

Need to Know Microsoft 365 Webinar September 2025

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Agenda

- Microsoft 365 Update
- Lists
- Q & A



Microsoft 365 Update

News

- Expanding model choice in Microsoft 365 Copilot
 - <https://www.microsoft.com/en-us/microsoft-365/blog/2025/09/24/expanding-model-choice-in-microsoft-365-copilot/>
- Introducing Channel Agent in Teams
 - https://techcommunity.microsoft.com/blog/Microsoft365InsiderBlog/introducing-channel-agent-in-teams/4455451?ocid=usoc_TWITTER_M365_spl100008664243047
- Power up project management in Teams with the Project Manager Agent
 - <https://techcommunity.microsoft.com/blog/plannerblog/power-up-project-management-in-teams-with-the-project-manager-agent/4454813>
- Introducing Knowledge Agent in SharePoint
 - <https://techcommunity.microsoft.com/blog/spblog/introducing-knowledge-agent-in-sharepoint/4454154>
- Defending against evolving identity attack techniques
 - <https://www.microsoft.com/en-us/security/blog/2025/05/29/defending-against-evolving-identity-attack-techniques/>

Microsoft Lists





Office 365

All apps

Tips and Tricks

Add-Ins →



Admin

Your admin web portal for subscription ma...



Bookings

Simplify how you schedule and manage ap...



Calendar

Schedule and share meeting and event tim...



Compliance

Meet your organization's legal, regulatory, ...



Delve

Get personal insights and relevant informat...



Dynamics 365

Break down the silos between your busines...



Excel

Discover and connect to data, model and a...



Forms

Create surveys, quizzes, and polls and easil...



Kaizala

A simple and secure mobile chat app for w...



Lists

Allows users to create, share, and track dat...



MyAnalytics

Create better work habits with insights into...



OneDrive

Store, access, and share your files in one pl...



OneNote

Capture and organize your notes across all ...



Outlook

Business-class email through a rich and fa...



People

Organize your contact info for all your frien...



Planner

Create plans, organize and assign tasks, sh...



Power Apps

Build mobile and web apps with the data y...



Power Automate

Create workflows between your apps, files, ...



Power BI

Create actionable, dynamic, and engaging ...



PowerPoint

Design professional presentations.



Project

Develop project plans, assign tasks, track p...



Security

Go to Security



SharePoint

Share and manage content, knowledge, an...



Stream

Share videos of classes, meetings, presenta...



Sway

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



Teams

The customizable, chat-based team worksp...



To Do

Keep track of your tasks in one place with i...



Whiteboard

Ideate and collaborate on a freeform canva...



Word

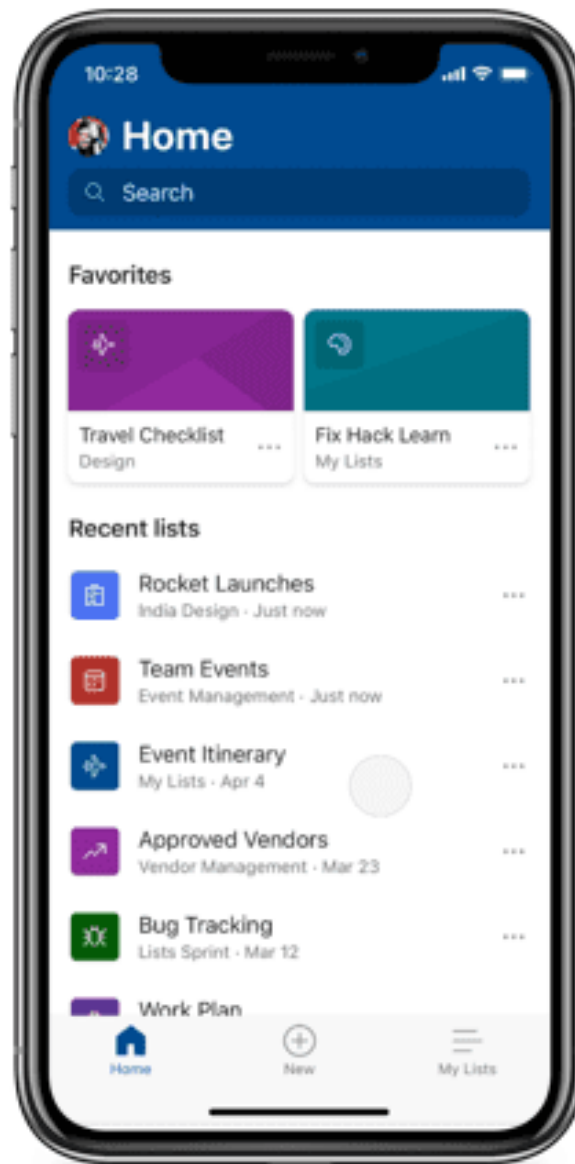
Bring out your best writing.



Yammer

Connect with coworkers and classmates, sh...

Demo



Take aways

- Store information in rows and columns
- Many formatting options now available
- Automatic syncing to desktop is coming
- Many integrations options
- Can be 'stand alone' or integrated with SharePoint
- Mobile app is available
- Templates available

Resources

- Lists Resource Center - <https://resources.techcommunity.microsoft.com/microsoft-lists/>
- Lists Lookbook - https://resources.techcommunity.microsoft.com/wp-content/uploads/2020/07/Microsoft-Lists_Look-Book.pdf
- Microsoft Lists - <https://www.microsoft.com/en-us/microsoft-365/microsoft-lists>
- Get Started with Microsoft Lists - <https://support.microsoft.com/en-us/office/get-started-with-microsoft-lists-10b12560-fb20-471e-9258-773aec6a4a2f?ui=en-US&rs=en-US&ad=US>
- Share a list or an item - <https://support.microsoft.com/en-us/office/share-a-list-or-list-item-c270ccaf-89a2-4f7e-874a-5da98824d449>
- Lists demos - <https://resources.techcommunity.microsoft.com/microsoft-lists/#demos>
- Lists Videos - <https://resources.techcommunity.microsoft.com/microsoft-lists/#videos>

CIAOPS Resources



- Blog – <http://blog.ciaops.com>
- Free Office 365, Azure video tutorials – <http://www.youtube.com/directorciaops>
- Free documents, presentations, eBooks – <http://github.com/directorcia/general>
- Office 365, Azure, Cloud podcast – <http://ciaops.podbean.com>
- Office 365, Azure online training courses – <http://www.ciaopsacademy.com>
- Office 365 and Azure community – <http://www.ciaopspatron.com>
- CIAOPS Github – <https://github.com/directorcia>
- CIAOPS Best Practices Github – <https://github.com/directorcia/bp>

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Questions

That's all folks!

Thanks for attending