



# Teradyne Microsoft Office 365 Training

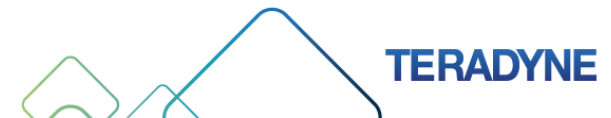


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Last edit 2020-05-03



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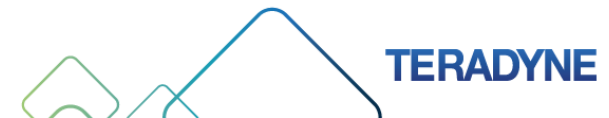


## Office 365 Subscription

Microsoft offers several versions of Office 365

Teradyne has subscriptions to Microsoft Office 365 E3

1. Office 365 is a collection of products and services that includes Office 365 Pro Plus
2. All Teradyne employees who are using on IBM Notes have a license
3. Includes Teradyne, Eagletest and AIT and others using IBM Notes
4. Nextest, LitePoint, UR, MIR, Intergid, Lemsis are not in scope



# What is Included in Office 365 E3

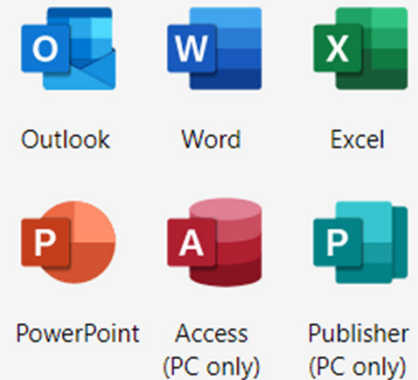
## Phase-1 Deployed on May 4, 2020

- **Office 365 Local-** Outlook, Word, Excel, PowerPoint, Access, Publisher installed on PC or Mac
- **Office for Web-** Create and edit Word, OneNote, PowerPoint, and Excel documents from a browser.
- **Email and Calendar-** Exchange online and Outlook for mail and calendar
- **Teams-** Chats,, work with files, and collaborate on shared deliverables. Like Slack and Webex teams
- **OneDrive-** Up to 5TB storage accessible on any device. Share documents with others inside and outside Teradyne
- **To Do-** Manage, prioritize, and complete the most important things you need to achieve every day

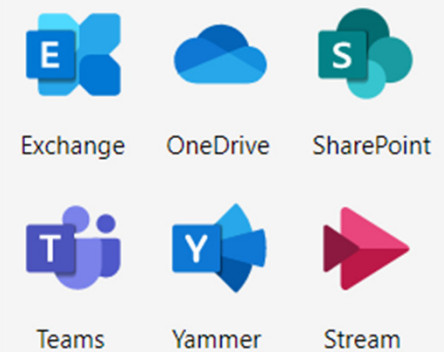
## Phase-2 Deployed after May 4, 2020

- **Skype-** Online Meeting and screen sharing
- **SharePoint-** Sites, portals, content services, automation, and search integration with Outlook, Yammer, and Teams
- **Yammer-** Connect people, drive company-wide initiatives, share best practices, and build communities
- **StaffHub-** Staff manage their workday with scheduling, information sharing and connect to other apps and resources
- **Delve-** Search info across products by pulling content from Exchange, OneDrive , SharePoint 2016 and Yammer
- **Planner-** Project management application that provides a simple and highly visual way to organize teamwork.
- **Sway-** Presentation program that allows users to combine text and media to create a presentable website.
- **Stream-** Enterprise Video service where people in your organization can upload, view, and share videos securely.
- **Mobility-** View and edit Office documents with Office mobile apps using just a browser on Windows, iOS, and Android
- **Document and Email Access Control-** Rights Management, restrict access to documents and email to specific people
- **Flow-** Build automated workflows between apps and services get notifications, synchronize files, collect data etc.
- **Additional One-Note Features-** Ink replay, Researcher, Math Assistant, Stickers and more to come

## Office applications included



## Services included



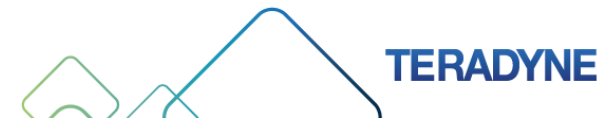
# Schedule

| Office 365 E3 Schedule Milestone - Week          | 18-Nov-19 | 25-Nov-19 | 2-Dec-19 | 9-Dec-19 | 16-Dec-19 | 23-Dec-19 | 30-Dec-19 | 6-Jan-20 | 13-Jan-20 | 20-Jan-20 | 27-Jan-20 | 3-Feb-20 | 10-Feb-20 | 17-Feb-20 | 24-Feb-20 | 2-Mar-20 | 9-Mar-20 | 16-Mar-20 | 23-Mar-20 | 30-Mar-20 | 6-Apr-20 | 13-Apr-20 | 20-Apr-20 | 27-Apr-20 | 4-May-20 | 11-May-20 | 18-May-20 | 25-May-20 |
|--|-----------|-----------|----------|----------|-----------|-----------|-----------|----------|-----------|-----------|-----------|----------|-----------|-----------|-----------|----------|----------|-----------|-----------|-----------|----------|-----------|-----------|-----------|----------|-----------|-----------|-----------|
| Negotiate and sign contract                      |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Build and configure test Site                    |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Create and Configure production site             |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| All Users- Enable all users, start paying        |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Pilot-1- Register, Install, Pre Pilot-1 Training |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Pilot-1- Move Mail and Calendar History          |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Pilot-1- Go-Live, Start Using Office 365         |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Pilot-1- Post Pilot-1 training                   |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| All Users- Move Mail and Calendar History        |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| All Users -Install Office 365                    |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Pilot-2- Register, Install, Pre Pilot-2 Training |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Pilot-2- Go-Live, Start Using Office 365         |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Pilot-1- Post Pilot-1 training                   |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| All Users- Training before go live               |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| All Users- Go-Live, Start Using Office 365       |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Training after go live                           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |
| Deploy Rest of Office 365 Tools Over Time        |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |          |          |           |           |           |          |           |           |           |          |           |           |           |



## BPIT Activities Before Go-Live

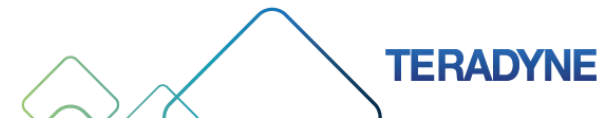
1. Move last 2 years of your IBM Notes mail and calendar to Microsoft Outlook Inbox,  
Offer a tool to convert your Notes archive files to Outlook
2. Keep IBM Notes Mail, Calendar, Sametime Chat and Sametime Meeting unchanged
3. Make Sympa mailing lists available on Outlook, example [all-us@teradyne.com](mailto:all-us@teradyne.com)
4. Make a small subset of Notes mailing lists available on Outlook, rest will remain on Notes





## BPIT Activities During Go Live

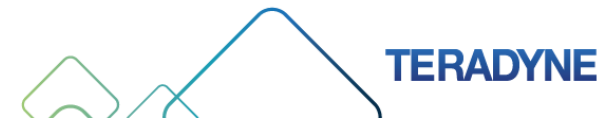
- Put Notes Mail and Calendar into read only mode
- Disable Notes Traveler, Sametime Chat and Sametime Meeting
- Forward email to Outlook
- Move conference room reservation from Notes to Outlook
- Verify everything works properly
- Inform users
- Help desk and onsite-support and Office 365 team get ready to support





## BPIT Activities After Go Live

- Offer daily training for up to 4 weeks after go live in US and Asia time zones
- Set up Sharepoint for Internal Sharing
- Plan SharePoint migration from Onprem to Online as a separate project
- Make other office 365 products and services in stages
  - Sharepoint for External Sharing
  - Delve
  - Planner
  - One Note
  - Yammer
  - Staff-Hub
  - Sway
  - Stream
  - Flow

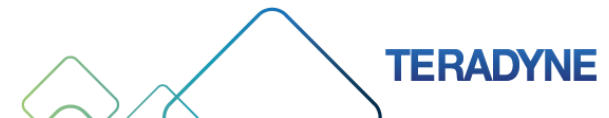






## What You Need To After Go-Live

1. Use Outlook and verify last 2 years of email and calendar history is in your Inbox and older messages are in online archive.
2. Immediately report if there are issues with your mail or calendar
3. Use Notes for Notes applications and mailing lists not on Outlook
4. Use Office 365 for Office Word, Excel, PowerPoint and Outlook for Mail and Calendar
5. Install Webex productivity tools and change calendar to Microsoft Outlook
6. Use OneDrive for storing personal files replacing your home directory and local PC
7. Use Microsoft Teams for Chat
8. Use To Do to organize your activities



## Installation Progress



| Status                     | Users | %   |
|----------------------------|-------|-----|
| MFA Configs                | 3067  | 64% |
| Active Team Users          | 2543  | 53% |
| Active One Drive Users     | 1588  | 33% |
| Office Pro 365 Activations | 1858  | 39% |

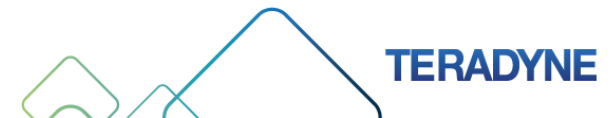
### Updated installation instructions

1. Minimum- Config MFA then use Web Office 365 from Office.com
2. Better- Configure Outlook 2016, install OneDrive, Teams and To DO
3. Best- Install Office 365 Pro Plus, OneDrive, Teams and To Do



## Support Staff

- 11 Help Desk Staff
- 6 Notes/Office 365 Admins
- 10 On-site support staff
- 4 Windows Admins
- 108 BPIT Technical Contacts help coworkers



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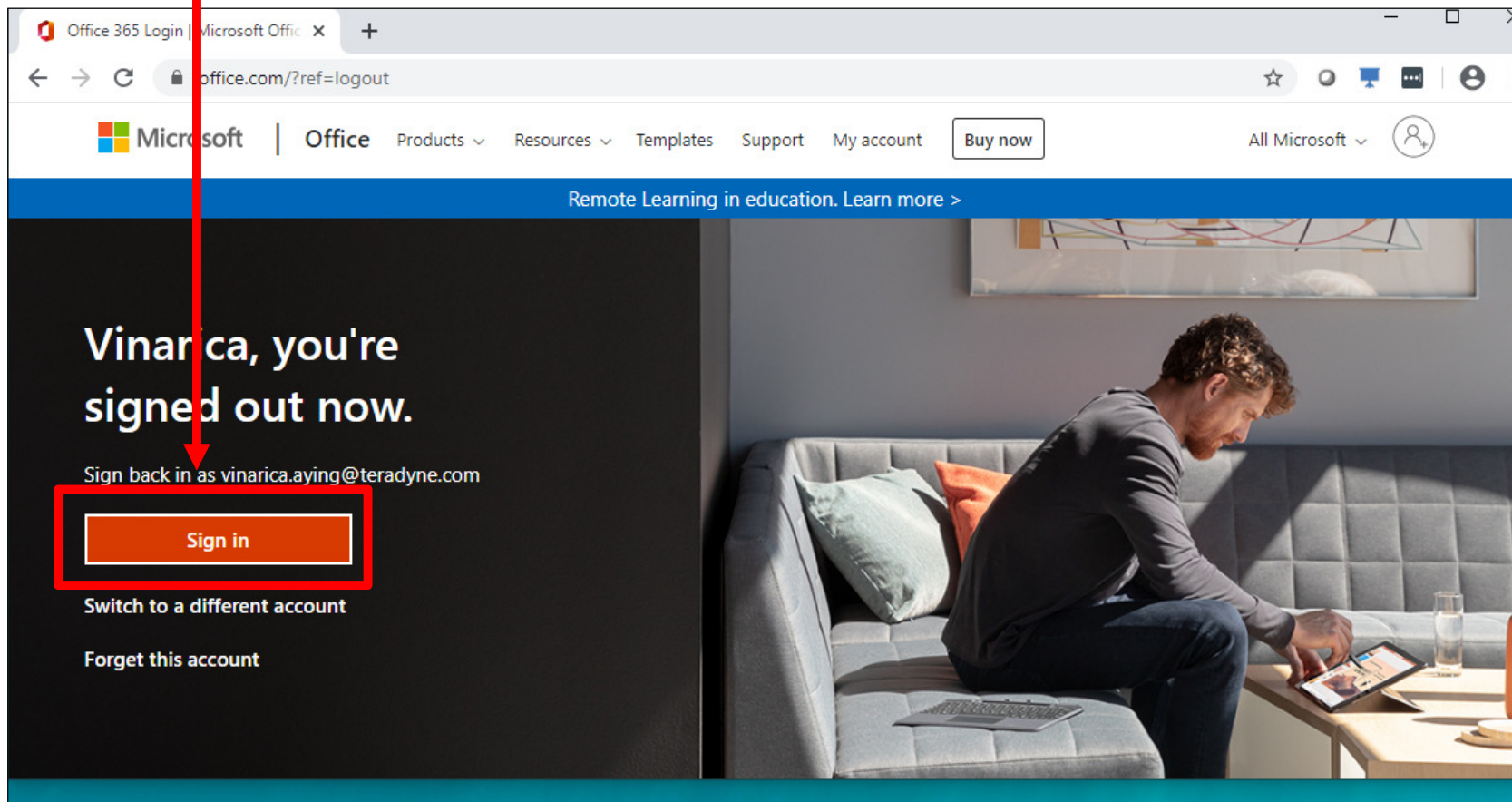
## **Access Office 365 Apps, Teams, OneDrive, and To Do Online**



**TERADYNE**

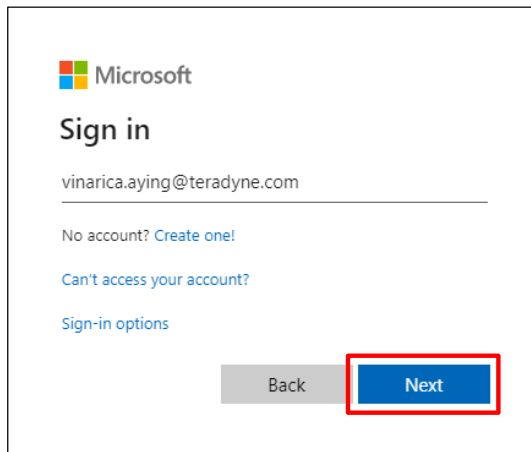
## Access Office 365 Apps, Teams, OneDrive, and To Do Online

- Go to **Office.com**
- Click **Sign in**



# Access Office 365 Apps, Teams, OneDrive, and To Do Online

- Enter your **TER email address**. Click **Next**



Microsoft

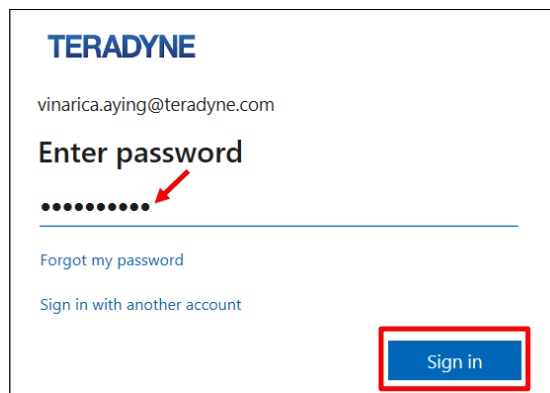
Sign in

[No account? Create one!](#)

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

[Sign-in options](#)

- Enter your **TER password**. Click **Sign in**

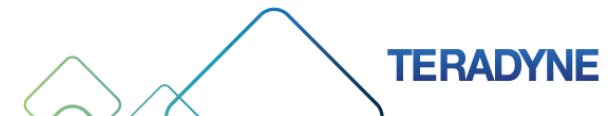


TERADYNE

Enter password

[Forgot my password](#)

[Sign in with another account](#)



# Access Office 365 Apps, Teams, OneDrive, and To Do Online


- Enter **verification code** sent through phone. Click **Verify**

**TERADYNE**

vinarica.aying@teradyne.com

### Enter code

☐ We texted your phone +XX XXXXXXXX97. Please enter the code to sign in.

152371| 

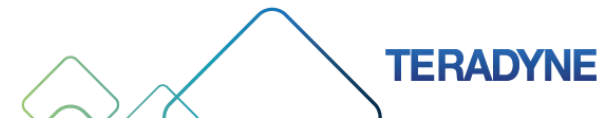
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☐ Don't ask again for 30 days

Having trouble? [Sign in another way](#)

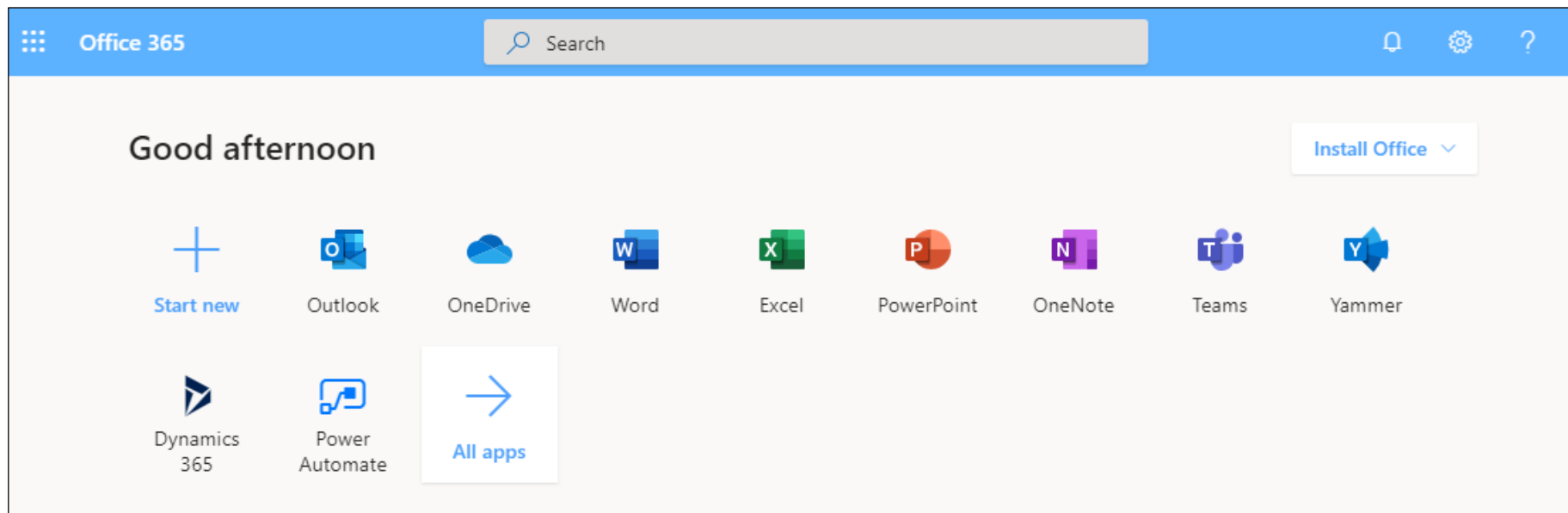
[More information](#)

**Verify**



# Access Office 365 Apps, Teams, OneDrive, and To Do Online

- Use Web version of **Outlook, Teams, OneDrive** and **To Do**





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# Microsoft Outlook Online



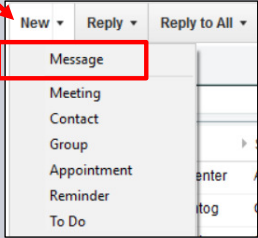
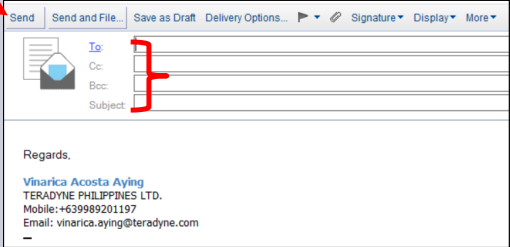
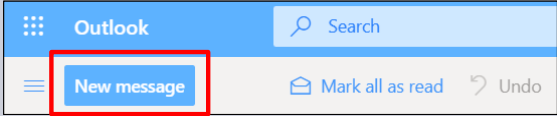
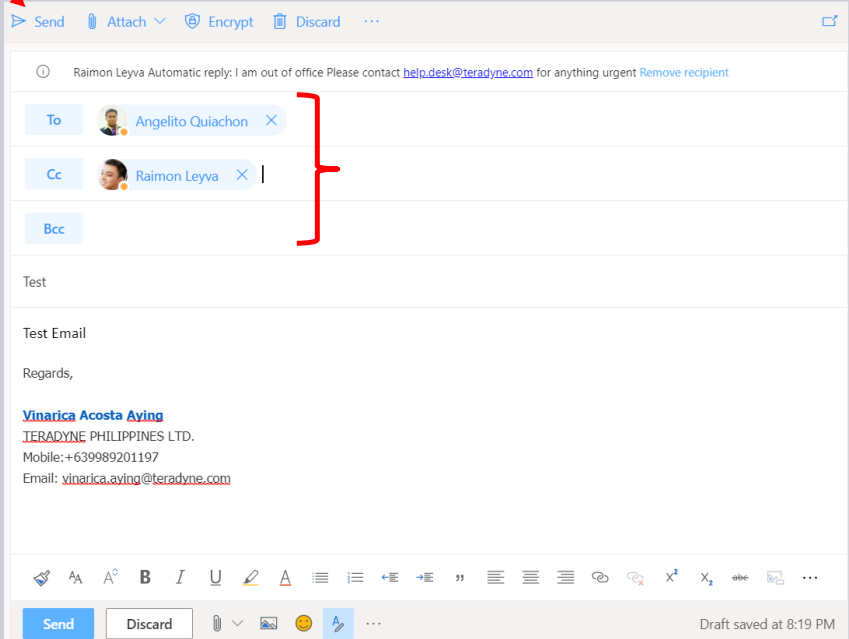
TERADYNE

# Quick Start Guide

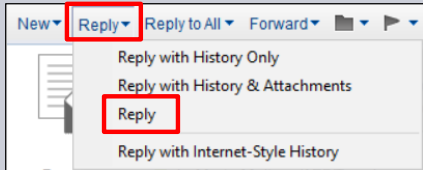
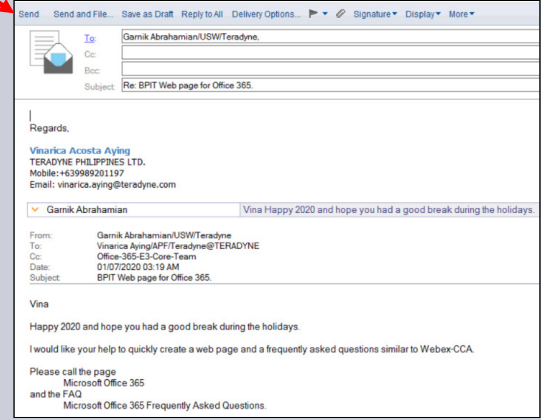

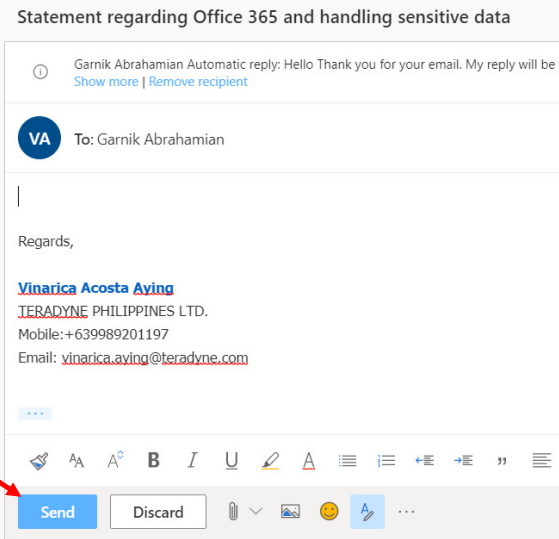
The screenshot displays the Microsoft Outlook web interface. Red boxes and numbered callouts (1-6) highlight specific areas:

- 1**: Points to the **New message** button in the left sidebar.
- 2**: Points to the **Folders** section in the left sidebar, which includes links to Favorites, Folders, Inbox (3 items), Drafts, Sent Items, Deleted Items (6 items), Junk Email, Archive, Notes, and BPIT FEEDBACK.
- 3**: Points to the bottom navigation bar containing icons for Mail, Calendar, People, and Tasks.
- 4**: Points to the top navigation bar, which includes a Search bar, a toolbar with actions like Delete, Archive, Junk, Sweep, Move to, Categorize, Snooze, Undo, and a Meeting test notification for 12:00 PM.
- 5**: Points to the main email list in the **Inbox**. The selected email is from **andres.willkie@teradyne.com; jose.guzm** with the subject **> Rooms pending to sync**, dated 7:56 AM. Below it is an email from **Garnik Abrahamian** with the subject **> TERADYNE | Teams and SharePoi... (2)**, dated 5:50 AM. Other emails from **Andres Willkie** and **Jose Guzman; Luis Rodriguez** are also visible.
- 6**: Points to the email content area on the right, showing the body of the selected email. It includes a header with the sender's name and email, a timestamp, and the message text: "Thanks Jose!! I will create an action item on the planner...". The email is signed by **Andres Willkie**, BPIT Senior Project Manager | PMO Team, with contact information.

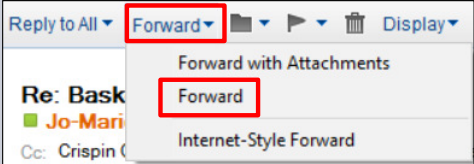
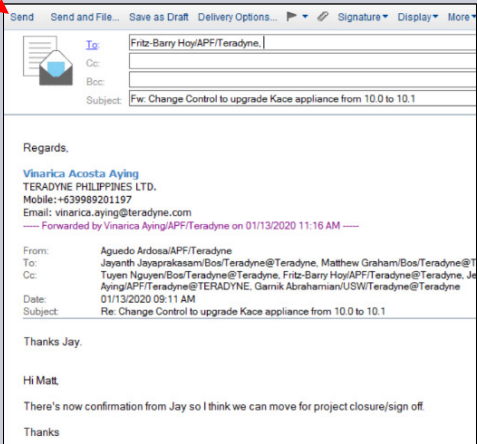
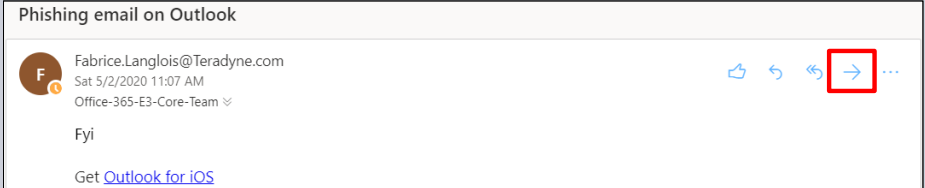
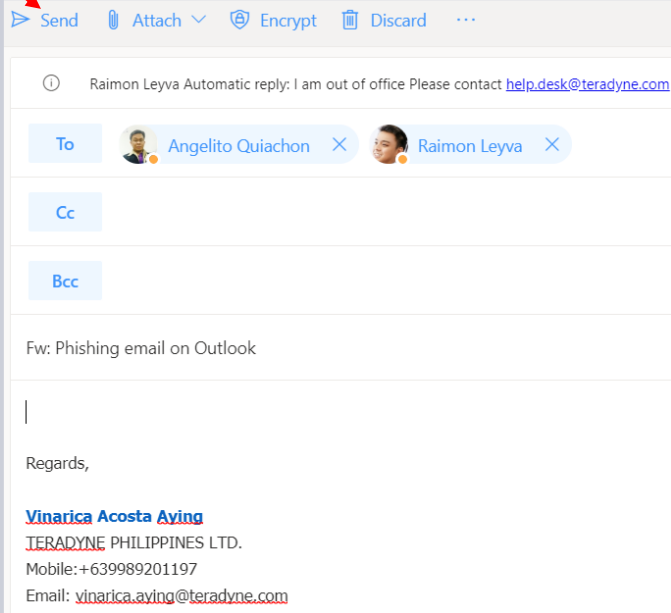
# Notes Vs Outlook

| Operation     | Notes   | Outlook   |
|---------------|---|---|
| New (Message) | <ul style="list-style-type: none"> <li>Click <b>New</b> to open <b>New Message</b> window  </li> <li>Enter <b>To, CC and BCC email addresses and Subject</b></li> <li>Enter <b>message</b></li> <li>Click <b>Send</b>  </li> </ul> | <ul style="list-style-type: none"> <li>Click <b>New message</b> button  </li> <li>Enter <b>To, CC, Subject and message</b></li> <li>Click <b>Send</b>  </li> </ul> |

# Notes Vs Outlook

| Operation | Notes  | Outlook   |
|-----------|--|---|
| Reply     | <ul style="list-style-type: none"> <li>Select email to reply. Click <b>Reply</b>  </li> <li>Type in response and click <b>Send</b>  </li> </ul> | <ul style="list-style-type: none"> <li>Select email to reply. Click <b>Reply</b> or <b>Reply All</b> icon            </li> <li>Type in response and click <b>Send</b>  </li> </ul> |

# Notes Vs Outlook

| Operations | Notes   | Outlook   |
|------------|---|---|
| Forward    | <ul style="list-style-type: none"> <li>Select email to forward and click Forward</li> </ul>  <ul style="list-style-type: none"> <li>Click Send</li> </ul>  | <ul style="list-style-type: none"> <li>Select email to forward. Click <b>Forward</b> icon</li> </ul>  <ul style="list-style-type: none"> <li>Enter recipient and click <b>Send</b></li> </ul>  |

# Notes Vs Outlook

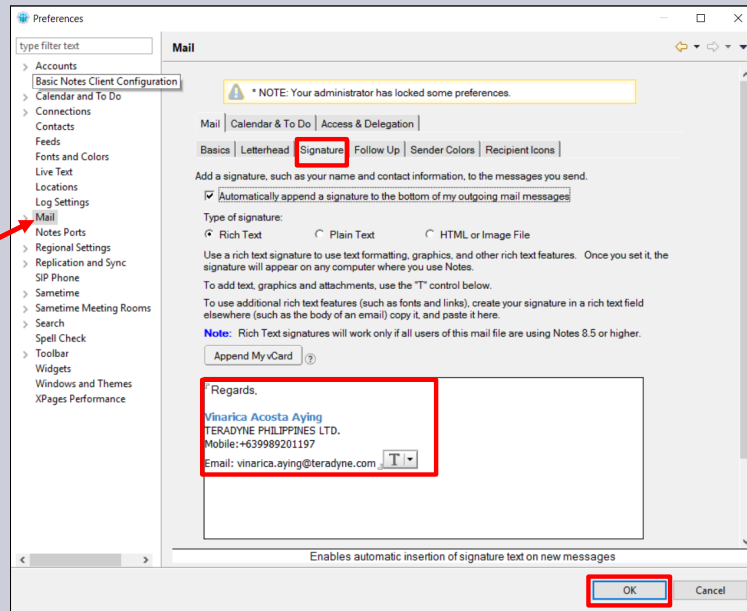
## Operations


## Notes

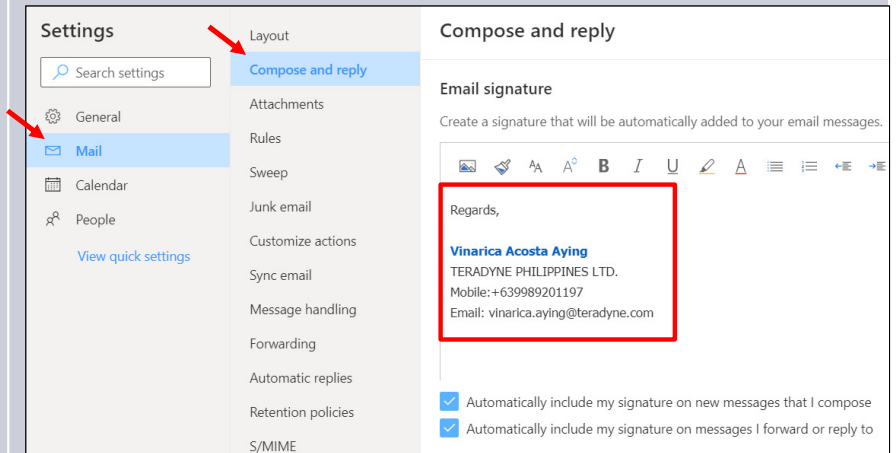
## Outlook

### Create Email Signature

- Go to File > Preferences
- Click Mail option and locate Signature tab
- On the textbox field input your email signature
- Click OK.



- Click **Settings**  > **View all Outlook Settings**
- Under **Mail** tab, click **"Compose and reply"**
- Under **Email signature**, type your signature and use the available formatting options to change its appearance.



# Notes Vs Outlook


## Operations

### Automatic Reply for Out of Office

## Notes

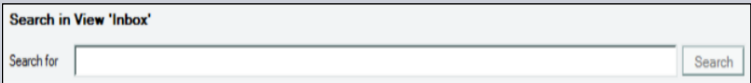
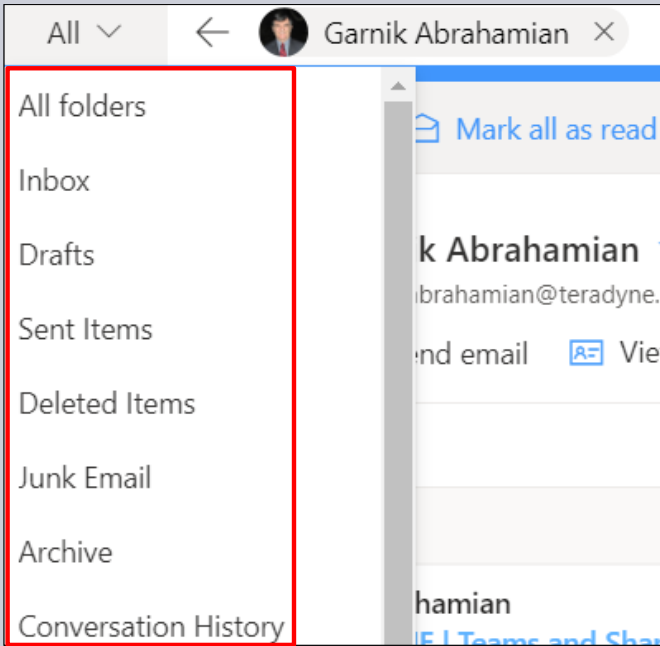
- Go to Actions > More > Out of Office
- Choose the date and time you'd like to set your automatic reply. Type in a message. Click Enable and Close.

## Outlook

- Click **Settings**  > **View all Outlook Settings**
- Under **Mail** tab, click **"Automatic replies"**
- Select the **Turn on automatic replies** toggle.
- Select the **Send replies only during a time period** check box, and then enter a start and end time.
- Click **Save**



# Notes Vs Outlook

| Operations | Notes   | Outlook  |
|------------|---|--|
| Search     | <ul style="list-style-type: none"> <li>To show search bar on inbox, go to <b>View</b> and select <b>Search this View</b>.</li> <li>Then type a name, subject or detail you want to search.</li> <li>Or you can search by pressing <b>CTRL+F</b></li> </ul>  | <ul style="list-style-type: none"> <li>Click on the search bar and type a name or subject</li> <li>Select an option to refine or widen search: <b>All Folders, Inbox, Drafts, Sent Items, Deleted Items, Junk Email, Archive, and Conversation History</b></li> </ul>  |

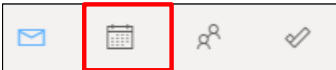


# Meeting



# Create a Meeting in Outlook Online

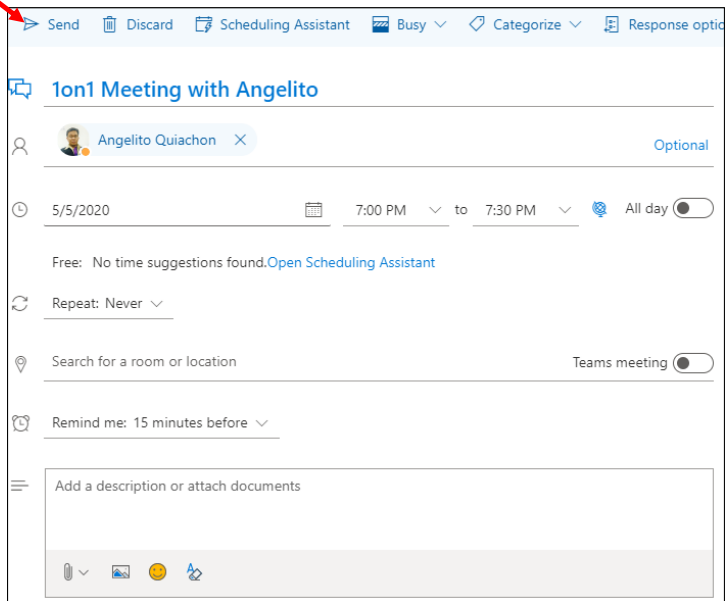
- Change your view to Calendar
- On **Navigation Pane**, click on the **calendar** icon



- Click the **New event** button



- Fill in the necessary information as you normally would the click Send



> Send Discard Scheduling Assistant Busy Categorize Response options

1on1 Meeting with Angelito

Angelito Quiachon Optional

5/5/2020 7:00 PM to 7:30 PM All day

Free: No time suggestions found. [Open Scheduling Assistant](#)

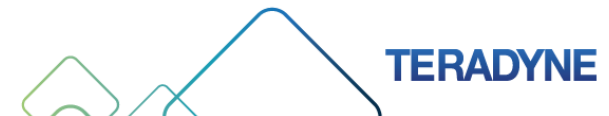
Repeat: Never

Search for a room or location Teams meeting

Remind me: 15 minutes before

Add a description or attach documents

📎 🖼️ 🗨️ 📎

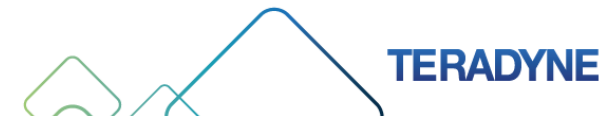


# Reschedule Meeting

- Go to **Calendar** and click on the meeting you want to reschedule. Click Edit

The screenshot displays the Microsoft Outlook calendar interface. The main calendar view shows a grid of dates from Sunday, April 26, to Saturday, May 2, 2020. A meeting titled "Test" is scheduled for Tuesday, May 5, 2020, from 8:00 PM to 8:30 PM. The meeting is organized by "VA" (Vinarica Aying). The "Edit" button is highlighted with a red box. The right sidebar shows the details of the selected meeting, including the title "Test", the organizer "Vinarica Aying", and the duration "30 min".

- Change **date / time / any other meeting details**
- Add note** for changing the meeting
- Click **Send**



# Cancel Meeting

- Select the meeting you want to cancel
- Click **Cancel** button

The screenshot displays the Microsoft Outlook calendar interface. The main calendar view shows a weekly layout from Sunday to Saturday. A meeting titled "Test" is scheduled for Tuesday, May 5, 2020, from 8:00 PM to 8:30 PM. This meeting is highlighted in blue. A context menu is open over the "Test" meeting, showing two options: "Edit" and "Cancel". The "Cancel" button is highlighted with a red rectangle. The right sidebar shows a list of upcoming meetings for Tuesday, May 5, including "Office 365 Training - C...", "Microsoft Office 365 Outlo...", "Teradyne Office 365 Office...", "Office 365 Training - CSC", "Test", "Teradyne Office 365 Office...", and "Change Control - Will Add...".

## Differences between Outlook and Notes

| Function                                   | Notes | Outlook |
|--|-------|---------|
| 1. Reply all with attachment               | ✓     | ✗       |
| 2. Confirming a meeting                    | ✓     | ✗       |
| 3. Create Webex non personal room meetings | ✗     | ✓       |
| 4. Favorites Folder                        | ✗     | ✓       |
| 5. Focused or Other Categories on Mail     | ✗     | ✓       |
| 6. Can work multiple accounts              | ✗     | ✓       |
| 7. FYI field on meeting invitations        | ✓     | ✗       |
| 8. Confirm Scheduled Meetings              | ✓     | ✗       |
| 9. All Documents View                      | ✓     | ✗       |
| 10. Delay or Schedule when sending email   | ✗     | ✓       |

# Teams



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# Quick Start Guide



**Activity**  
See your mentions, replies and likes

**Start new chat**  
Launch a one-on-one chat or a small group conversation

**Search box**  
Search for specific items or people, take quick actions and launch apps

**Manage profile setting**  
Change your app settings, display picture or download mobile app

**View Chat**  
View chat contacts and history

**View and organize teams**  
Click to see your teams. Drag team to reorder

**Calls**  
View call history, voicemails, speed dials and contacts

**Find personal apps**  
Find and manage personal apps

**Add apps**  
Search apps you can add to Teams

**Teams**  
Your teams  
BPIT  
Notes Team  
General

**Calendar**  
View meeting or schedule meeting

**Files**  
Quick access to files relevant to you

**Join or Create a Team**  
Find the team your team, join a team with a code or make one

**General**  
Posts Files Wiki +

**Add tabs**  
Highlight apps, files on top

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team

**Compose a message**  
Enter and format your message here.

**to the team!**  
things to get going...

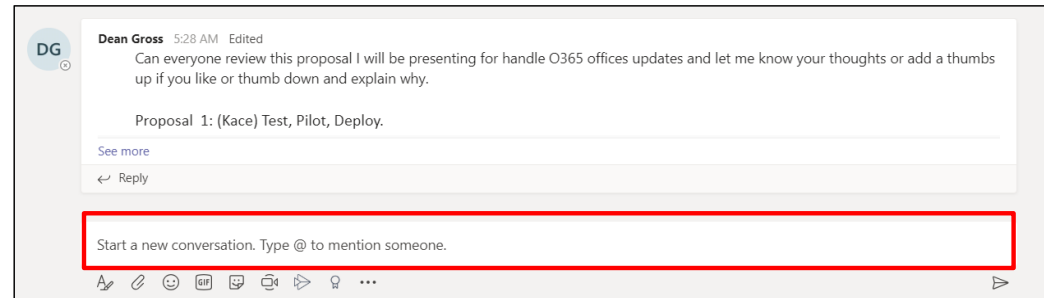
**Profile menu:**  
Vinarica Aying  
Change picture  
Available  
Set status message  
Saved  
Settings  
Zoom (100%)  
Keyboard shortcuts  
About  
Check for updates  
Download the mobile app  
Sign out

**Footer:**  
Start a new conversation. Type @ to mention someone.

# Microsoft Team- Chat

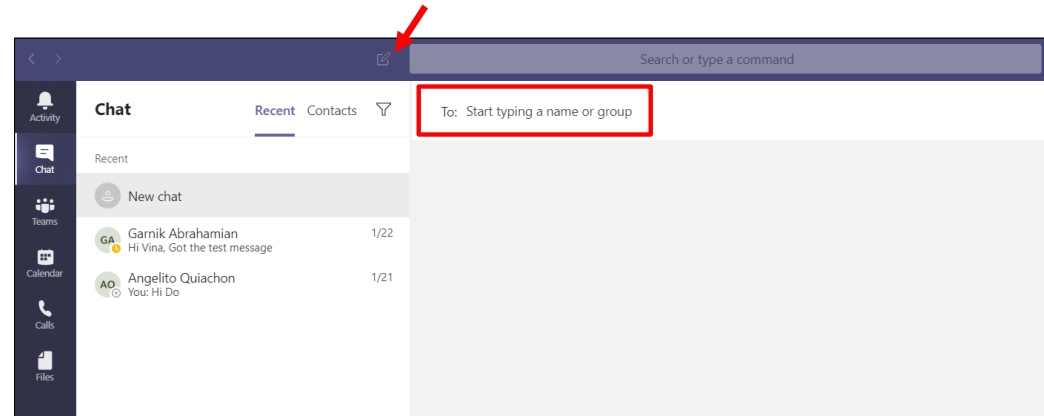
## Start a new conversation with the entire team

1. Click on **Teams** and **select your team**
2. In compose field, **type your message** and click **send**



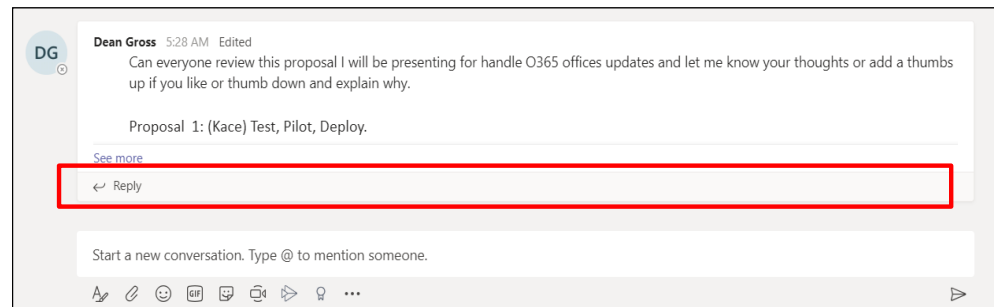
## Start a conversation with a person

1. Click **New Chat** icon at the top of the application
2. In **To** field, type the name of the person or the people you want to begin chatting with



## Replying to a conversation

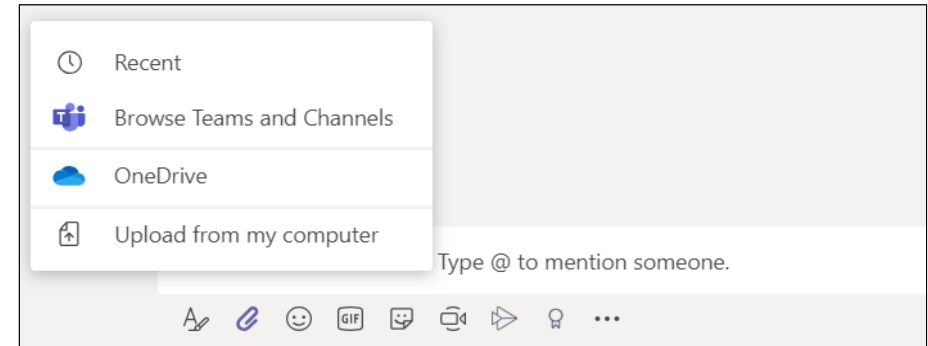
1. Locate the conversation you want to reply to
2. Click **Reply**, add **message** and click **Send**





## Microsoft Teams – Share Files

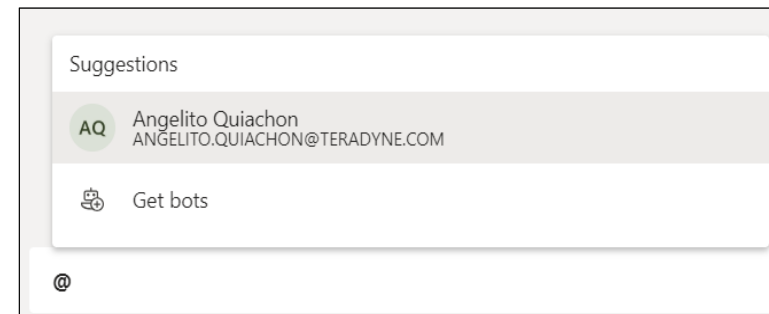
1. In **compose field**, click on **attach** icon
2. Select a **file**, click **Open** and click **Send**



## Microsoft Teams – Collaborate

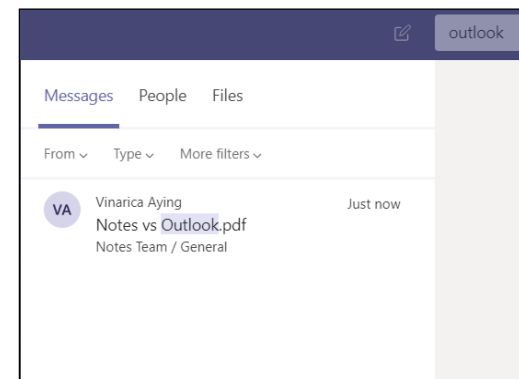
### Mention @ Someone

1. In compose field, type the **@** symbol, then type the first letter of the person's name
2. Select the person, then repeat for as many people you want to include



### Search for messages, people or files

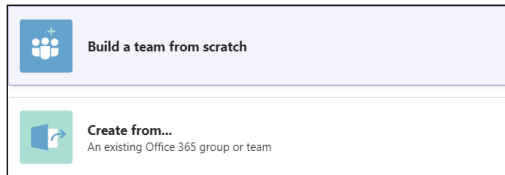
1. Type a **phrase** or **keyword** on **search field** and press enter
2. Select the **Messages**, **People** or **Files** tab to refine your search
3. **Choose** the **item** in the search result



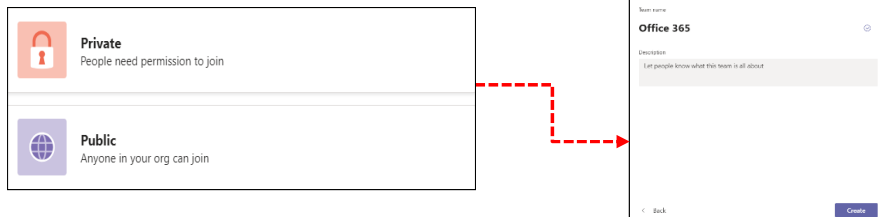
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# Microsoft Teams – Create a Team

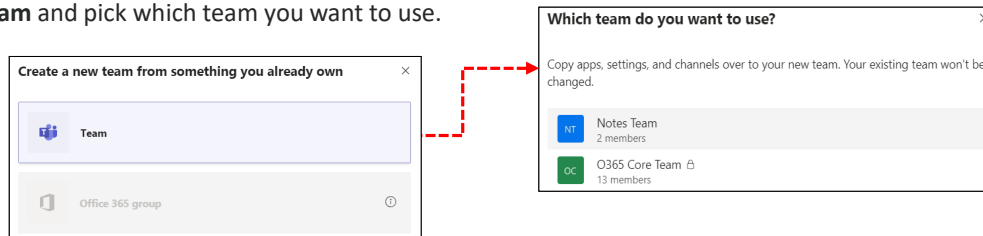
1. Under **Teams** list select **Join or create team** . Click **Create team**
2. Choose between **Build a team from scratch** or **Create from**



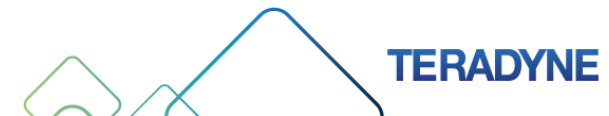
3. If you select **Build from scratch**, you will be asked “what kind of team this will be?”  
Choose between **Private** and **Public**. Enter **new name** and **short description**. Then, click **Create**



4. Selecting **Create from**, lets you create a new team from an existing team.  
Click **Team** and pick which team you want to use.



5. Enter **team name**, **short description** and necessary **details** for your team. Then click **Create**.



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# OneDrive



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# Quick Start Guide



**Search box**  
Search for files and take quick actions

**Upload**  
Upload files or folder from your computer

**Files**  
Access all files in OneDrive

**Recent**  
Views recent documents uploaded

**New**  
Helps you create new folder, documents, and links

**Sync**  
Connect OneDrive on your device.

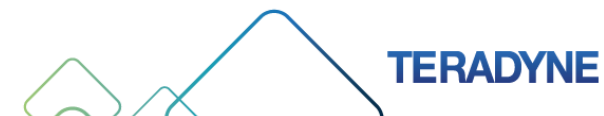
**Flow**  
Creates automated tasks between your OneDrive data and other apps.

**Recycle bin**  
View deleted files, restore or permanently delete an item

**Shared**  
View deleted files, restore or permanently delete an item

The screenshot shows the OneDrive web interface. The top navigation bar includes the OneDrive logo, a search box, and buttons for New, Upload, Sync, and Flow. The left sidebar contains links to Files, Recent, Shared, and Recycle bin, as well as Teams & Sites. The main content area displays a list of files with columns for Name, Modified, Modified By, and File Size. Red arrows point from the callout boxes to the corresponding UI elements.

| Name | Modified           | Modified By    | File Size |
|------|--------------------|----------------|-----------|
|      | September 24, 2019 | Vinarica Aying | 1 item    |
|      | October 3, 2019    | Vinarica Aying | 0 items   |

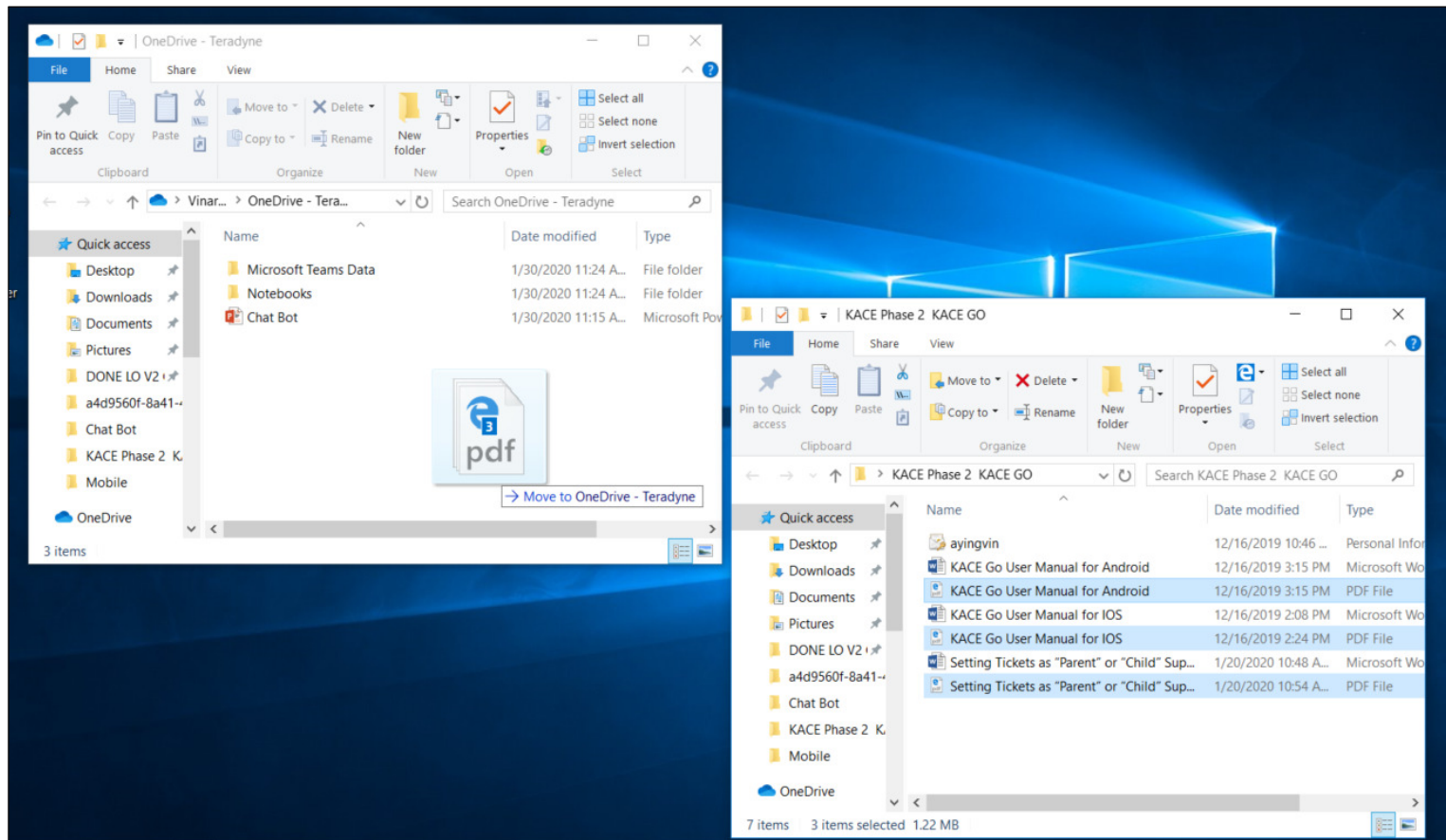


# Upload files To OneDrive

1. Open **file explorer** (Windows key + E )
2. Click the **OneDrive** folder on the left pane
3. **Drag and drop** or **copy and paste** the item into your OneDrive

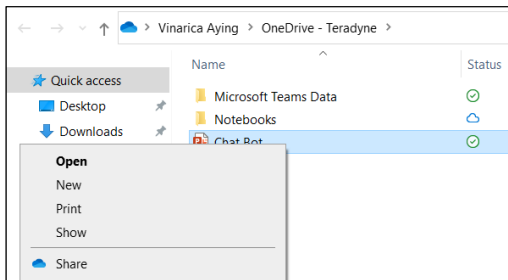
Client will automatically sync files transferred into your account.

**Quick Tip:** You can always save the files you are working on directly to your OneDrive folder.

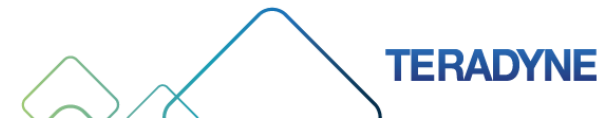
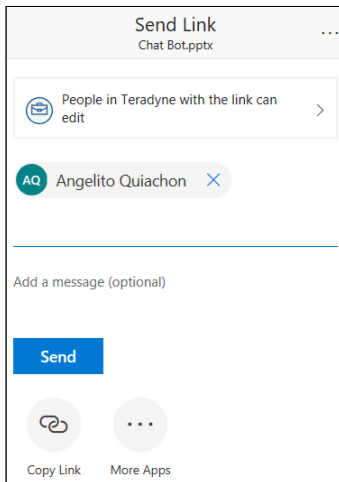


# Share files on OneDrive

1. **Right click** on the file you want to share
2. Click **Share**



3. Use the **drop-down** option to select **sharing permission**
4. Specify **email address** and click **Send**
5. Or you can just click **Copy Link** option and **send** the **link** to your team





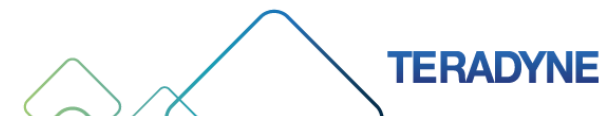
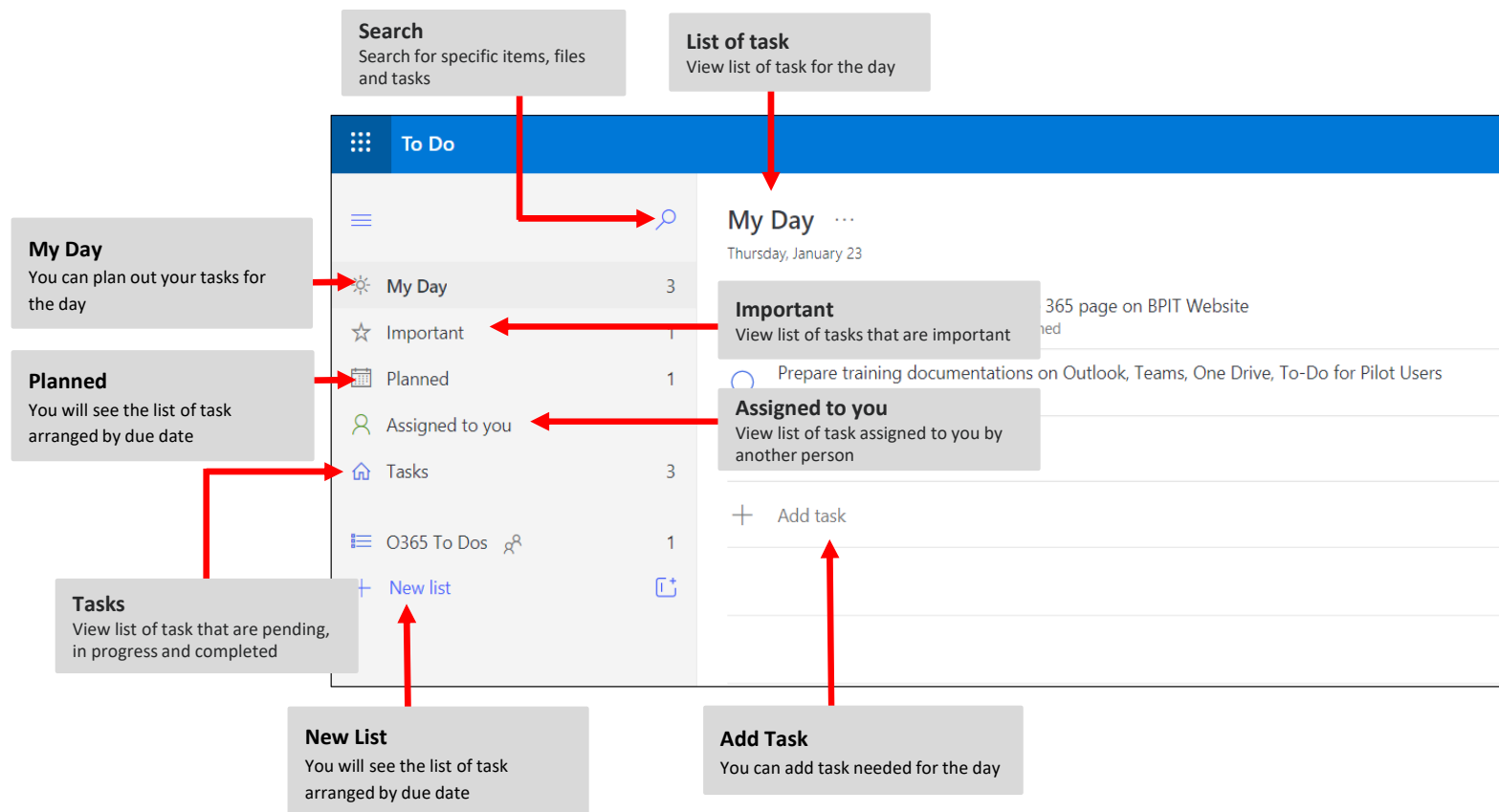
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To Do



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# Quick Start Guide

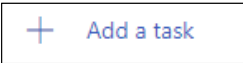






# Create Task

You can create a To Do from the **+Add a task field** in any of your list. Type the **task's title** and press the **Enter key**. Your task will be added to the bottom of your list.

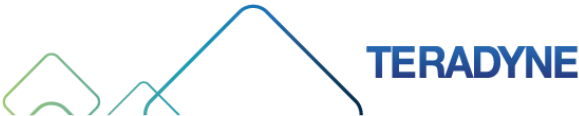
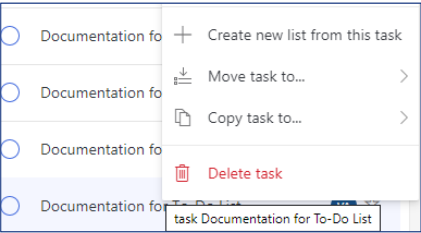
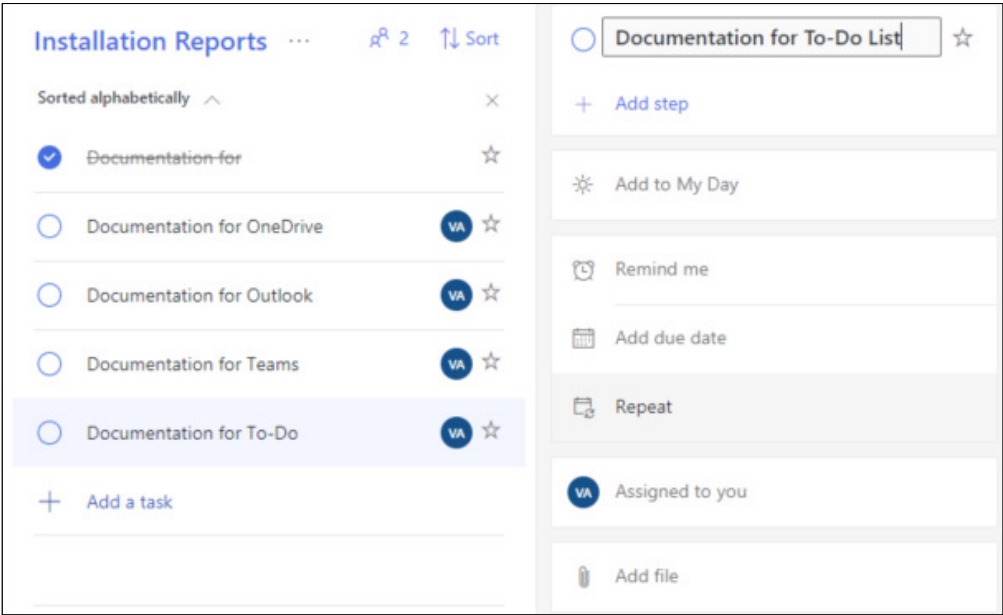


# Edit Task

To rename task, open detail view. Select the field, type the task's title and press the enter key.

# Delete Task

To delete task you can select the **trash can icon** at the bottom right corner of the task's detail view. Or you can **right click** on the **task** and **select Delete selected task**.





# Questions?

