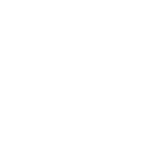
# Dynamics



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#15224e&key=dynamics&title=Dynamics&inShort=ERP)

CRM & ERP [Salesforce]

By: James Townsend (@jamestownsend), Dynamics 365 thought leader

While many Office 365 apps and services represent sophisticated products, Dynamics 365 encompasses a range of Microsoft cloud-based customer relationship management (CRM), human resources, and enterprise resource planning (ERP) products which can work alone or together to fulfill many lines-of-business needs.

## Sales

Sales is Dynamics’s salesforce automation app. It helps you automate the full sales process including accounts, contacts, leads, opportunities, and activities such as appointments, emails, and phone calls.

## Customer Service

Customer Service empowers customer support representatives to manage cases and track resolution of issues. It can be used for both internal or external customers.

## Field Service

Field Service manages field operations for organizations that perform services such as deliveries, installation, maintenance, and inspections. It tracks resources and people through a dispatcher interface. Mobile apps support multiple devices.

## Talent

Talent offers apps for attracting talent (hiring and recruiting) as well as onboarding new employees.

## Finance and Operations

Finance and Operations offers financial capabilities including general ledger, accounts payable, and accounts receivable as well as operations management services like supply chain automation, procurement, asset management, and logistics.

## Retail

Retail helps companies manage store operations and merchandising, such as sales, promotions, sourcing, and replenishment.

## Project Service Automation

Project Service aids project management, resource optimization, forecasting project profitability, and increasing productivity with a simplified interface that is easier to learn than most project management tools. It includes visual interfaces for scheduling resources, matching people to project roles, and viewing the progress of projects.

## Marketing

Marketing provides marketing automation and event management capabilities such as automated emails, nurture marketing campaigns, and event registration. It is the replacement for Microsoft Dynamics Marketing, which was discontinued in May 2018.

## Business Central

Business Central includes financials, supply-chain management, sales, customer service, project management, manufacturing, and warehouse management capabilities. It’s geared toward small- and medium-sized businesses.

## Portal

Dynamics 365 includes a portal interface, which simplifies access especially for occasional users such as customers, vendors, and employees who need self-service capabilities. Dynamics Portal stores its data and configuration metadata in Dynamics 365 and respects the security controls of Dynamics 365.

## Configurations in Dynamics 365

Dynamics 365 is extensible through solutions, a set of customizations which may be installed in your instance of Dynamics 365 to add new entities, fields, queries, reports, and other elements. You can install multiple applications in one instance so the solutions can be built for your unique requirements. Microsoft publishes free solutions which are visible in Dynamics 365.

Third-party apps allow you to extend Dynamics 365 further, with utilities, pre-built integrations, and additional functions all the way to implementations for specific industries and scenarios. Microsoft [AppSource](https://appsource.microsoft.com/en-US/) is the online marketplace for Dynamics 365 apps from Microsoft as well as third parties.

## Office 365 Integrations

* Dynamics 365 allows you to store documents in SharePoint.
* Outlook emails may be tracked automatically as activity records and associated with business leads, contacts, accounts, and sales opportunities.
* Data may be output from Dynamics 365 using Office templates.
* Dynamics 365 can send reports and queries to static and dynamic Excel files as well as to other formats such as PDF.
* Word merges may be used in Dynamics 365 to generate customized email messages.
* An Outlook app integrates Dynamics 365 with Office 365.

## Security

Content in Dynamics 365 is integrated with Office 365 security, which is used as the authentication provider. Dynamics 365 offers a rich security model that has field- and record-level security, and governs access based on an organization hierarchy. This means that record access can be controlled by organization unit (e.g., allowing only sales representatives to see accounts or opportunities that belong to them yet allowing managers to run reports for all customers).

## Training

* [Dynamics on Microsoft Virtual Academy](https://mva.microsoft.com/product-training/microsoft-dynamics#!lang=1033), Microsoft

## Feedback

* [Dynamics 365 Ideas Forum](https://experience.dynamics.com/ideas/list/?forum=1c8854a6-5cdf-4681-bba8-4b6b806fcf7d)

## Microsoft Resources

* [Dynamics 365 Documentation](https://docs.microsoft.com/en-us/dynamics365/)
* [Dynamics 365 Roadmap](https://dynamics.microsoft.com/en-us/release/spring-2018-release/#release-notes)
* [Dynamics 365 on YouTube](https://www.youtube.com/channel/UCJGCg4rB3QSs8y_1FquelBQ)
* [Dynamics 365 on Twitter](https://twitter.com/MSFTDynamics365)
* [AppSource](https://appsource.microsoft.com/en-US/)

## Similar applications

* SalesForce (CRM)
* SugarCRM (CRM)
* Oracle (CRM and ERP)
* SAP (CRM and ERP)
* Accumatica (ERP)
* Netsuite (ERP)
* Zendesk (Customer service)
* Workday HCM (human resources)
* HubSpot (CRM and marketing)

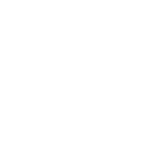
## Author

* [James Townsend](https://twitter.com/jamestownsend), Dynamics 365 thought leader

## Metadata

* External sharing is supported
* App available for desktop and mobile

# Stream



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#c30052&key=stream&title=Stream&inshort=Video portal [YouTube]#https://web.microsoftstream.com/)

Video portal [YouTube]

Stream is Office 365’s video portal. Think of Stream like an internal YouTube. It supports multiple video file types and comes with channels, commenting, following, watch lists, permissions controls, closed captioning, and some basic metrics reporting. Premium-level subscriptions also include facial recognition and automatic speech-to-text transcription.

Stream acts as an excellent central place to upload and share enterprise video, which can be equally useful for small organizations and large, multinational ones. Stream is integrated with [SharePoint Online pages](https://docs.microsoft.com/en-us/stream/embed-video-sharepoint), [Yammer conversations](https://stream.microsoft.com/en-us/blog/share-on-yammer/), [Microsoft Teams tabs](https://docs.microsoft.com/en-us/stream/embed-video-microsoft-teams), and you get a permission-controlled Stream portal with each [Office 365 Group](http://icsh.pt/O365groups).

A few things Stream doesn’t yet support are external access (outside your organization), video playlists (either shared or personal), and, regardless of its name, live streaming. Stream should also not be mistaken for a learning management system; its feature set will generally not meet your LMS needs.

Stream will soon fully [replace Office 365 Video](https://docs.microsoft.com/en-us/stream/migrate-from-office-365), which is why you don’t see Video on this infographic. For that reason, it’s recommended to use only Stream moving forward. Microsoft states it will be performing the migration of videos from Office 365 Video to Stream in the background, though there is no published timeline nor details on how it plans to deal with duplicate content or portals with identical names.

## Resources

* [Introduction to Microsoft Stream](https://www.linkedin.com/pulse/stream-video-portal-now-available-matt-wade/) [Matt Wade]
* [Microsoft Stream documentation](https://docs.microsoft.com/en-us/stream/) [Microsoft]
* [Office 365 Video-to-Stream transition](https://docs.microsoft.com/en-us/stream/migrate-from-office-365) [Microsoft]

## Similar applications

* YouTube
* Vimeo
* Office 365 Video

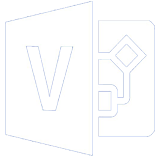
## Feedback

* [Stream User Ideas](https://techcommunity.microsoft.com/t5/Microsoft-Stream-Ideas/idb-p/StreamIdeas) [Microsoft]
* [Stream on TechCommunity](https://techcommunity.microsoft.com/t5/Microsoft-Stream-Ideas/idb-p/StreamIdeas) [Microsoft]

## Author

* [Matt Wade](https://www.linkedin.com/in/thatmattwade/), Office Services MVP

# Visio Online



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#4568c4&key=visio&title=Visio Online&inshort=Diagramming in the browser#)

Diagramming in the browser

Visio Online is a browser-based version of Microsoft Visio, Office’s vector diagramming app. Visio Online is a "lite" version of the full-fledged desktop app and provides fast opening times for viewing .vsdx and .vsd files, and editing of .vsdx files. Visio Online is great for viewing Visio files and making simple edits from basically any browser on almost any device. Viewing Visio files is included in all Office 365 subscriptions, but the editing feature requires the purchase of an extra subscription.

A number of diagram types, with specific shapes, are provided with Visio Online, and a large number of other shapes can be downloaded from the web. Most Visio files will open directly in Visio Online when using SharePoint Online, OneDrive for Business, MS Teams, Yammer, and some other Office 365 apps. Files open initially in reading mode, but to edit the files, simply click the "Open Diagram" button and choose to "Edit in Visio", for the desktop, or "Edit in browser" to use Visio Online directly in the browser.

Functionality in Visio Online is generally limited to day-to-day editing, text entry, connecting shapes, some formatting, and comments. All changes made in Visio Online are saved automatically; there is no save button.

You cannot edit shape data or hyperlinks in Visio Online, or use any of the add-ons provided in the desktop edition. Macros will also not run in Visio Online and protected documents cannot be opened.

If Visio Online doesn't provide the features you need to do the job, simply click the "Edit in Visio" button in the menu bar to access the desktop version of the app and its more complex features. Visio Pro for Office 365 is compatible with Office 365 and is frequently updated. However, owners of Visio Standard or Professional 2016 can enable them to be compatible.

## Resources

* [Visio Online feature set](https://technet.microsoft.com/library/visio-online-service-descriptoin.aspx) [Microsoft]
* [Visio Online FAQ](https://support.office.com/en-us/article/Visio-Online-Frequently-Asked-Questions-e6647040-2fca-42ec-9fa5-d16a4e39e0ee?ui=en-US&rs=en-US&ad=US) [Microsoft]

## Feedback

* [Visio Online UserVoice](https://visio.uservoice.com/forums/368199-visio-online) [UserVoice]
* [Visio on TechCommunity](https://techcommunity.microsoft.com/t5/Visio/ct-p/Visio) [Microsoft]

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# Word Online



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#2b579a&key=word&title=Word Online&inshort=Word processing in the browser#https://office.live.com/start/Word.aspx)

Word processing in the browser

Word Online is a browser-based version of Microsoft Word, the ubiquitous word processing app you've likely been using for years. Word Online is a "lite" version of the full-fledged desktop app and provides fast opening times for reading and editing .docx and .doc files. Depending on your browser settings, PDF files may also open in Word Online. Word Online is great for reading Word files and making simple edits from basically any browser on almost any device.

Most Word files will open directly in Word Online when using SharePoint Online, OneDrive for Business, MS Teams, Yammer, and some other Office 365 apps. Files open in reading mode. To edit the files, simply click the "Edit Document" button and choose to edit the file in Word Online (directly in the browser) or Word (the desktop app).

Functionality in Word Online is generally limited to day-to-day editing, text formatting, page layout changes, hyperlinks, and comments, though it provides excellent support for co-authoring (simultaneous editing by multiple users). You'll want to avoid more complex tasks like image manipulation, indexes, footnotes, tables, and, notably, and [track changes](http://icansharepoint.com/version-history-isnt-track-changes/) (among others) in Word Online. Macros will not run in Word Online.

All changes made in Word Online are saved automatically; there is no save button. This sometimes causes confusion with how [version history](http://icsh.pt/VersionHistory), [co-authoring](http://icsh.pt/CoAuthoring), and [check in/out](http://icsh.pt/SPCheckOut) work.

If Word Online doesn't provide the features you need to do the job, simply click the "Edit in Word" button in the menu bar to access the desktop version of the app and its more complex features. Some versions of the desktop app save updates automatically, but some do not. Be aware of how this feature works on your version.

## Resources

* [Functionality differences between Word and Word Online](https://support.office.com/en-us/article/Differences-between-using-a-document-in-the-browser-and-in-Word-3e863ce3-e82c-4211-8f97-5b33c36c55f8) [Microsoft]

## Similar applications

* Google Docs
* Apple Pages
* [Other various apps](https://en.wikipedia.org/wiki/List_of_word_processors#Online)

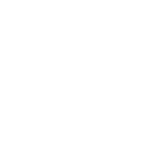
## Feedback

* [Word Online UserVoice](https://word.uservoice.com/forums/271331-word-online) [UserVoice]
* [Word on TechCommunity](https://techcommunity.microsoft.com/t5/Word/ct-p/Word) [Microsoft]

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# Excel Online



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#02723b&key=excel&title=Excel Online&inshort=Spreadsheets in the browser#https://office.live.com/start/Excel.aspx)

Spreadhseets in the browser

Excel Online is a browser-based version of Microsoft Excel, the ubiquitous spreadsheet app you've likely been using for years. Excel Online is a "lite" version of the full-fledged desktop app and provides fast opening times for reading and editing .xlsx and .xls files. Excel Online is great for reading Excel files and making simple edits from basically any browser on almost any device.

Most Excel files will open directly in Excel Online when using SharePoint Online, OneDrive for Business, MS Teams, Yammer, and some other Office 365 apps. Files open in reading mode. To edit the files, simply click the "Edit Workbook" button and choose to edit the file in Excel Online (directly in the browser) or Excel (the desktop app).

Functionality in Excel Online is generally limited to day-to-day editing, text entry, simple functions, hyperlinks, some formatting, comments, displaying charts, and simple pivot table functionality, though it provides good support for [co-authoring](http://icsh.pt/CoAuthoring) (simultaneous editing by multiple users). All changes made in Excel Online are saved automatically; there is no save button.

You'll want to avoid more complex tasks like image manipulation, data connections between files, creating pivot tables, creating charts, and using more complex functions (among others) in Excel Online. Macros will not run in Excel Online and protected spreadsheets will not open in Excel Online.

If Excel Online doesn't provide the features you need to do the job, simply click the "Edit in Excel" button in the menu bar to access the desktop version of the app and its more complex features. Some versions of the desktop app save updates automatically, but some do not. Be aware of how this feature works on your version.

## Resources

* [Functionality differences between Excel and Excel Online](https://support.office.com/en-us/article/Differences-between-using-a-workbook-in-the-browser-and-in-Excel-F0DC28ED-B85D-4E1D-BE6D-5878005DB3B6) [Microsoft]

## Similar applications

* Google Sheets
* Apple Numbers
* [Other various apps](https://en.wikipedia.org/wiki/List_of_spreadsheet_software#Online_spreadsheets)

## Feedback

* [Excel Online UserVoice](https://excel.uservoice.com/forums/274580-excel-online) [UserVoice]
* [Excel on TechCommunity](https://techcommunity.microsoft.com/t5/Word/ct-p/Word) [Microsoft]

## Author

* [Matt Wade](https://www.linkedin.com/in/thatmattwade/), Office Services MVP

# OneNote



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#80397b&key=onenote&title=OneNote Online&inshort=Note taking in the browser [Evernote]#https://www.onenote.com/notebooks)

Note taking in the browser [Evernote]

OneNote Online is a browser-based version of OneNote, Microsoft's commercial-grade note-taking app. OneNote Online is a "lite" version of the full-fledged desktop app and provides fast opening times for reading and editing .one notebook files. OneNote Online is great for taking centralized notes organized by pages, sections, and books, like how physical notebooks work.

Most OneNote files will open directly in OneNote Online when using SharePoint Online, OneDrive for Business, MS Teams, Yammer, Outlook, and some other Office 365 apps. Files open in reading mode. To edit the files, simply click the "Edit Notebook" button and choose to edit the file in OneNote Online (directly in the browser) or OneNote (the desktop app).

Functionality in OneNote Online is generally limited to day-to-day note-taking, text formatting, simple tables, hyperlinks, page and section changes, though it provides excellent support for [co-authoring](http://icsh.pt/CoAuthoring) (simultaneous editing by multiple users). All changes made in OneNote Online are saved automatically; there is no save button.

You\'ll want to avoid more complex tasks like ink, shapes, audio and video recording, and inserting symbols (among others) in OneNote Online.

If OneNote Online doesn't provide the features you need to do the job, simply click the "Edit in OneNote" button in the menu bar to access the desktop version of the app and its more complex features.

## Resources

* [Functionality differences between OneNote and OneNote Online](https://support.office.com/en-us/article/Differences-between-using-a-notebook-in-the-browser-and-in-OneNote-a3d1fc13-ac74-456b-b391-b633a62aa83f) [Microsoft]

## Similar applications

* Evernote
* Google sheets
* Microsoft Word Notebook Layout (MacOS only)

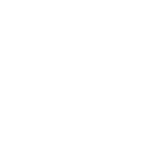
## Feedback

* [OneNote Online UserVoice](https://onenote.uservoice.com/forums/327183-onenote-online) [UserVoice]

## Author

* [Matt Wade](https://www.linkedin.com/in/thatmattwade/), Office Services MVP

# PowerPoint Online



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#d24726&key=powerpoint&title=Powerpoint Online&inshort=Presentations in the browser#https://office.live.com/start/PowerPoint.aspx)

Presentations in the browser

PowerPoint Online is a browser-based version of Microsoft PowerPoint, the ubiquitous slideshow app you've likely been using for years. PowerPoint Online is a "lite" version of the full-fledged desktop app and provides fast opening times for reading and editing .pptx and .ppt files. PowerPoint Online is great for reading PowerPoint files, making simple edits, and presenting your slides directly from almost any browser on pretty much any device.

Most PowerPoint files will open directly in PowerPoint Online when using SharePoint Online, OneDrive for Business, MS Teams, Yammer, and some other Office 365 apps. Files open in reading mode. To edit the files, simply click the "Edit Presentation" button and choose to edit the file in PowerPoint Online (directly in the browser) or PowerPoint (the desktop app). To present a file, click the "Start Slideshow" button.

Functionality in PowerPoint Online is generally limited to day-to-day editing, text formatting, simple tables, simple animations, slide layout changes, hyperlinks, and comments, though it provides excellent support for [co-authoring](http://icsh.pt/CoAuthoring)(simultaneous editing by multiple users). All changes made in PowerPoint Online are saved automatically; there is no save button.

You'll want to avoid more complex tasks like some animations, editing headers and footers, adding Excel charts, inserting shapes and charts, and applying rich formatting (among others) in PowerPoint Online. Some animations are simplified and not as rich if you present the file in PowerPoint Online.

If PowerPoint Online doesn't provide the features you need to do the job, simply click the "Edit in PowerPoint" button in the menu bar to access the desktop version of the app and its more complex features. Some versions of the desktop app save updates automatically, but some do not. Be aware of how this feature works on your version.

## Resources

* [How certain features behave in web-based PowerPoint](https://support.office.com/en-us/article/How-certain-features-behave-in-web-based-PowerPoint-A931F0C8-1305-4428-8F7C-9CFA00EF28C5) [Microsoft]

## Similar applications

* Google Slides
* Apple Keynote
* [Other various apps](https://en.wikipedia.org/wiki/Presentation_program)

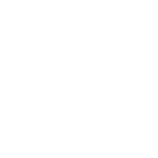
## Feedback

* [PowerPoint Online UserVoice](https://powerpoint.uservoice.com/forums/270149-powerpoint-online) [UserVoice]
* [PowerPoint on TechCommunity](https://techcommunity.microsoft.com/t5/PowerPoint-Office-Mix/ct-p/PowerPoint) [Microsoft]

## Author

* [Matt Wade](https://www.linkedin.com/in/thatmattwade/)

# SharePoint Online



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#0072c6&key=sharepoint&title=SharePoint Online&inshort=Team file sharing & storage#)

Team file sharing & storage

SharePoint Online (SPO) is the major enterprise content management tool that comes as part of the Microsoft’s Office 365 ecosystem. SPO provides document and data management tools, intranet websites, and a [built-in search engine](http://icsh.pt/HowToSPSearch).

SPO is organized by sites, lists, and items. SPO sites are generally used to create intranets and manage team collaboration. SPO integrates fully with [Office Online](https://technet.microsoft.com/en-us/library/word-online-service-description.aspx), the web-based versions of Word, Excel, PowerPoint, and OneNote, which all support [co-authoring](http://icsh.pt/CoAuthoring) (simultaneous editing) by multiple users.

## Features

SPO is organized by sites and site collections. Sites can have child and grandchild sites to create a tree or family of sites. There are multiple types of sites and [site templates](https://support.office.com/en-us/article/Using-templates-to-create-different-kinds-of-SharePoint-sites-449eccec-ff99-4cf3-b62e-dcfee37e8da4), including [Team Sites](https://support.office.com/en-us/article/what-is-a-sharepoint-team-site-75545757-36c3-46a7-beed-0aaa74f0401e), [Communication Sites](https://support.office.com/en-us/article/what-is-a-sharepoint-communication-site-94a33429-e580-45c3-a090-5512a8070732), and [Hub Sites](https://docs.microsoft.com/en-us/sharepoint/dev/features/hub-site/hub-site-overview).

Sites provide lists and [document libraries](http://icsh.pt/SPDocLibs), which can be used to organize data and files in a strategic way. SPO provides multiple list templates, including [calendars](https://beta.jumpto365.com/tool/sharepoint/https/icsh.pt/SPCalendars), task lists, contact lists, [surveys](http://icsh.pt/SPSurveyIntro), and more. Document libraries provide [version history](http://icsh.pt/VersionHistory), [co-authoring](http://icsh.pt/CoAuthoring), [metadata](http://icsh.pt/MetadataGuide), and the ability to sync files locally for offline use.

SPO can be a powerful tool out-of-the-box and can also be customized to provide higher-order solutions for specific customers. For example, complex [taxonomies](http://sharepointmaven.com/2-ways-to-design-sharepoint-taxonomy-for-an-organization/) can be used to organized content and improve search, [content types](https://technet.microsoft.com/en-us/library/cc262735.aspx) can be used to provide templates for documents, and [basic workflows](http://sharepointmaven.com/4-things-to-do-before-creating-a-workflow-in-sharepoint-and-office-365/) can automate certain tasks.

SPO can be accessed via almost any browser from almost any device and a SharePoint mobile app is available for iOS, Android, and Windows Phone.

## Integrations

* Microsoft Office (Word, Excel, PowerPoint, and OneNote) are built in to SPO through [Office Online](https://technet.microsoft.com/en-us/library/word-online-service-description.aspx). Create new Office documents directly in a library or create new files in the desktop app and save or upload to SPO.
* SPO is similar to OneDrive for Business (OD4B). OD4B is built off SharePoint technology and each user receives a OD4B for hosting personal, draft, and ad hoc files before they need to be shared with teammates in SPO. SPO actually uses the OD4B sync client to sync SPO files to your hard drive. SPO and OD4B play a major part in the [document lifecycle](http://icsh.pt/DocCircleOfLife), including how documents are created, developed, published, and maintained.
* SPO is the file management tool behind [all Office 365 Groups](http://icsh.pt/O365groups) including Outlook Groups, Yammer Feeds, and Teams Teams. Every Group receives a SharePoint Team Site automatically and files surfaced in those apps are stored in the default document library of the site.
* SPO Task Lists can be [synced with Microsoft Project files](http://icsh.pt/MPPtoSharePoint), giving project team members access to the tasks, dates, and resources of an MPP file without risking its integrity. This minimizes the need for expensive Microsoft Project licenses and the seemingly ever-present and poorly formatted PDF Gantt chart for those users without licenses.

## Limitations

* SPO has [file type and naming restrictions](http://icsh.pt/SPFileTypeLimits) you should be aware of.
* SPO has [file size and usage restrictions](http://icsh.pt/SPUseLimits) you should be aware of.

## Security

Content in SPO is security-trimmed, meaning only those [with permissions](http://icsh.pt/PermissionsInSP) can access any given content. Content can be shared with colleagues that are internal to your organization or [with external contacts](http://icsh.pt/ExternalSharing), presuming the administrator has enabled external sharing.

SPO comes with numerous [security and compliance credentials](https://blogs.technet.microsoft.com/wbaer/2017/03/13/security-and-compliance-in-sharepoint-online-and-onedrive-for-business/), which system administrators generally review before going live with an SPO system.

## Training

* [SharePoint Online Video Training](https://support.office.com/en-us/article/SharePoint-Online-video-training-cb8ef501-84db-4427-ac77-ec2009fb8e23?ui=en-US&rs=en-US&ad=US), Microsoft
* [SharePoint Tools overview](http://icansharepoint.com/tools), icansharepoint
* [Greg Zelfond's blog](http://sharepointmaven.com/blog-sharepoint-best-practices/), SharePoint Maven
* [Document lifecycle in OneDrive & SharePoint](http://icsh.pt/DocCircleOfLife) [icansharepoint infographic]
* [Version history in SharePoint](http://icsh.pt/VersionHistory) [icansharepoint blog]
* [Getting the most out of SharePoint search](http://icsh.pt/HowToSPSearch) [icansharepoint infographic]

## Feedback

* [SharePoint UserVoice](https://sharepoint.uservoice.com/)

## Microsoft Resources

* [SharePoint posts on the Office Blog](https://blogs.office.com/en-us/sharepoint/)
* [SharePoint Space on Microsoft TechCommunity](https://techcommunity.microsoft.com/t5/SharePoint/bd-p/SharePoint_General)
* [SharePoint Look Book](https://sharepointlookbook.azurewebsites.net/) - Site and page design inspiration
* [SharePoint on Twitter](https://twitter.com/sharepoint)
* [Security and Compliance in SharePoint](https://blogs.technet.microsoft.com/wbaer/2017/03/13/security-and-compliance-in-sharepoint-online-and-onedrive-for-business/)

## Similar applications

* Google Drive (collaboration)
* Google Sites (intranet websites)
* Documentum
* Alfresco

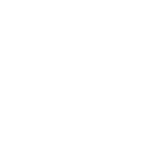
## Author

* [Matt Wade](https://www.linkedin.com/in/thatmattwade/), Office Services MVP

## Metadata

* External sharing is supported
* App available for desktop and mobile

# OneDrive for Business



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#1174c3&key=onedrive&title=OneDrive for Business&inshort=Personal file storage [Dropbox]#)

Personal file storage [Dropbox]

OneDrive for Business (OD4B) is the personal file storage area that each employee gets with an Office 365 subscription. OD4B is useful for saving personal (but work-related) files, initial document drafts, and files you need to share with a very small group of people.

OD4B is generally meant for you to store files that only you need. It can be good for keeping performance reviews, local copies of benefits documents, vacation planners, personal notes, travel receipts, and more. Many OD4B users also take advantage of the privacy it provides and start their document drafts in OD4B; once they’ve completed the draft and want input, they move the file to their SharePoint team site so their colleagues can provide input and review.

OD4B is not a good tool for collaboration within teams or between many colleagues because the files are specific to the OD4B user who shared it. If that person leaves the organization, those files could eventually be deleted and lost. It’s also not uncommon that OD4B users who want to collaborate make permissions mistakes and provide access to more files than they intended. SharePoint, MS Teams, or Outlook Groups are better platforms for full-on collaboration.

OD4B provides upwards of 1 TB of space in the cloud (though this can be restricted by your administrator) and comes with a desktop sync tool so you can keep some or all of your cloud files on your computer for offline use. The sync tool also gives easy access to your files directly through File Explorer (Windows) and Finder (MacOS), directly through the Office apps, and can even be added as a file source in apps like Adobe Acrobat.

[Files on Demand](https://blogs.office.com/en-us/2017/05/11/introducing-onedrive-files-on-demand-and-additional-features-making-it-easier-to-access-and-share-files/), a feature released in 2017, displays all cloud files in File Explorer or Finder regardless of whether they were actually downloaded, meaning you can view, open, edit, move, and copy files on your desktop even if they haven’t been downloaded.

The mobile app (iOS and Android) is top-notch and a very good way to access files from Office 365 when you don’t have access to your computer. For example, you can pretty easily present a PowerPoint file directly from your iPhone through a wireless network to a conference room monitor, all on the fly.

## Resources

* [What is OneDrive for Business?](https://support.office.com/en-us/article/What-is-OneDrive-for-Business-187f90af-056f-47c0-9656-cc0ddca7fdc2) [Microsoft]
* [Differences between the various OneDrive "experiences"](http://icsh.pt/OneDriveTree) [icansharepoint inforgraphic]
* [When to use OneDrive versus SharePoint](http://icsh.pt/DocCircleOfLife) [icansharepoint infographic]
* [OneDrive for Business Blog](https://www.microsoft.com/en-us/microsoft-365/blog/onedrive/) [Microsoft]
* [OneDrive for Business Roadmap](https://www.microsoft.com/en-us/microsoft-365/roadmap?filters=&searchterms=onedrive) [Microsoft]

## Similar applications

* OneDrive (consumer)
* Google Drive
* iCloud Drive

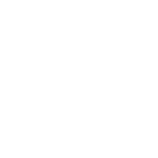
## Feedback

* [OneDrive for Business UserVoice](https://onedrive.uservoice.com/forums/262982-onedrive/category/86090-onedrive-for-business) [UserVoice]
* [OneDrive for Business on TechCommunity](https://hexatown.github.io/docs/microsoft/office365/OneDrive/hhttps:/techcommunity.microsoft.com/t5/OneDrive-for-Business/ct-p/OneDriveforBusiness) [Microsoft]

## Author

* [Matt Wade](https://www.linkedin.com/in/thatmattwade/), Office Services MVP

# Intelligent Search & Discovery (formerly Delve)



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#1c7bb9&key=delve&title=Delve&inshort=Employee profile & content discovery#)

Employee profile & content discovery

Office Delve is a combined employee profile page and content discovery tool.

The profile page provides contact information about each employee in the system, including their name, phone number, office location, email, manager, etc., which are usually populated by the Office 365 administrator. A rudimentary organization chart is also included.

However, the profile page also provides space for you to add more personal information about yourself, like your alma mater, skills, past projects, interests, and other personal details. Delve is useful for finding people based on their skills and experience across an enterprise without having to know those individuals prior to finding them.

The content discovery part of Delve displays files within Office 365 (usually from SharePoint Online and OneDrive for Business) that are relevant to you. Files edited or opened by your colleagues and individuals you work with will be suggested as possibly relevant based on your connection to those people.

Delve cannot be shared with other users and each person's experience with Delve is unique, similar to your experience on Facebook and LinkedIn. You will only be shown content you already have access to. Delve does not provide additional access to content you shouldn't see.

Delve is one of those things that you're best off playing around with to truly understand it. It's a tool that some shrug off while others wonder how they lived without it. Regardless of your interest, you should always update your profile with relevant skills and experience so others can find you for assistance when the need arises.

## Resources

* [What is Office Delve?](https://support.office.com/en-us/article/What-is-Office-Delve-1315665a-c6af-4409-a28d-49f8916878ca) [Microsoft]
* [Five Reasons to Love Office Delve](https://sharepointmaven.com/5-reasons-love-new-office-365-delve/) [SharePoint Maven]

## Similar applications

* Facebook and LinkedIn

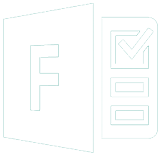
## Feedback

* [Delve UserVoice](https://office365.uservoice.com/forums/273487-delve) [UserVoice]
* [Delve on TechCommunity](https://techcommunity.microsoft.com/t5/Delve/ct-p/OfficeDelve) [Microsoft]

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* [Matt Wade](https://www.linkedin.com/in/thatmattwade/), Office Services MVP

# Forms



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#008271&key=forms&title=Forms&inshort=Simple forms & polls [SurveyMonkey]#https://forms.office.com/)

Code-free forms

Microsoft Forms is a simple survey, poll, and quiz tool. MS Forms gives everyday workers the ability to create reasonably complex forms for garnering feedback, getting sign ups, submitting simple requests, and completing questionnaires.

Forms can be shared with internal and external users. External users need not sign in and all external submissions are listed as anonymous (unless you request their contact information within your questions). External users can even be invited to help collaborate on questions and can review the results.

Forms results are simple and display as lists of text, pie charts (for radio questions), or column charts (for check box questions). Complete results can also be opened and downloaded as an Excel spreadsheet.

Though technically a "forms" application, MS Forms does not support complex form building and is not a replacement for SharePoint Designer, InfoPath, or PowerApps functionality.

If you'd like to see what a Microsoft Form looks like in the real world, check out the feedback link on this web page. The form listed is built using Microsoft Forms.

## Resources

* [What is Microsoft Forms?](https://support.office.com/en-us/forms) [Microsoft]
* [The Ultimate Guide to Microsoft Forms](https://collab365.community/ultimate-guide-microsoft-forms/) [Collab365 Community]

## Similar apps

* Google Forms
* Excel Surveys
* SharePoint Surveys
* Yammer polls

## Feedback

* [Microsoft Forms UserVoice](https://microsoftforms.uservoice.com/forums/386451-welcome-to-microsoft-forms-suggestion-box) [UserVoice]
* [Microsoft Forms on TechCommunity](https://techcommunity.microsoft.com/t5/Microsoft-Forms/ct-p/MicrosoftForms) [Microsoft]

## Author

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# PowerApps



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#742774&key=powerapps&title=PowerApps&inshort=Code-free mobile apps (& forms)#https://web.powerapps.com/home)

Code-free mobile apps (& forms)

PowerApps is a leading app in the citizen developer revolution. The PowerApps platform allows you to build business applications to collect, display, and interact with data; and it’s easy to use for non-technical people.

Thanks to pre-built templates that let you connect to services you’re already using like Excel, SharePoint, and Dynamics 365, PowerApps makes it reasonably easy to replace manual and repetitive form processes with mobile applications without the buildout becoming major projects.

These new solutions provide a major improvement to people who often work outside the wall of an office. No transcribing data, no logging in from a new location, no more paper. Typical starting use cases for PowerApps include automating inspection forms, time cards, purchase orders, and expense reports.

PowerApps also lets you replace off-the-shelf and legacy applications with modern solutions that don’t necessarily need to be created and maintained by an IT department. It is intended to be the successor—though not a replacement—to Microsoft InfoPath.

PowerApps provides three key benefits: native mobile app solutions, multiple data sources, and integrability with the Office 365 (and even third-party) app ecosystem. Combined with its sister app Microsoft Flow, PowerApps can automate many of these processes without any coding required.

## Resources

* [PowerApps Documentation](https://docs.microsoft.com/en-us/powerapps/maker/canvas-apps/connections/connection-sharepoint-online) [Microsoft]
* [PowerApps and Flow training](https://www.edx.org/course/developing-business-applications-power-microsoft-dat227x-0) [EDx]
* [PowerApps Blog](https://powerapps.microsoft.com/en-us/blog/) [Microsoft]

## Similar Applications

* [GoCanvas](https://www.gocanvas.com/)
* [Out Systems](https://www.outsystems.com/p/low-code-development-platform/)

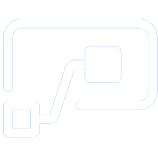
## Feedback

* [PowerApps Ideas](https://powerusers.microsoft.com/t5/PowerApps-Ideas/idb-p/PowerAppsIdeas)
* [PowerApps Community](https://powerusers.microsoft.com/t5/PowerApps-Community/ct-p/PowerApps1)

## Author

* [Shane Young](https://www.youtube.com/c/shaneyoungcloud), PowerApps MVP

# Flow



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#0077ff&key=flow&title=Flow&inshort=Code-free workflows [IFTTT]#https://flow.microsoft.com/en-us/)

Code-free workflows [IFTTT]

Microsoft Flow is a user-friendly, [WYSIWYG](https://en.wikipedia.org/wiki/WYSIWYG) task automation tool. Flow provides you the ability to pre-program tasks that are repetitive, standardized, time-consuming, or straight-up boring. Flow is reasonably easy for an everyday worker with no programming or technical experience to use to their advantage.

Flow is especially good for approval workflows, integrating multiple apps and services, and automating time-consuming and monotonous tasks. Flow can be used for something as simple as routing a document for approval by your manager or as complex as onboarding a new employee at your organization. Flows can be personal (only for you) or shared (made available for everyone in a department or company).

Some of Flow’s strongest attributes include its [template](https://flow.microsoft.com/en-us/templates/) store (because why reinvent the wheel?), [connectors](https://flow.microsoft.com/en-us/connectors/) that can speak to both Office 365 and non-Microsoft services (e.g., Google Apps, DropBox, Salesforce, DocuSign, Twitter), and its ease of use. You can even use Flow to [program bots](https://blog.getbizzy.io/introducing-bizzy-templates-b191b38d2370) in Microsoft Teams, for free, all without coding.

Flow has opened up work automation to the masses in a way few other apps have in the past, for its price. Flow is the [successor](https://docs.microsoft.com/en-us/flow/frequently-asked-questions) of SharePoint Designer workflows, though it is not meant to be a replacement.

## Resources

* [Microsoft Flow Guided Learning](https://docs.microsoft.com/en-us/flow/guided-learning/) [Microsoft]
* [Microsoft Flow Community](https://powerusers.microsoft.com/t5/Microsoft-Flow-Community/ct-p/FlowCommunity) [Microsoft]
* [Flow of the Week blog](https://flow.microsoft.com/en-us/blog/category/flow-of-the-week/) [Microsoft]

## Similar applications

* IFTT
* SharePoint Designer workflows
* Nintex

## Feedback

* [Microsoft Flow Ideas forum](https://powerusers.microsoft.com/t5/Flow-Ideas/idb-p/FlowIdeas) [Microsoft]
* [Microsoft Flow Community](https://powerusers.microsoft.com/t5/Microsoft-Flow-Community/ct-p/FlowCommunity) [Microsoft]

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# Power-BI



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#f2c811&key=powerbi&title=PowerBI&inshort=Business analytics & dashboards#https://app.powerbi.com/)

Business analytics & dashboards

Power BI is a self-service, analytical reporting tool.

Power BI is available to anyone with an Azure Active Directory account, which includes all Office 365 users. Power BI allows users to import or connect to data, combine it with different data sources, then build reports and dashboards. Once created, those reports can be shared with others and the data can be kept up to date automatically.

Power BI consists of four major components: the Power BI Service, Power BI Desktop, the On-Premises Data Gateway, and the Power BI mobile clients. The Power BI Service (app.powerbi.com) can be used on its own to work with data in Excel, text files, or in Analysis Services. Most commonly, reports are created and designed using Power BI Desktop, and then deployed to the Power BI Service.

Power BI Desktop utilizes the same data import technology (Power Query) and data modelling engine (Power Pivot) with Excel. Data models built in Excel can be connected to the service and used as is or imported into Power BI Desktop. The Power BI Service can connect to your data wherever it is, on-premises or in the cloud. On-premises connections are made via the On-Premises Data Gateway. The OPDG is also used by Microsoft Flow and PowerApps for both read and write data operations (Power BI is read-only).

Power BI has a mobile app for all major mobile platforms. The mobile app allows people in the field quick access to their important reports. Reports can be designed for the mobile app specifically.

## Resources

* [What is Power BI?](https://powerbi.microsoft.com/en-us/) [Microsoft]
* [Power BI Desktop](https://powerbi.microsoft.com/en-us/desktop/) [Download]
* [On-Premises Data Gateway](https://docs.microsoft.com/en-us/power-bi/service-gateway-onprem) [Microsoft]
* [Power BI Blot](https://powerbi.microsoft.com/en-us/blog/) [Download]

## Similar applications

* [Tableau](https://www.tableau.com/)
* [QlikView](http://global.qlik.com/)
* [Domo](https://www.domo.com/)

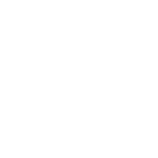
## Feedback

* [Power BI Ideas](https://ideas.powerbi.com/forums/265200-power-bi-ideas) [Microsoft]
* [Power BI Community](http://community.powerbi.com/) [Microsoft]

## Author

* [John White](https://twitter.com/diverdown1964), SharePoint MVP

# Mail

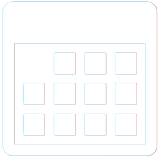


[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#2072b9&key=mail&title=Mail&inshort=Outlook email#https://outlook.office.com/owa/)

Outlook email

* Outlook Mail is the webmail component of Outlook on the web. It has an interface similar to the mail part of Outlook Web App before it. The default view is a three column view with folders and groups on the left, email in the center, and on the right the selected message. As of the 2015 Outlook on the web update, Microsoft introduced the ability to pin messages, sweep, archive, undo, and richer image editing features.[8] Outlook Mail added the ability to connect to other services such as GitHub and Twitter through Office 365 Connectors. Actionable Messages in emails allows a user to complete a task from within the email, such as retweeting a Tweet on Twitter or setting a meeting date on a calendar.

# Calendar



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#2072b9&key=calendar&title=Calendar&inshort=Outlook calendar#https://outlook.office.com/owa/?path=/calendar/view/Day)

Outlook calendar

Calendar is the Outlook calendar as displayed in Office 365.

## Resources

* [Connect a SharePoint calendar to Outlook](http://icsh.pt/SPandOutlook) [icansharepoint blog]

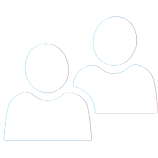
## Similar applications

* Google calendar
* Apple calendar

## Metadata

* External sharing is supported
* App available for desktop and mobile

# People



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#2072b9&key=people&title=People&inshort=Outlook contact list#https://outlook.office.com/owa/?path=/people)

Outlook contact list

Contacts is the Outlook people directory as displayed in Office 365. Generally, Contacts displays all colleagues you can access within your company, plus any custom contacts you've added through Outlook desktop app or Contacts in the browser.

## Resources

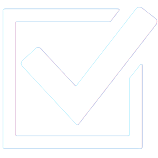
## Similar applications

* Google contacts
* Apple contacts

## Metadata

* App available for desktop and mobile

# Tasks



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#2072b9&key=tasks&title=Tasks&inshort=Outlook tasks#https://outlook.office.com/owa/?path=/tasks)

Outlook tasks

Tasks is the Outlook tasks as displayed in Office 365.

## Resources

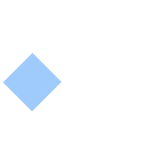
## Similar applications

* Wunderlist
* Microsoft To-Do
* Google tasks
* Apple tasks
* Microsoft Planner

## Metadata

* External sharing is not supported
* App available for mobile

# To-Do

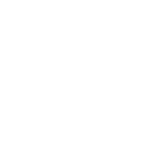


[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#3896f9&key=todo&title=Todo&inshort=To-do list for life & work [Wunderlist]#https://todo.microsoft.com/?app)

To-do list for life & work [Wunderlist]

From work to play, To-Do is the easiest way to get stuff done, every day.

# Planner



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#3c853c&key=planner&title=Planner&inshort=Everyday project management [Trello]#https://tasks.office.com/)

Everyday project management [Trello]

Microsoft Planner is an everyday project management and task app that bridges the gap between formal project management principles and, well, everyone’s “I just need to get stuff done” response to those principles. Planner sits happily in the middle between Outlook Tasks--which is a very simple tasking tool--and Microsoft Project--which is complex project management tool that requires serious training to understand and use (and is expensive).

Planner combines real-world project management with a slick user interface, powerful functionality, integrations across Office 365, and a minimal learning curve. Planner is integrated with [Microsoft Teams tabs](https://blogs.technet.microsoft.com/skypehybridguy/2017/08/30/microsoft-teams-using-planner-to-stay-organized/) and you get a permission-controlled Plan with each [Office 365 Group](http://icsh.pt/O365groups).

Planner provides two main views: 1) a team-based view that provides status reporting and dashboards for your Group (inclusive only of the tasks for your Group) and 2) a personal hub that collects and displays all tasks that you have in Planner across all of your Plans.

If you’re looking for an easy but organized way to manage a project, dole out tasks, and track deliverable statuses without having to pay for expensive MS Project licenses or constantly annoy the hell out of your colleagues so you can update your MPP file, Planner is definitely the way to go.

Planner is included free as part of most Office 365 licensing options. If you’ve ever used Trello, you already know how to use Planner.

## Resources

* [Getting started with Microsoft Planner](https://support.office.com/en-us/article/Microsoft-Planner-help-4a9a13c6-3adf-4a60-a6fc-15c0b15e16fc?ui=en-US&rs=en-US&ad=US) [Microsoft]
* [Agile project management with Planner](https://sharepointmaven.com/how-to-use-microsoft-planner-for-agile-and-scrum-projects/) [SharePoint Maven]

## Similar applications

* Trello
* Jira

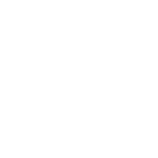
## Feedback

* [Planner UserVoice](https://planner.uservoice.com/forums/330525-microsoft-planner-feedback-forum) [UserVoice]
* [Planner on TechCommunity](https://techcommunity.microsoft.com/t5/Planner/ct-p/Planner) [MIcrosoft]

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# Project



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#2f722d&key=project&title=Project Online&inshort=Premium project management#http://www.microsoftproject-online.com/)

Premium project management

Project Online is a premier application designed to provide a complete solution for project, program and portfolio management. While it is used primarily as an online program, the data you have in Project Online can also be manipulated in a desktop-based application.

Many organizations manage project timelines with tools like Excel. But as these become more complex, it soon becomes apparent that you are better off using a scheduling-based, time-phased tool like Project Online.

Project Online allows for some key functionality that is unique and absolutely required when looking at time-phased tasks, costs, or effort planning, including demand and capacity planning; resource workload forecasting; cost modeling and forecasting; and portfolio management.

Project Online allows you to surface work across all your projects and understand workloads for resources, including over- and under-allocation, all while giving users the flexibility to update their activities in one place.

Project Online links activities and deliverables so that as you adjust the duration of a task, it cascades and moves the related and dependent work activities forward and backward in time. This makes managing simple or complex schedules of work and resource assignments significantly easier than if you used less complex tools.

Project Online also allows you to rate, rank and prioritize your new proposed projects and compare them to your existing work portfolio to see what the downstream impact is to your existing work portfolio and resources before you approve the new projects. This provides the freedom to resolve any resource overallocations before they occur.

Project Online integrates with Power BI, Microsoft Planner, SharePoint Task Lists, and other tools to help people or organizations plan work, deliverables, and resource capacity in alignment with the work being scheduled.

If you use Project Online, you will also be able to leverage Agile and Kanban/Sprint Planning boards to help map work and connect your schedules. You can also leverage SharePoint and Power BI reports for displaying powerful heat maps and dashboards representing where your portfolio stands from one to all projects in the environment.

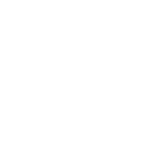
## Resources

* [Project Blog](https://techcommunity.microsoft.com/t5/Project-Blog/bg-p/ProjectBlog) [Microsoft]
* [Project Roadmap](https://www.microsoft.com/en-us/microsoft-365/roadmap?filters=&searchterms=project) [Microsoft]

## Similar applications

* [Planview](https://www.planview.com/)
* [ServiceNow](https://www.servicenow.com/solutions/role/project-management.html)
* [Smartsheet](https://www.smartsheet.com/)

# Skype



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#00aff0&key=skype&title=Skype for Business&inshort=Instant messaging & video chat [Skype]#)

Instant messaging & video chat [Skype]

Connect your teams with the experience they love, in the Office applications they use every day. Now, with Skype for Business you can simplify your infrastructure with one platform for calling, conferencing, video, and sharing.

Communicate across devices

Connect with your team anywhere using our mobile apps across Windows, iOS and Android, or bring remote participants into meeting spaces of all sizes with Skype for Business Room Systems and Surface Hub.

Meet on your terms

Work like you are all in one room, even when you are not. From collaborative team sessions to live streaming a meeting or dialing into a conference using your phone, Skype for Business is designed for all your meeting needs.

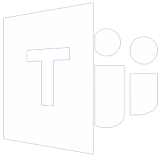
Modern phone systems

Make, receive, and transfer business calls in the office, at home, or on the road using phone, PC, and mobile. Increase agility and consolidate management with voice services in Office 365.

Security, Control and Compliance

Get end-to-end security, control and compliance that span from the user to the enterprise. All powered by the on-demand scale and manageability

# Teams



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#3f418e&key=teams&title=Teams&inshort=Group chat & video chat [Slack]#https://teams.microsoft.com/)

Group chat & video chat [Slack]

Microsoft Teams is a chat- and video conferencing-based teamwork application that provides a single application experience to most of the services and capabilities of Office 365. In many ways, Teams flips the way we have worked on its head. Instead of utilizing multiple applications to work on and discuss something, you can now complete almost all of it inside of Teams.

Rather than constantly switching between emails, phone calls, file shares, documents, websites, and other resources, you can now talk about the report in-line with the video call while also sharing a screen to review a website with your peers.

Chats take place either in channels inside of teams of people where they are referred to as “conversations”, or utilizing the one-to-one or one-to-multiple private chat area. Teams can be accessed on PC, Mac, web, tablets and mobile devices, ensuring that conversations can continue regardless of what device the person is using.

While chat is at the core of Teams, it also provides access to other Office 365 components, including SharePoint, Planner, Flow, Office, Forms, Power BI, and Stream. Beyond that, there is an ever-growing list of Microsoft and third-party applications that can be added into Teams as “tabs”, allowing users to access content and information that is within the context of the channel.

Notably, Teams is the successor to Skype for Business. Skype for Business Online (Office 365) is in the process of replacement; Skype for Business 2019 (on-prem) can remain by itself, though no future plans of an on-prem upgrade has been announced.

The Skype-to-Teams replacement ensures that organizations can integrate physical meeting room equipment such as conference phones, video devices, presentation screens, as well as desktop-based conference equipment (e.g., webcams and headsets), allowing you to have meetings in a style that works for you.

## Resources

* [Microsoft Teams Blog](https://www.microsoft.com/en-us/microsoft-365/blog/microsoft-teams/) [Microsoft]
* [Microsoft Teams Documentation and Practical Guidance](https://docs.microsoft.com/en-au/MicrosoftTeams/Microsoft-Teams) [Microsoft]
* [Everyday Etiquette in Microsoft Teams](https://jum.to/TeamsEtiquette) [Matt Wade]
* [Microsoft Teams Roadmap](https://www.microsoft.com/en-us/microsoft-365/roadmap?filters=&searchterms=teams) [Microsoft]
* [Skype for Business-to-Microsoft Teams Upgrade](https://aka.ms/SkypeToTeams-home) [Microsoft]
* [Skype for Business-to-Microsoft Teams Roadmap](https://skypeandteams.blob.core.windows.net/artefacts/Skype%20for%20Business%20to%20Teams%20Capabilities%20Roadmap.pdf) [Microsoft]

## Similar applications

* Slack
* Cisco Webex Teams
* Stride (now owned by Slack)
* Google Hangouts Chat and Hangouts Meet

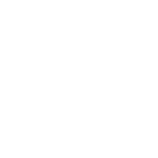
## Feedback

* [Microsoft Teams UserVoice](https://microsoftteams.uservoice.com/forums/555103-public) [UserVoice]
* [Microsoft Teams on TechCommunity](https://techcommunity.microsoft.com/t5/Microsoft-Teams/ct-p/MicrosoftTeams) [Microsoft]

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# Yammer



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#007dc6&key=yammer&title=Yammer&inshort=Social network [Facebook]#https://www.yammer.com/)

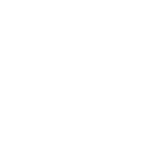
Social network [Facebook]

Yammer is a private, secure social network for your organization that will allow people to collaborate securely across departments and geographies. It’s designed to inspire company-wide knowledge exchange and to increase team efficiency. Only people with a verified company email address can join your company network.

Newsfeed or Yammer?

Office 365 includes two options for enterprise social features: Yammer and the SharePoint Newsfeed. If you pick Yammer to be your social experience, follow the [Enterprise Activation process](https://support.office.com/en-us/article/Enterprise-Activation-process-4f924c74-87d2-49d0-a4f6-cba3ce2b0e7c) to activate Yammer. After activation, a Yammer tile appears on the Office 365 portal page and the app launcher, making it easy for Office 365 users to reach Yammer. Also, if your network is eligible, users can sign-in to Yammer using their Office 365 account.

# Bookings



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#25abb2&key=bookings&title=Bookings...&inshort=Customer self-reservations#)

Customer self-reservations

Bookings is a customer-facing scheduling and appointment tool meant to promote self-service, flexibility, and 24/7 availability to create, change, or cancel reservations between your customers and your organization. Complete with landing page support and automated reminders, Bookings aims to improve customer interact and decrease no-shows.

Through Bookings, customers can reserve a service type, date/time, and individual employee; get a confirmation email and calendar invitation; and reschedule or cancel if necessary. If a customer books over the phone, an employee can submit the information into Bookings and the app will send all confirmations and reminders to the customer. Bookings provides basic payment processing support as well.

## Resources

* [How to set up a Microsoft Bookings site](https://blogs.technet.microsoft.com/cloudready/2017/08/31/how-to-setup-a-microsoft-bookings-site/) [Kevin Martins]

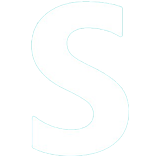
## Feedback

* [Bookings UserVoice](https://outlook.uservoice.com/forums/314907-microsoft-bookings) [UserVoice]
* [Bookings on TechCommunity](https://techcommunity.microsoft.com/t5/Microsoft-Bookings/bd-p/MicrosoftBookings) [Microsoft]

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# StaffHub



[jumtotag](https://beta.jumpto365.com/metadata?rgbcolor=#25c8c2&key=staffhub&title=StaffHub&inshort=Frontline employee hub & scheduler#)

Frontline employee hub & scheduler

Note: StaffHub is deprecating and its features will be absorbed into Microsoft Teams. [Details](https://support.office.com/en-us/article/microsoft-staffhub-to-be-retired-30ca17f3-5502-4bc9-bb0a-bed04bb362f0?ui=en-US&rs=en-US&ad=US).

StaffHub is a frontline and shift worker portal used for scheduling, communicating, and hosting information simply and easily for a workforce that is rarely all together and needs a central hub for documents, messaging, and shift schedules. StaffHub is available on desktop and mobile.

StaffHub provides powerful scheduling (including timeclocking and the ability for users to swap shifts with colleagues themselves), simple document repositories (for things such as employee handbooks and standard operating procedures) and a useful messaging system that keeps all interactions in one place rather than scattered across text and other messaging apps.

Easy to administer and even easier to use, StaffHub is the answer many restaurants, stores, factories, and shift-based small businesses have been looking for.

## Resources

* [Getting started with StaffHub](https://support.office.com/en-us/article/getting-started-with-microsoft-staffhub-92e9480f-0a37-47d2-ac96-2d11ee5f0656) [Microsoft]

## Feedback

* [StaffHub UserVoice](https://staffhub.uservoice.com/forums/323718-general) [UserVoice]
* [StaffHub on TechCommunity](https://techcommunity.microsoft.com/t5/Microsoft-StaffHub/ct-p/StaffHub) [Microsoft]

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