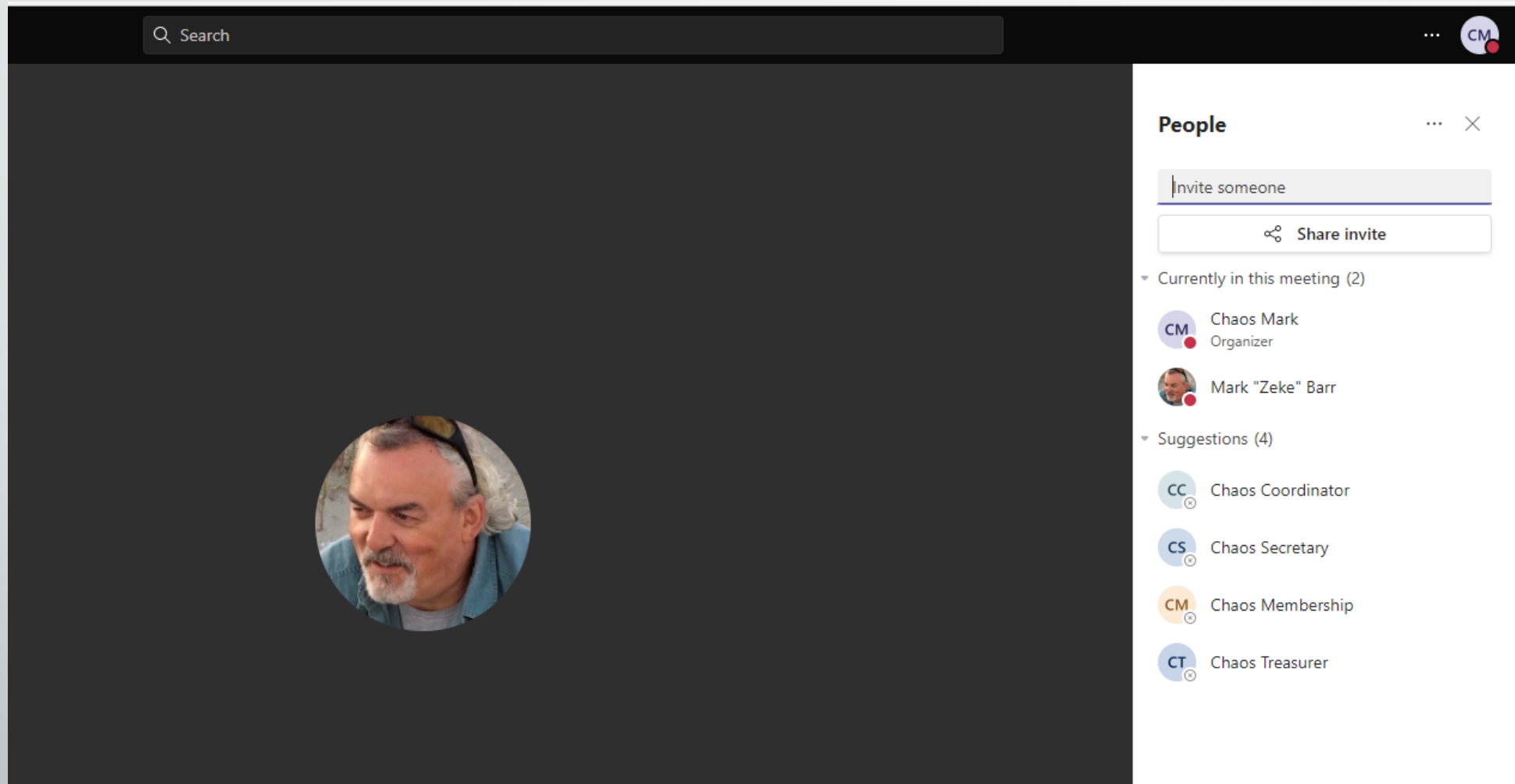
Teams – Join a meeting using the app



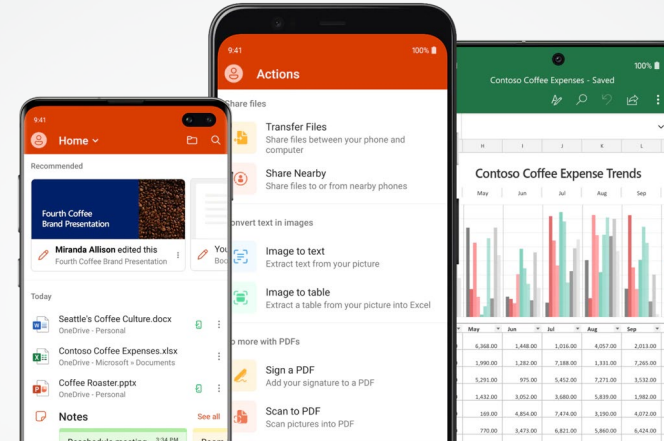
Teams – Start a meeting



Teams – Start a meeting



Microsoft Office 365 on your phone or tablet



Sign Up for your Account now!

The screenshot displays the Microsoft Teams web interface. At the top, the 'Microsoft Teams' header includes a search bar. The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, and Files. The main content area shows a team named 'M365 Signup' with tabs for Posts, Files, and Wiki. A yellow highlight is placed over the 'Sign up for M365' dropdown menu. Below this, a large notification card is visible with the text 'Sign up for M365' and 'The survey will take approximately 4 minutes'. The card also includes a personalized greeting: 'Hi, Chaos. When you submit this form, the own' and a note about required fields: '* Required'.

Q & A

DEDICATED TO FREEDOM OF CHOICE

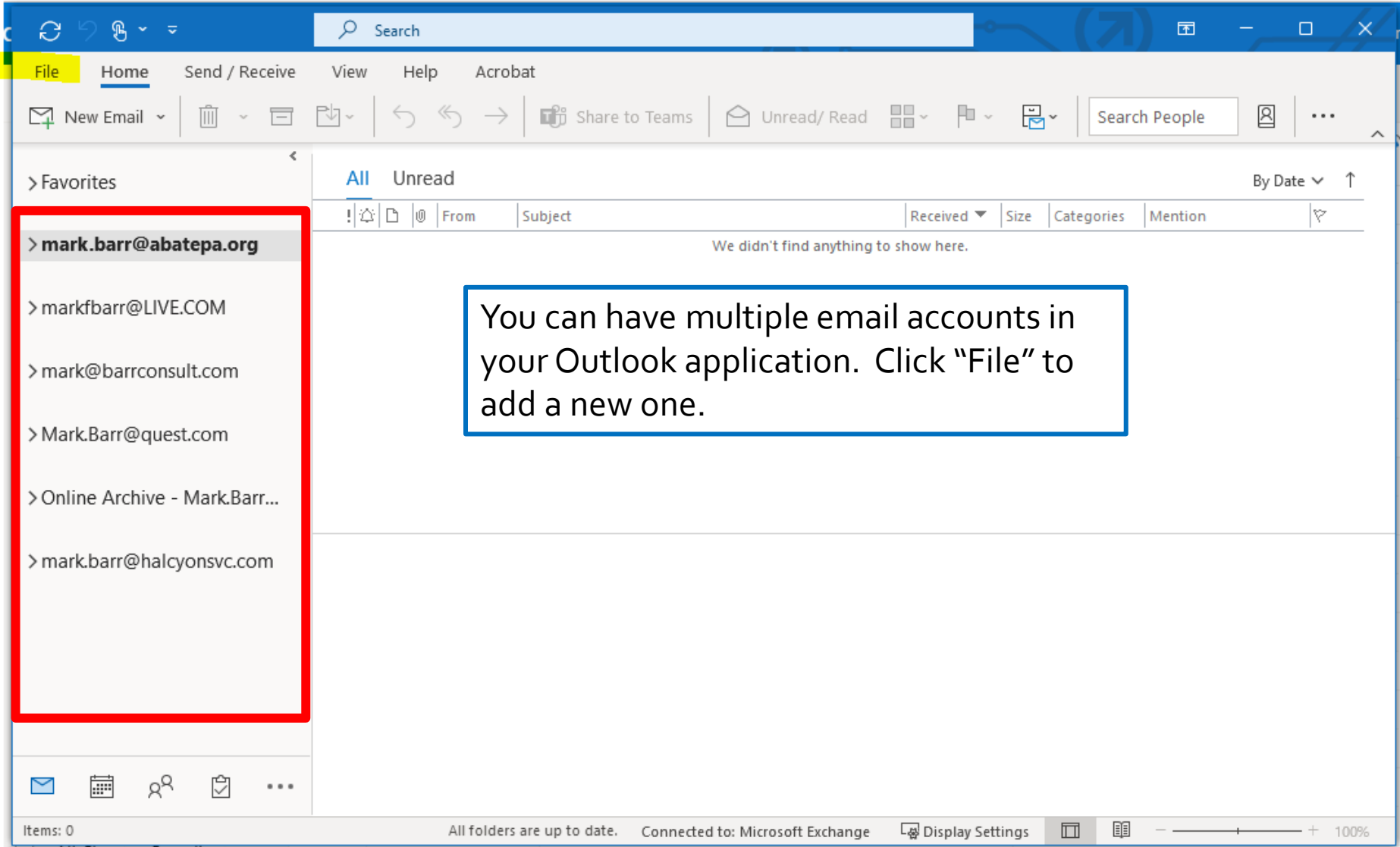


A.B.A.T.E. OF PA

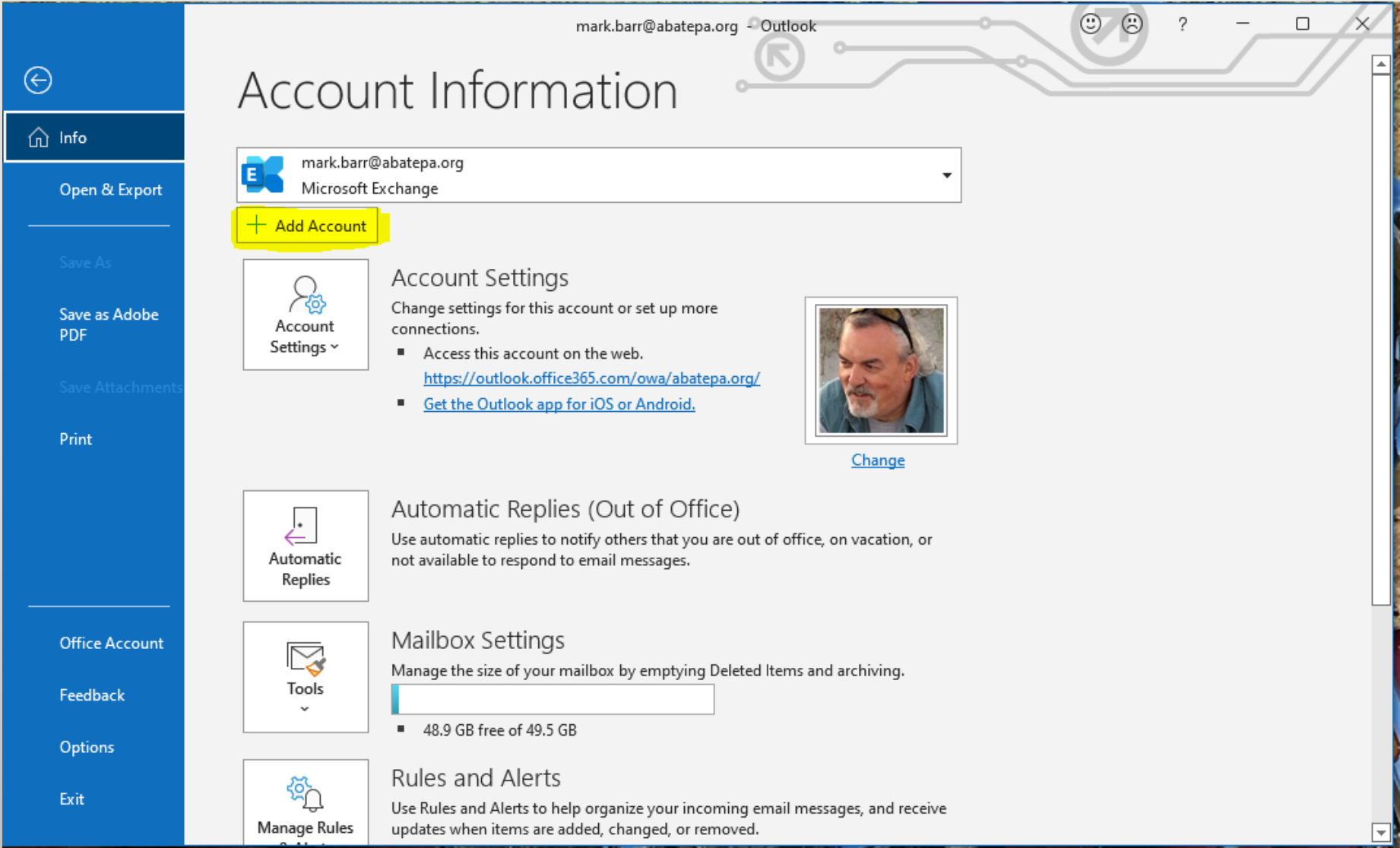
What Next?

- ❖ **Add your name to the list on the front table. Provide all information requested. This info is used to create your Microsoft 365 account and add you to the appropriate teams.**
- ❖ **Do you want to know more? Come back to this room after the second session is complete. We will be going over a couple more applications and looking at some advanced capabilities that you will find very useful.**

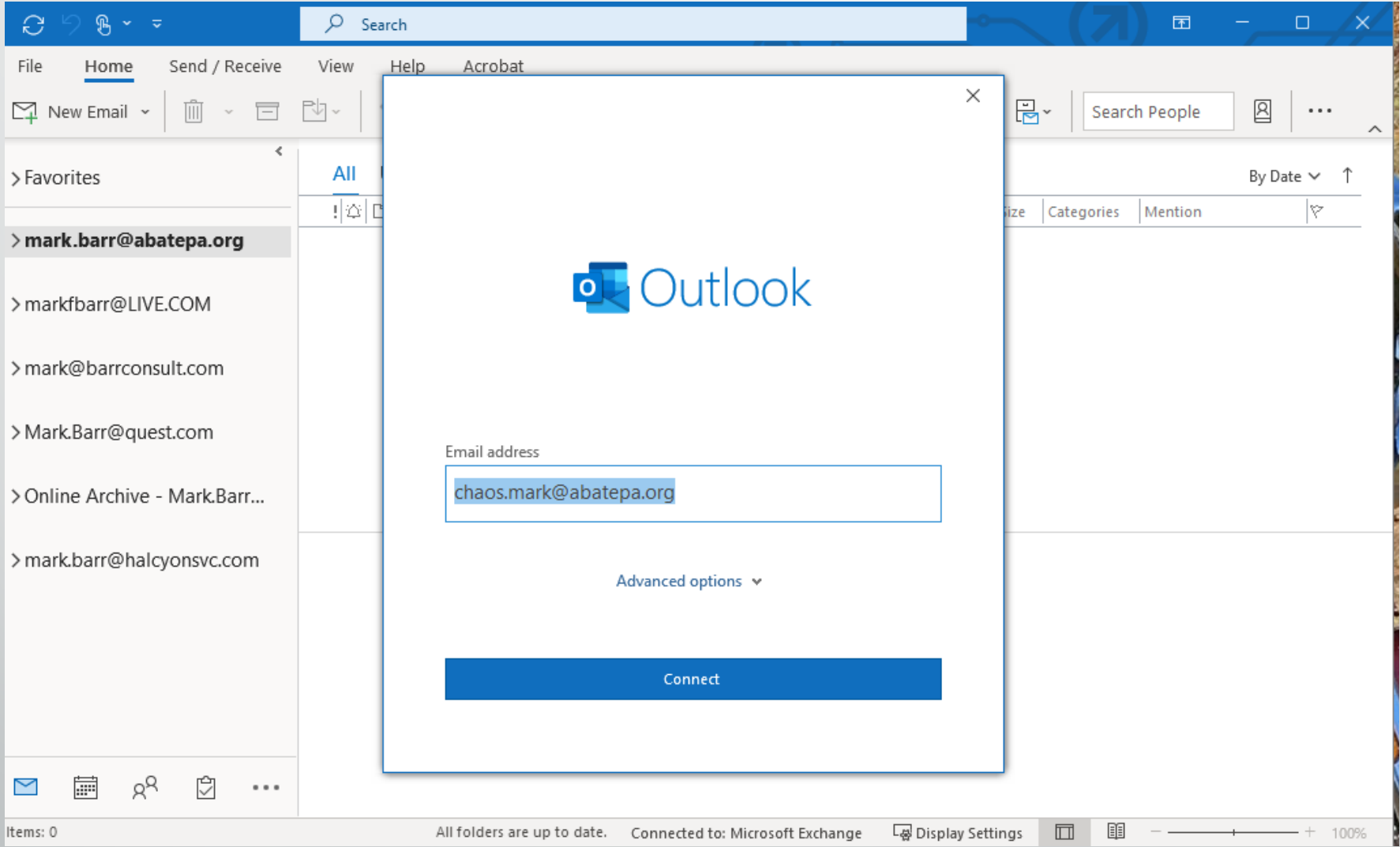
Outlook Desktop Application



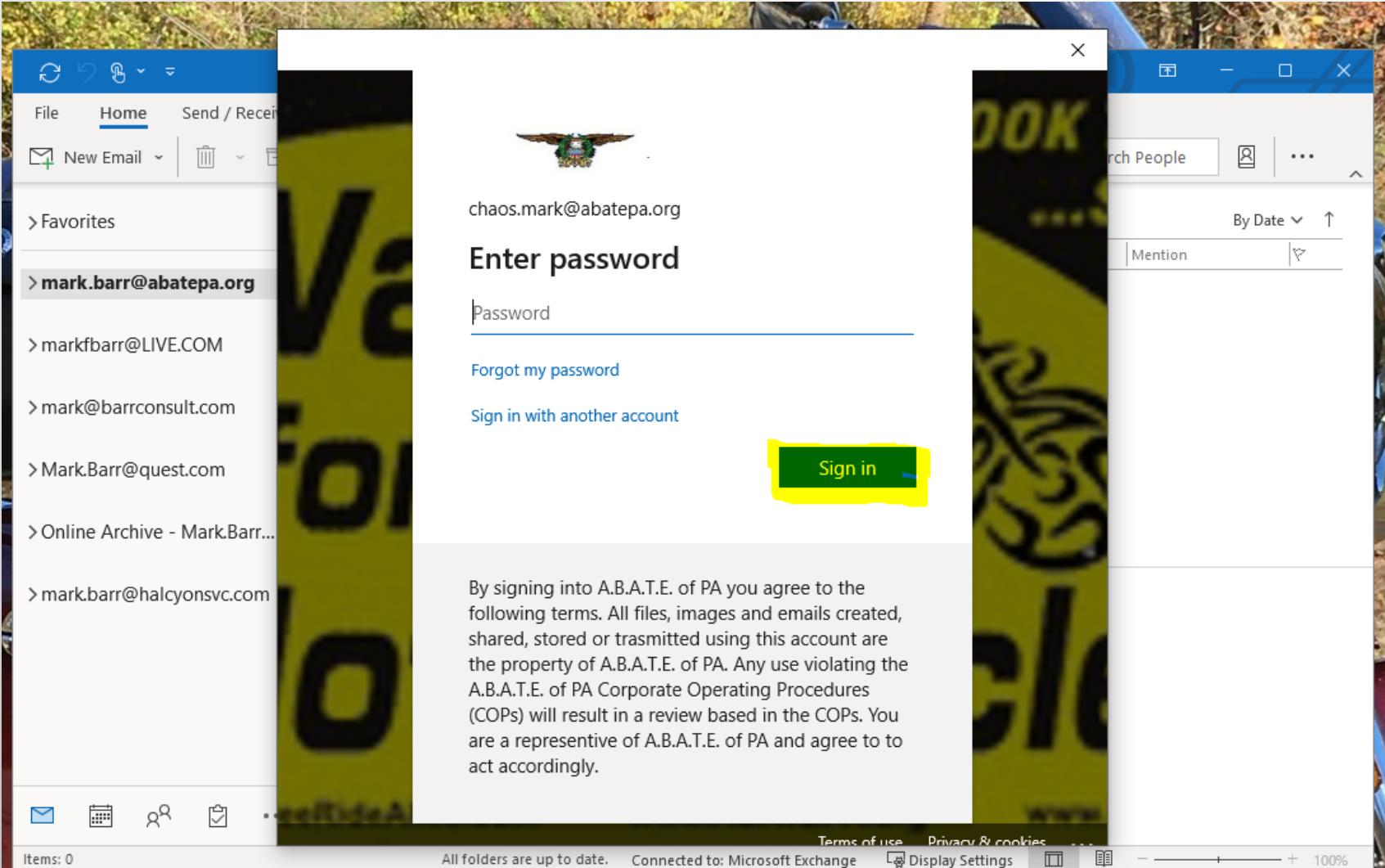
Outlook Desktop Application



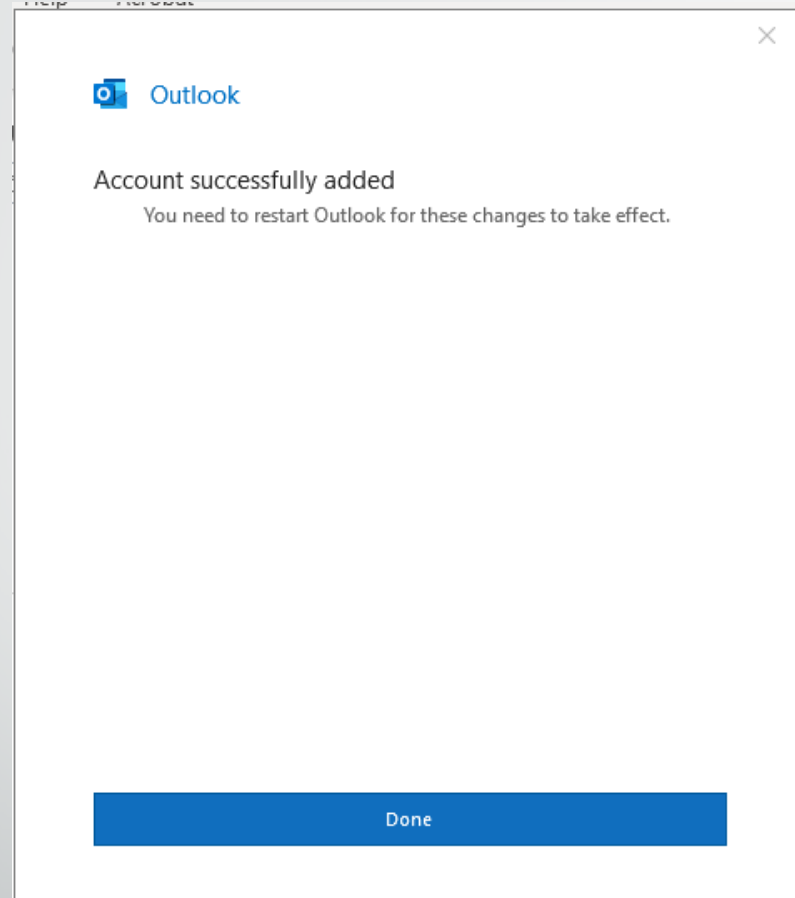
Outlook Desktop Application



Outlook Desktop Application

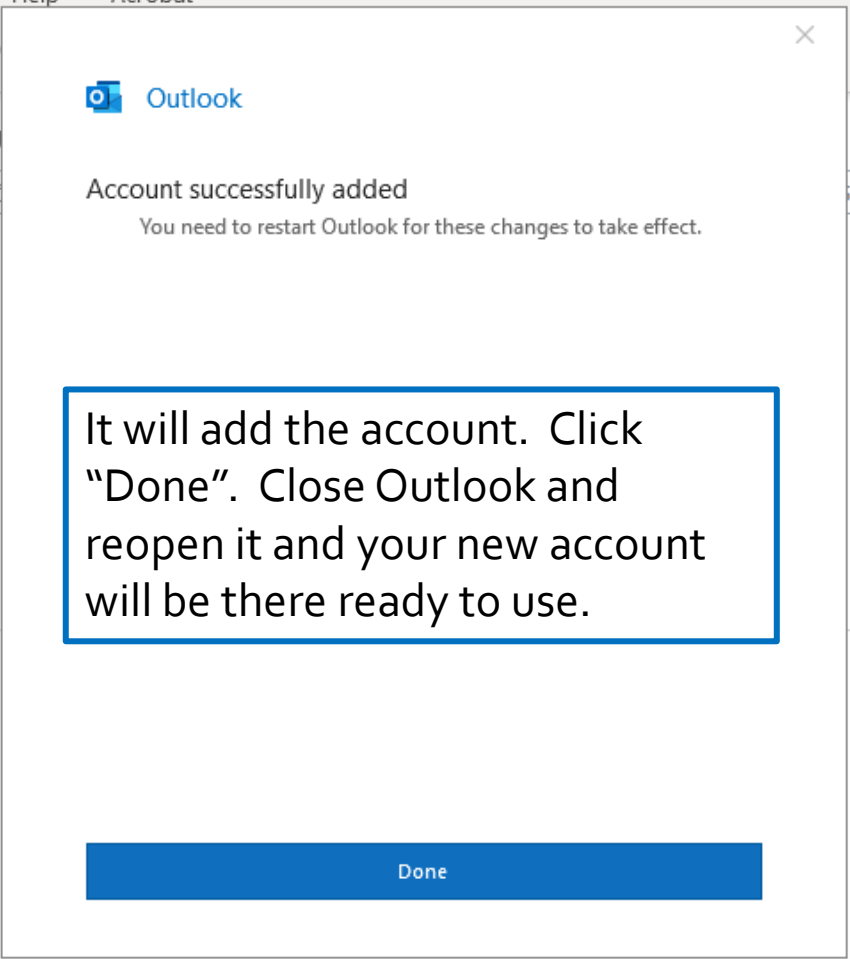


Outlook Desktop Application



It will add the account. Click "Done".
Close Outlook and reopen it and your new account will be there ready to use.

Outlook Desktop Application

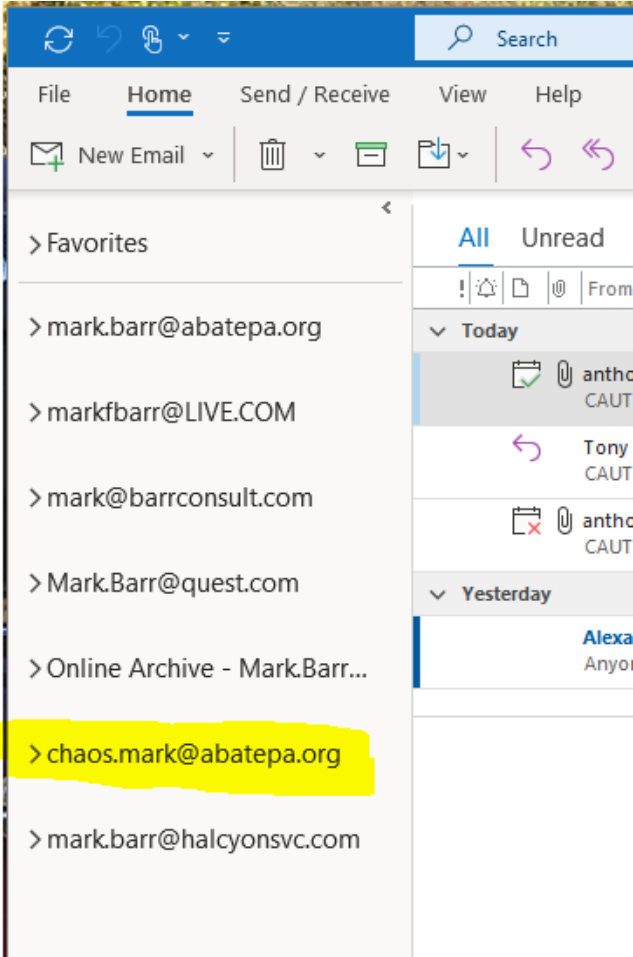


Outlook

Account successfully added
You need to restart Outlook for these changes to take effect.

It will add the account. Click "Done". Close Outlook and reopen it and your new account will be there ready to use.

Done



File Home Send / Receive View Help

New Email

Favorites

- mark.barr@abatepa.org
- markfbarr@LIVE.COM
- mark@barrconsult.com
- Mark.Barr@quest.com
- Online Archive - Mark.Barr...
- chaos.mark@abatepa.org
- mark.barr@halcyonsvc.com

All Unread

Today

- antho CAUT
- Tony CAUT
- antho CAUT

Yesterday

- Alexa Anyoi

Outlook Desktop Application

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

Send

From ▼ Mark.Barr@quest.com
Mark.Barr@quest.com

To mark.barr@abatepa.org

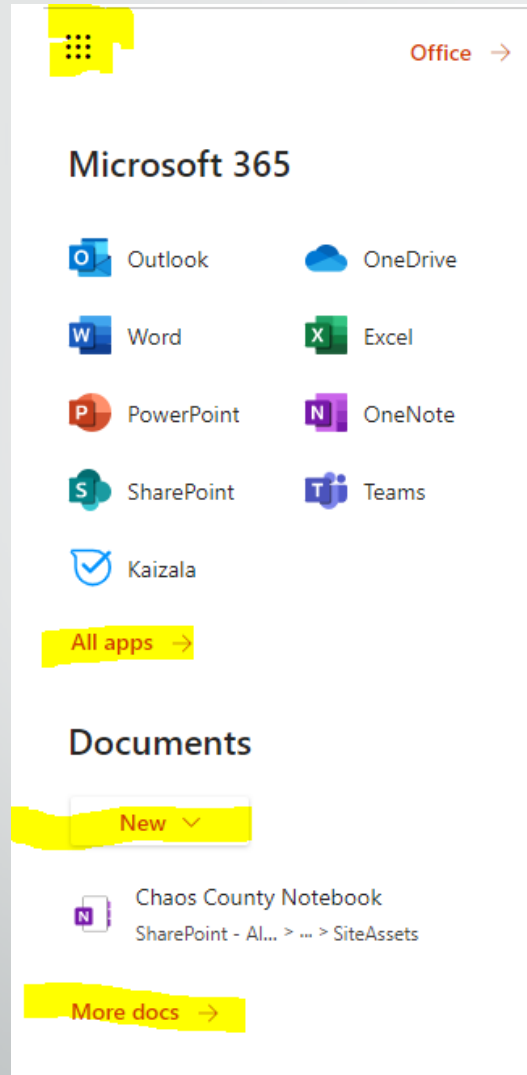
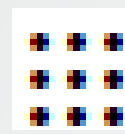
Cc mark@barrconsult.com
markfbarr@live.com

Subject mark.barr@halcyonsvc.com
chaos.mark@abatepa.org
Other Email Address...

Regards,
Mark Barr
Consultant

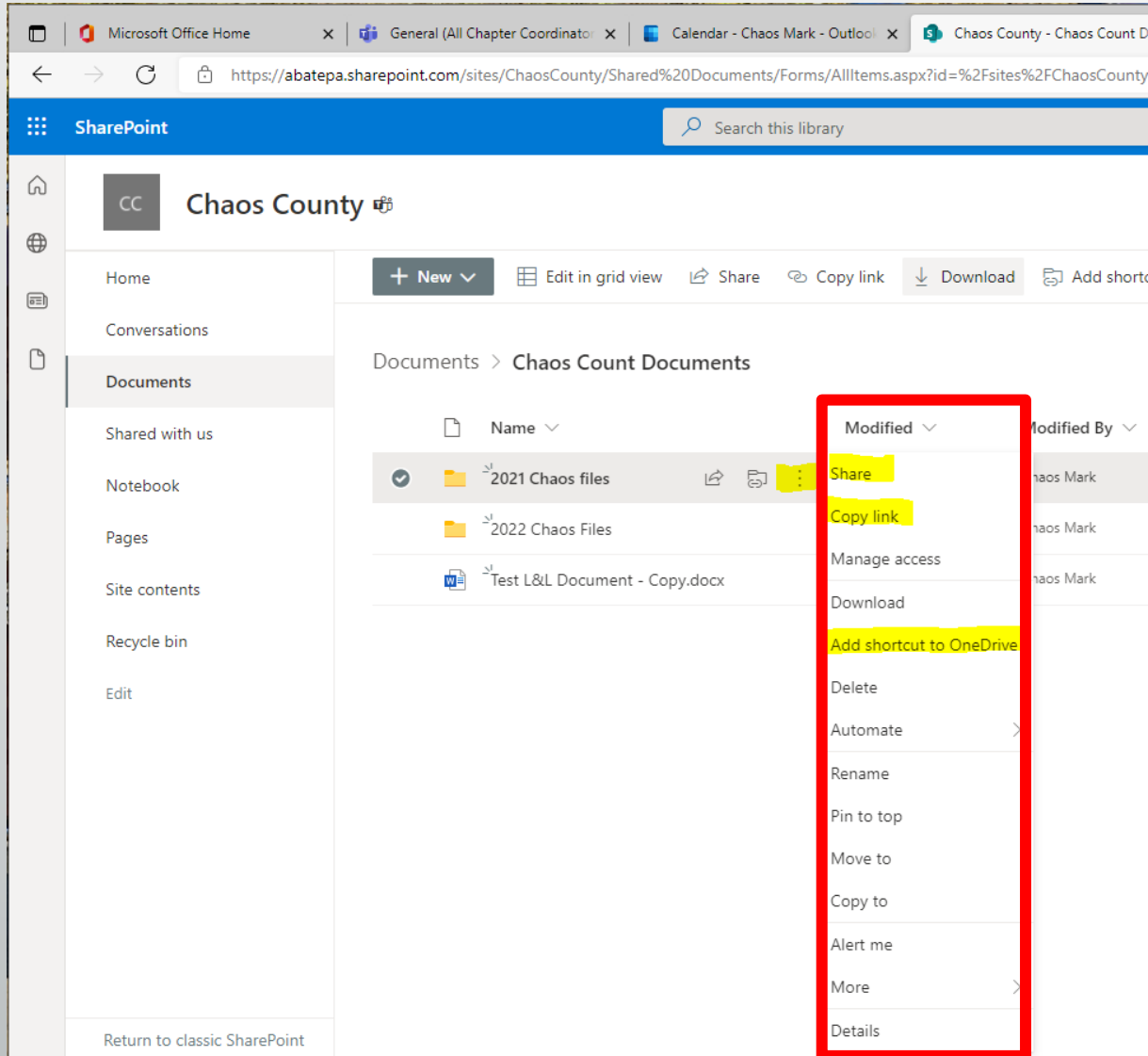
Word of Caution:
When sending an email from Outlook with multiple email accounts, be sure of which account you are using to send the email. It will default to the account in which you are currently working, but you can switch by clicking the "From" button.

The Waffle



Clicking the Waffle will give you a look at what is available to you in Microsoft 365. “All Apps” will present links to open all applications to which you have been given access. “New” will show recent document, tasks, etc.. “More docs” will do just that.. Show you more documents that you can quickly access.

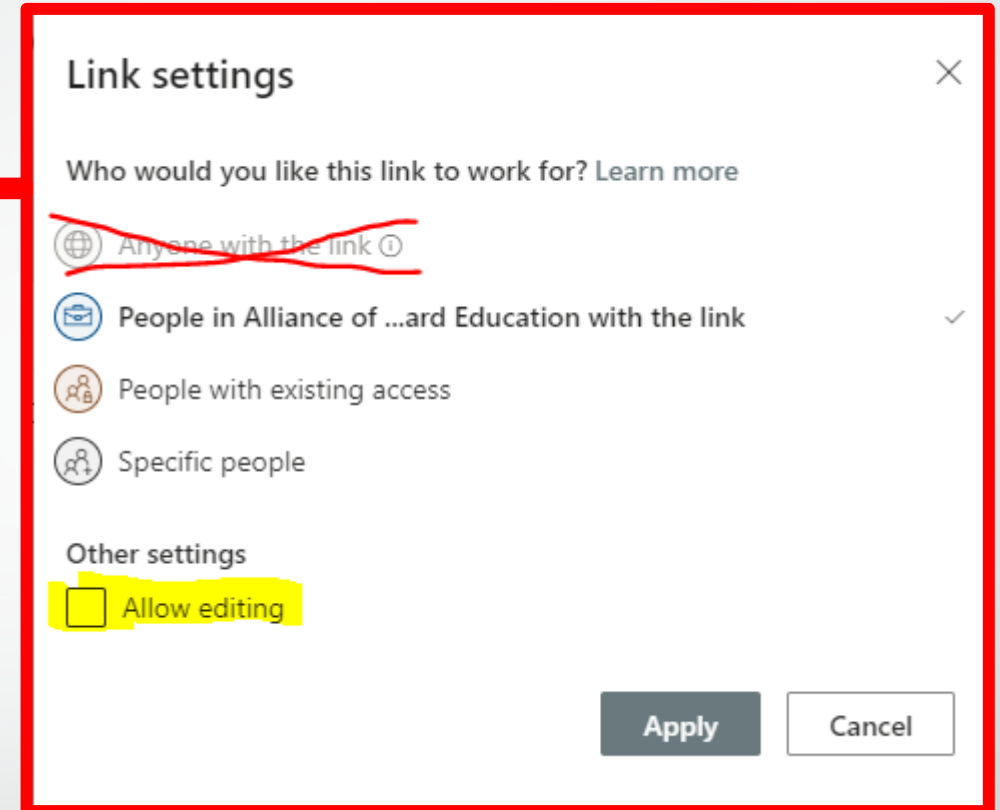
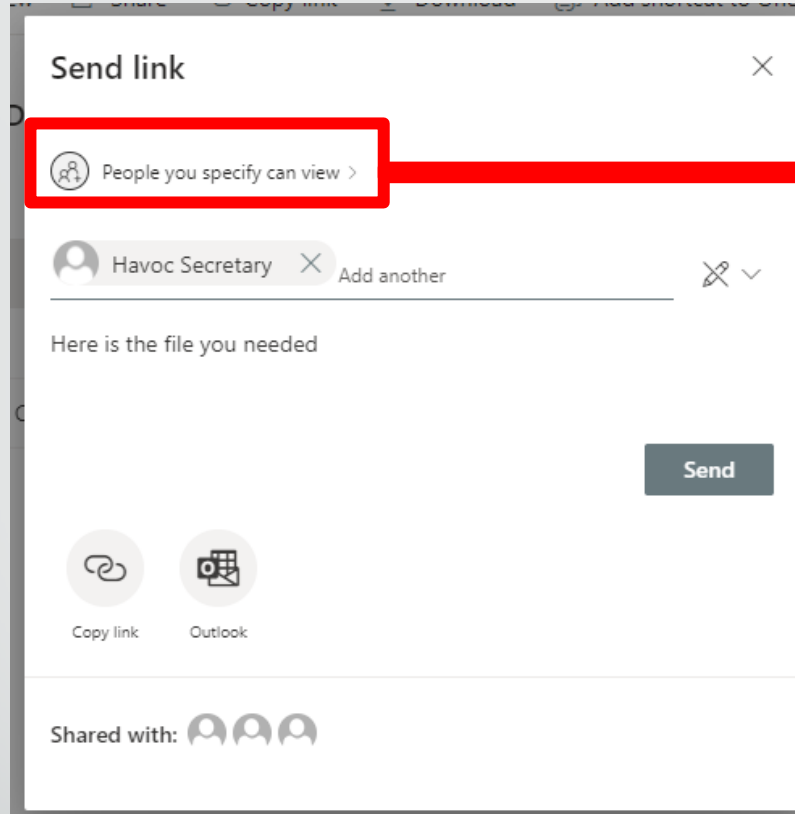
Sharing with SharePoint



After browsing to a folder or file in SharePoint, clicking on the 3 vertical dots will bring up the menu shown here. This is a list of actions you can perform. Share with others, copy a link to the file/folder that can be emailed to someone, add a shortcut to your OneDrive. You can move it, copy it, set alerts so you know when someone accesses or changes it and more.

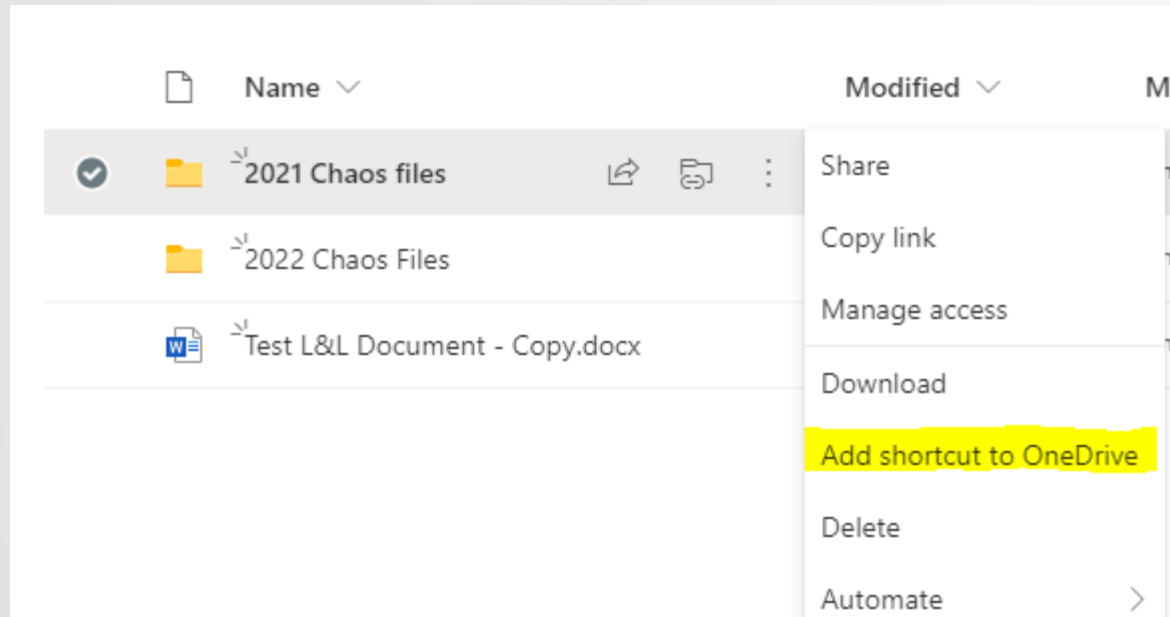
We'll discuss the OneDrive link later

Sharing with SharePoint



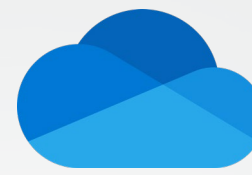
When sharing, you can specify in detail with who you want to share, and if they can only read it or if they can read and write to it. You cannot share to folks without a Microsoft 365 account. To share something with those outside, you will need to download it and then attach it to an email.

Sharing with SharePoint



To add a shortcut to your OneDrive, simply click on “Add shortcut to OneDrive”

Using OneDrive

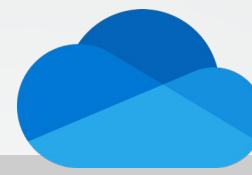


The screenshot shows the OneDrive web interface. The browser address bar displays the URL: https://abatepa-my.sharepoint.com/personal/chaos_mark_abatepa_org/_layouts/15/onedrive.aspx. The interface includes a search bar, a navigation pane on the left with options like 'My files', 'Recent', 'Shared', and 'Recycle bin', and a main content area titled 'My files'. The 'My files' section contains a table with the following data:

Name	Modified	Modified By	File size	Sharing
2021 Chaos files	11 minutes ago	Chaos Mark	0 items	Owner: Chaos County

Opening OneDrive will show you all of the files you have saved or created in OneDrive. Here, we can see the SharePoint folder that we created a OneDrive shortcut for earlier. You will notice a similar feel and look between OneDrive and the “Documents” section of SharePoint.

Using OneDrive



The screenshot shows the OneDrive web interface. The browser address bar displays the URL: https://abatepa-my.sharepoint.com/personal/chaos_mark_abatepa_org/_layouts/15/onedrive.aspx?id=%2Fpersonal.... The interface includes a search bar, a navigation pane on the left with 'My files', 'Recent', 'Shared', and 'Recycle bin' sections, and a main content area. The main content area shows the path 'My files > OneDrive Folder for testing' and a table of files.

Name	Modified	Modified By	File size	Sharing
OneDrive test document.docx	A few seconds ago	Chaos Mark	10.5 KB	Private

Here, I clicked on "New" and created a folder named "OneDrive Folder for testing". I opened the folder and clicked "New" again and created a Word document named "OneDrive test document"

Using OneDrive



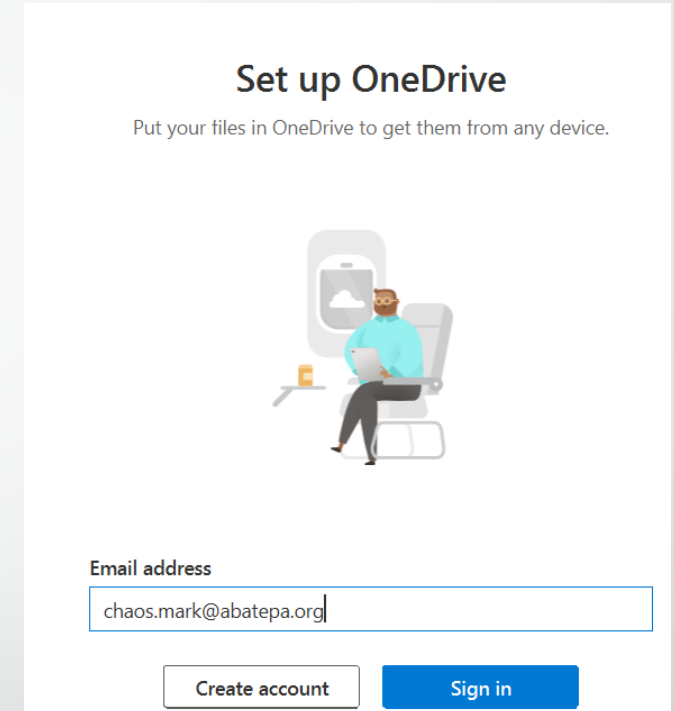
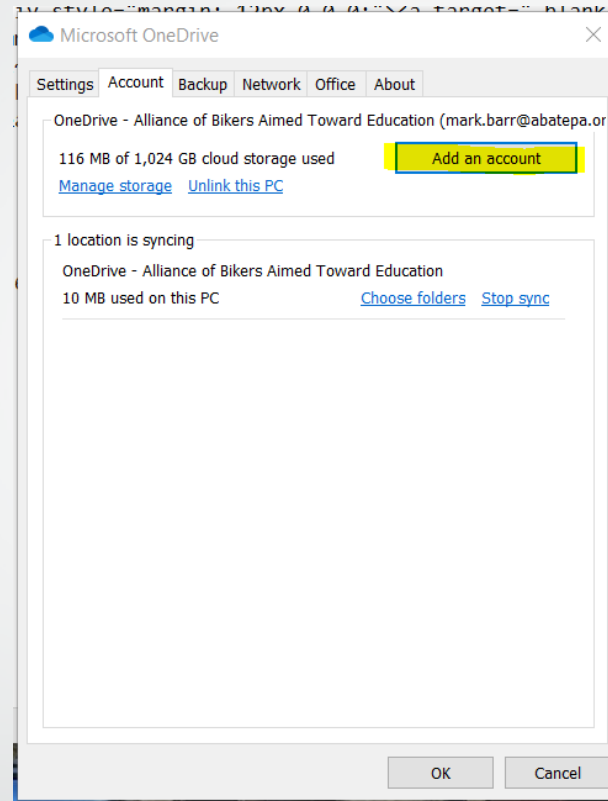
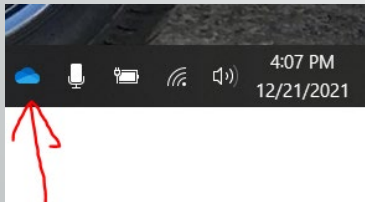
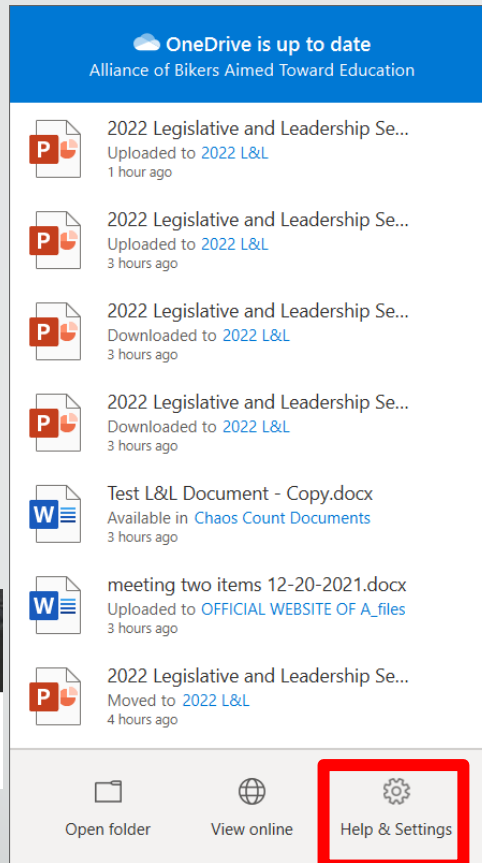
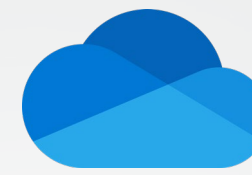
The screenshot shows a web browser window with the OneDrive interface. The address bar shows the URL: https://abatepa-my.sharepoint.com/personal/chaos_mark_abatepa_org/_layouts/15/onedrive.aspx. The interface includes a left sidebar with navigation options like 'My files', 'Recent', 'Shared', and 'Recycle bin'. The main area displays a table of files with columns for Name, Modified, Modified By, File size, and Sharing. A file named '2021 Chaos files' is visible, modified 11 minutes ago by 'Chaos Mark'.

Two dialog boxes are overlaid on the interface:

- The top dialog box is titled "This site is trying to open Microsoft OneDrive." and contains the text: "https://abatepa-my.sharepoint.com wants to open this application." Below this text is a checkbox labeled "Always allow abatepa-my.sharepoint.com to open links of this type in the associated app". At the bottom right of the dialog are "Open" and "Cancel" buttons.
- The bottom dialog box is titled "We're syncing your files" and contains the text: "You can close this dialog and your files will continue to sync in the background. If there is no response, you may need to install the latest version of OneDrive." Below this text is a "Close" button.

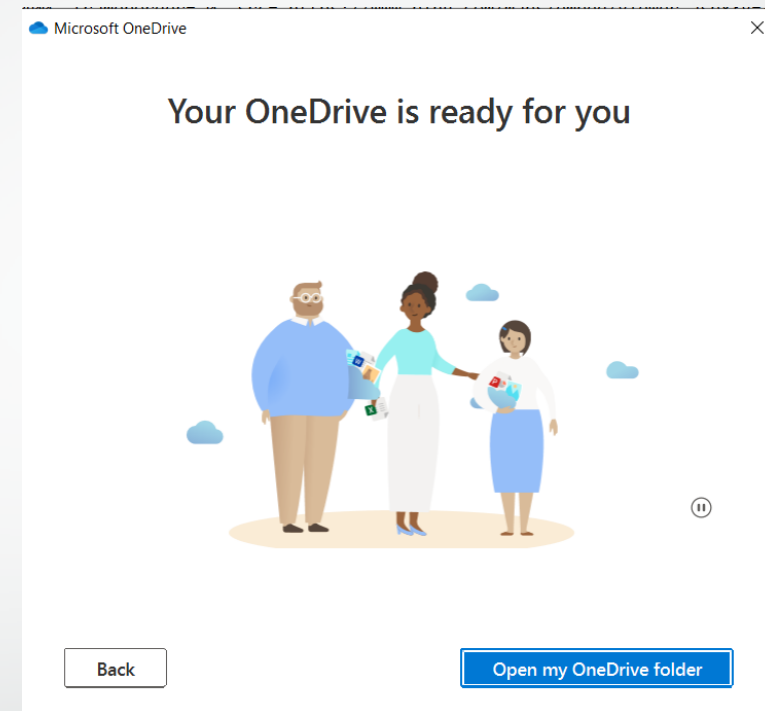
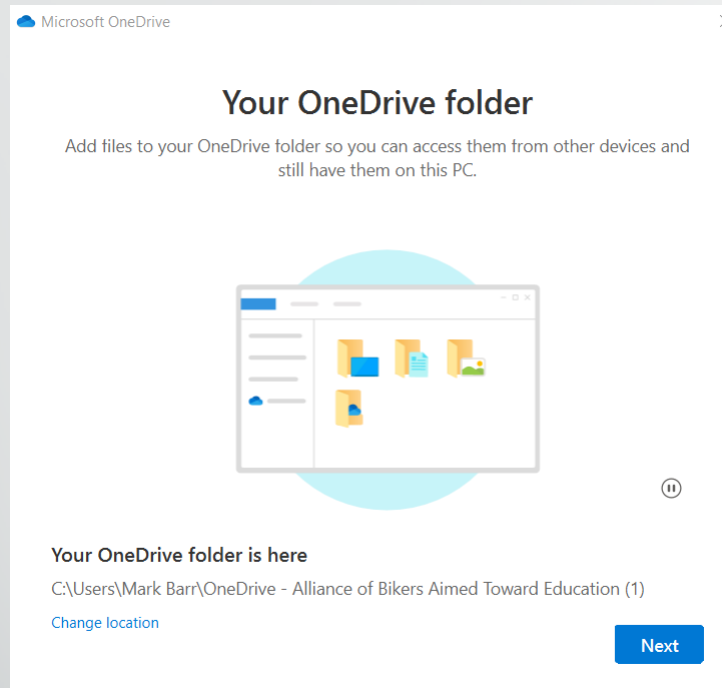
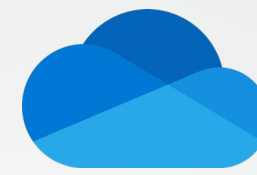
Clicking "Sync" on the OneDrive page will prompt you to open or install OneDrive on your PC. Next, we'll discuss why that is useful.

Using OneDrive



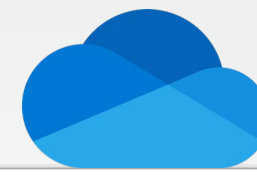
After installing OneDrive as prompted, click on the icon near date and time in lower left of screen and open settings as shown. Click "Add an account" then enter your email address and password just as we did when adding an account to Outlook.

Using OneDrive



Clicking "Next" a few times until you see "Open my OneDrive folder" and click it.

Using OneDrive



File Home Share View

OneDrive - Alliance of Bikers Aimed Toward Education (1)

Search OneDrive - Alliance of Bikers Aimed Toward Education (1)

Name	Status	Date modified
2021 Chaos files	☁️	12/21/2021 4:11 PM
OneDrive Folder for testing	☁️	12/21/2021 4:10 PM

Here we see the OneDrive folder and the shortcut to the SharePoint folder

The little cloud icons tell us that these folders and files reside in the cloud only.

Using OneDrive



The screenshot shows a Windows File Explorer window with a context menu open over a OneDrive folder. The menu item "Always keep on this device" is highlighted with a red box. A red arrow points from a text box to the folder being right-clicked.

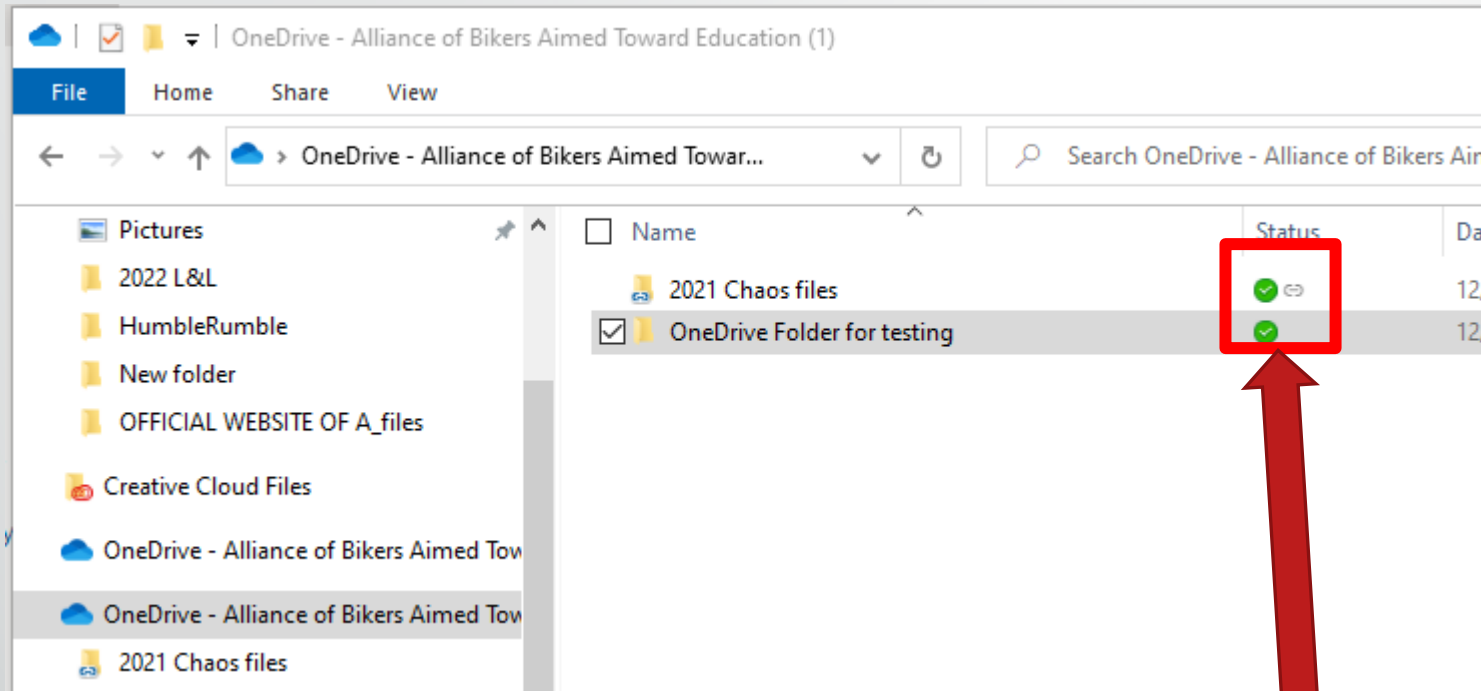
Name	Status	Date modified	Type
2021 Chaos files	☁️	12/21/2021 4:11 PM	File folder
OneDrive Folder for testing	☁️	12/21/2021 4:10 PM	File folder

Context Menu Options:

- Collapse
- Open in new window
- Pin to Quick access
- View online
- Always keep on this device**
- Free up space
- Give access to
- Restore previous versions
- Combine files in Acrobat...
- Include in library
- Pin to Start
- Permanently erase with Webroot
- Scan with Webroot
- Send to
- Copy
- New
- Properties

Right click on the OneDrive in explorer and then select "Always keep on this device"

Using OneDrive



Now the “clouds” have changed to green circles, indicating that a copy is now stored on the local computer.



Using OneDrive



Why is a local copy so important?

Having a local copy allows you to work on files even when you don't have internet access. You can create new files and folders in your OneDrive locally while offline. You can edit existing files while offline. Once you reconnect to the internet, your work will sync up with the online OneDrive. Keep in mind, OneDrive is yours, and yours alone. Nobody can see anything unless you have shared it with them.

But..... Remember that SharePoint shortcut. You can now access those files and folders while offline too. The difference is that other members of your team can be doing the same thing. Once anyone reconnects, they will sync up and down with SharePoint. What if two people make changes to the same file? Oooops.... Not to worry. SharePoint does versioning. Every time a file is changed, SharePoint keeps the previous version. At anytime, you can revert back to any previously saved version.

Planner



Microsoft Office Home x Hub - Planner x OneDrive Folder for testing x General (All Chapter Coordi x Chaos County - Chaos

https://tasks.office.com/abatepa.org/en-US/Home/Planner/

Planner

New plan

Planner hub

Assigned to me

Pinned ^

More v

New Plan

Plan name

Add to an existing Microsoft 365 Group

Privacy

Public - Anyone in my organization can see plan contents

Private - Only members I add can see plan contents

Options v

Create plan

Open Planner and click on "New Plan". Give it a name. You can add it to an existing group and decide if only invitees can see it or everyone in the organization. Under options, you can add a description for the Plan.

Planner



Planner

Chaos Plan for T...

Board Charts Schedule ...

To do

+ Add task

Find and reserve a hall

Due 12/30

Chaos Mark

Add task

Add new bucket

Give it a try!

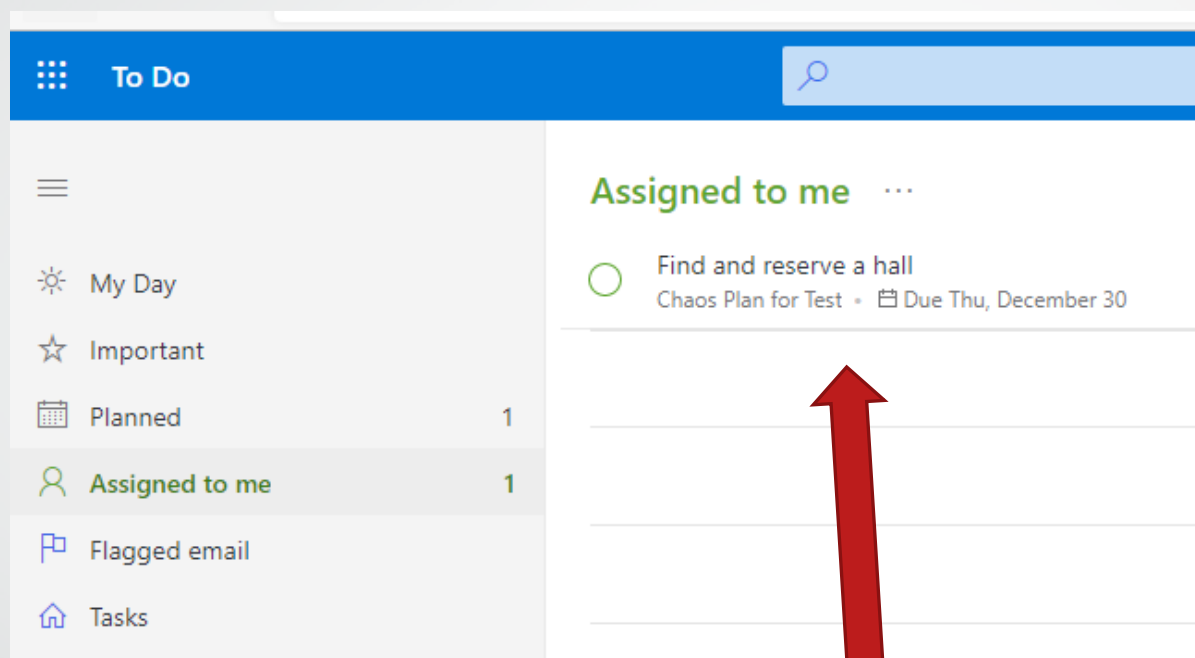
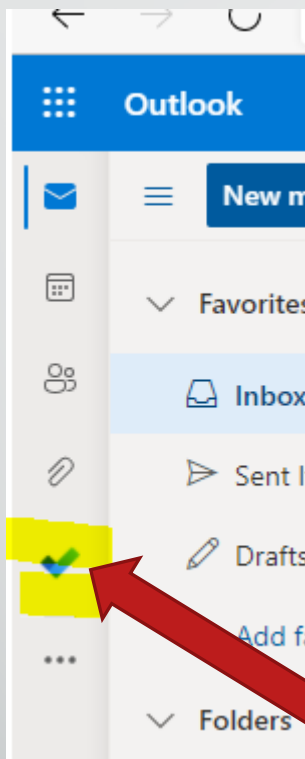
Make a task and assign it to yourself.

Tip 1 of 4

Click on "Add Task".
Give it a name. Set the
due date and assign it
to someone. Repeat for
multiple tasks.



Planner



Opening Outlook and clicking on the Tasks icon will now show your tasks and the due date

Planner



The screenshot shows the Microsoft Planner interface. On the left is a navigation pane with options: 'New plan', 'Planner hub', 'Assigned to me' (selected), 'Pinned', and 'Recent'. The main area is titled 'Assigned to me' and shows a task card for 'Chaos Plan for Test'. The task 'Find and reserve a hall' is in the 'Not started' state, indicated by a yellow circle icon. A red arrow points to this yellow circle.

This screenshot shows the same task card for 'Chaos Plan for Test' but now in the 'Completed' state. The task 'Find and reserve a hall' is marked with a green checkmark icon. Below the task card, a completion message reads: 'Completed by Chaos Mark on 12/30'. A red arrow points to this completion message.

Click on the circle changes the task status to completed

Yammer



A screenshot of the Yammer web interface. The interface includes a top navigation bar with the Yammer logo, a search bar, and a 'New Yammer' toggle. The main content area is divided into a left sidebar with 'Home Feed', 'Inbox', and 'Communities' sections, and a central feed area. A 'Welcome back!' modal window is open in the center, displaying a message: 'Welcome back! Here are some communities you might want to join.' Below the message are two community cards: 'Microsoft 365 Help' with 3 members and '2021 L&L Seminar' with 8 members. Each card has a 'Join' button. To the right of the main content area, there is a 'Suggested Communities' section with two cards: '2021 L&L Seminar' (8 Members) and 'Microsoft 365 Help' (3 Members), each with a 'Join' button. The bottom of the screenshot shows a blue-bordered box containing the text: 'Open Yammer and select one or more communities to join.'

Open Yammer and select one or more communities to join.

Yammer



A screenshot of the Yammer interface. At the top, there's a navigation bar with the Yammer logo, a search bar, and a dropdown menu for 'Microsoft 365 ...'. Below the navigation bar, the main content area is divided into several sections. On the left, there's a sidebar with 'Home Feed', 'Inbox', and 'Communities'. Below that, a 'Favorites' section contains a card with the text 'Improve your Yammer experience by creating a list of your favorite communities.' Underneath, the 'My communities' section lists 'Microsoft 365 Help' (selected), 'All Company', and 'Create a Community'. The main content area features a large blue banner for the 'Microsoft 365 Help' community, with a 'Joined' button. Below the banner, there are tabs for 'Conversations', 'About', 'Files', and 'Events'. A 'Start a discussion' section offers options for 'Discussion', 'Question', 'Praise', and 'Poll'. On the right side, there's a 'Members 3' section with three profile icons and the text 'Need help? Ask a question.' Below that, a 'Pinned' section with a plus sign and the text 'Add files or links that are important to this community.' At the bottom right, there's a 'Community Resources' section listing 'SharePoint Library', 'SharePoint Site', 'OneNote', and 'Planner'.

Yammer works similarly to Facebook and online forums. This can be a place for general discussions, asking questions and sharing files and images. This particular Community is for asking questions about Microsoft 365 and providing answers.

Yammer

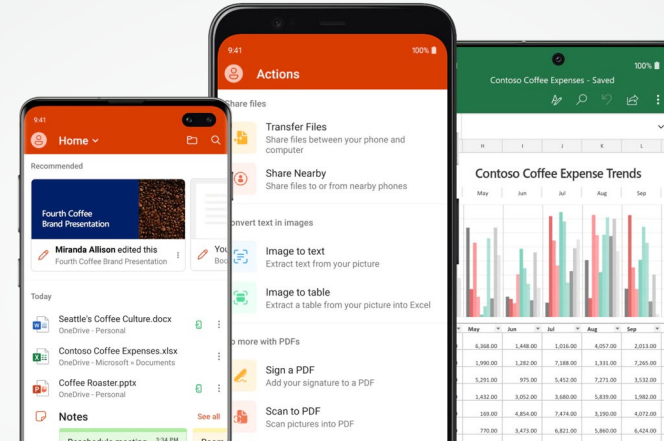
A screenshot of the Yammer interface showing the 'Create a New Community' dialog box. The dialog box is white with a close button (X) in the top right corner. It contains the following sections:

- Name ***: A text input field with the placeholder text 'Name your community'.
- Description**: A text input field with the placeholder text 'Describe this community to others'. Below the field, it says '150 characters remaining'.
- Members**: A text input field with the placeholder text 'Add people by name or email'.
- Edit settings**: A section titled 'Select public or private community' with a dropdown menu. The dropdown is currently open, showing three options:
 - Public: Anyone in your network can view and join this community. (selected)
 - Public: Anyone in your network can view and join this community.
 - Private: Only approved community members can view or participate.

The background of the screenshot shows the Yammer homepage with a sidebar on the left containing 'Communities', 'Favorites', and 'My communities' (with 'Microsoft 365 Help' and 'All Company 1' listed). A yellow button labeled 'Create a Community' is visible in the sidebar.

Anyone can start a new Community (topic). Provide a name, description, optionally add members, and select if anyone can join or only invited members.

Microsoft Office 365 on your phone or tablet



Q & A

DEDICATED TO FREEDOM OF CHOICE



A.B.A.T.E. OF PA

What Next?

- ❖ **As there is demand, there will be 30-60 minute online sessions using Teams. These sessions will be focused on one area or application within Microsoft 365**

Thank you !

