

# GSD. Outlook - What are the Office 365 Products and Functionalities?

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General Information:

Possible symptoms/errors:

Users wants to know what are the Office 365 Products and Functionalities

Alternative names of the system:

Outlook 2016

IMPORTANT NOTICE:

N/A

Solution:

User can use Teams to schedule meetings, make voice and video calls, chat one-to-one online, work and collaborate on documents real-time. It is also possible to collaborate with people outside Fresenius organization. This article shows a guide on how to invite an external user to a Teams meeting.Details:

A. OutlookOutlook is the personal information manager from Microsoft. It helps organizing user's e-mails efficiently and to align them with user meetings and tasks. The user-friendly and intuitive interface simplifies the daily work and makes it easy to learn the ropes.When to use:

When user need to write, and receive emails.Calendar and scheduling of meetings, appointments, and reminders.Schedule to do's and create .Search for people within the address book and the companies name register.

EmailMain function of Outlook is the mailbox. Next to the basic mailing functionalities such as receiving, storing, sending and drafting, Outlook offers a variety of other advantages. With Outlook, user have an increased storage. This allows for an easier handling of data and attachments. Furthermore, Outlook can be accessed via web, meaning that they can receive emails on any device at any time, even from outside the Fresenius network.CalendarAnother central function of Outlook is the calendar.

Integrated calendar can be used to create meetings and appointments directly from e-mails.As all Office products are conveniently connected, user can turn their meeting into a Skype meeting with just a few clicks.The scheduling assistant simplifies the alignment of meetings with your colleagues. This tool appears when they are creating a meeting. It helps the user to find the best time by analyzing when recipients and meeting resources such as rooms or projectors, are available.User can share thei calendar with their colleagues and decide which permission level they should have. Outlook connects user with their colleagues and makes collaboration much easier. As with many other Office products,

user can customize their calendar individually. It's possible to choose to display the weather within user's calendar and import bank holidays for one or more countries.

**Tasks** Many people keep a list of things to do - on paper, in a spreadsheet, or by using a combination of paper and electronic methods. Outlook combines user's various lists and enhances them with a reminder and tracking function.

### Contacts

It organizes information about user's business contacts by saving them in their address book. Outlook contacts are like electronic business cards that save a person's contact information. It allows to save information like name, e-mail address, telephone numbers or a company address. User can also upload profile pictures to their business cards. It's possible to forward their contacts to others via e-mail or share their contact folder with their colleagues to allow everyone to be on the same page.

**B. SharePoint** SharePoint is a web-based application that companies use to share files and collaborate. As a part of Office 365, it is generally known as a document management and storage system. As a collaboration tool, SharePoint enables teams to set up centralized spaces where documents can be shared and, if needed, be secured by passwords. Within these virtual folders, the documents can be stored, shared, edited, uploaded and downloaded by everyone who has access.

When to use:

When a team or group needs a central collaboration hub for documents, lists, shared OneNote, team news, recent activity, etc. Store documents here.

### Team Sites

Part of SharePoint is the possibility to create Team Sites.

Team Sites a location within the SharePoint for user and their team to work on projects and share information. The team can access Team Sites from anywhere and any device. It includes a group of related web pages, document libraries for files, lists for data management, and Web Parts that user can customize to meet their needs. This way, user can assure that they are always working on the latest version of a file.

### Library

A SharePoint library is the central place where user can upload, create, update, and collaborate on files with team members.

Each library displays a list of files and key information about the files, such as who was the last person to modify a file. Most sites include a library when user create the site. For example, a team site has a documents library where they can organize and share your documents. As user need more libraries, they can simply add them to their site. User can also customize libraries in several ways. For example, user can control how documents are viewed, managed, and created. Tracking the versions of files, including how many and which type of version, is possible as well. User can even create custom views, forms, and workflows to help they manage their projects and business processes.

### Lists

A list is a collection of data providing user and their colleagues with a flexible way of organizing and creating e.g. task lists or inventories. Add various data such as text, links, pictures or other attachments. Views can be customized to their individual needs as well. **C. Teams** Microsoft Teams is a collaboration app that helps users team stay organized and have conversations—all in one place. As well as the chat-based communications, Teams' integration with other Microsoft services allows users access to shared files and calendars, collaborative editing, and easy switching between voice, video, and text chat. When to use:

For real-time and improved collaboration with colleagues by using chat, Teams and channels, Online video calling and screen sharing and online meetings.

TeamsUser can find channels to belong to or create their own. Inside channels they can hold on-the-spot meetings, have conversations, and share files.

MeetingsUser can see everything they've got lined up for the day or week. Or they can schedule a meeting. This calendar syncs with their Outlook calendar.

CallsIn some cases, if user organization has it set up, they can call anyone from Teams, even if they're not using Teams.

ActivityIt's possible to catch up on all user's unread messages, @mentions, replies, and more.

D.OneDriveOneDrive is the central cloud-based file storage system of Office 365 that allows user to save, share and synchronize files. With OneDrive, they can securely access, update and share these data from any device at any time. In addition, OneDrive allows user to easily send documents, photos or other big files as e-mail attachments.

OneDrive helps users to collaborate with their colleagues by enabling them to share documents with those they choose, and even co-edit the same file with their colleagues.

When to use:

Storing documents – existing and in progress.Starting point for document sharing and collaboration.

With OneDrive, user can access their files from anywhere. The fast and intuitive browser interface simplifies the management, upload and sharing of documents. Through synchronizing user's data with their Fresenius PC, user can assure that all of their data is accessible at any time.

OneDrive works with integrated security such as encryption. The additional data loss prevention (DLP) functionalities help user to identify and monitor their confidential data. OneDrive fulfils global and industry specific compliance demands such as ISO27001, HIPAA and many more.

Assignment Group:

Ext\_WW\_Collaboration\_SLS\_Capgemini

Ticket Creation:

Template: N/ACategorization: N/A

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A