

# Services Included in Microsoft 365

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# Overview



## Overview of the different Microsoft 365 services

- Windows
- Microsoft 365 Apps
- Office 365
  - Over 15 productivity services!
- Enterprise Mobility & Security



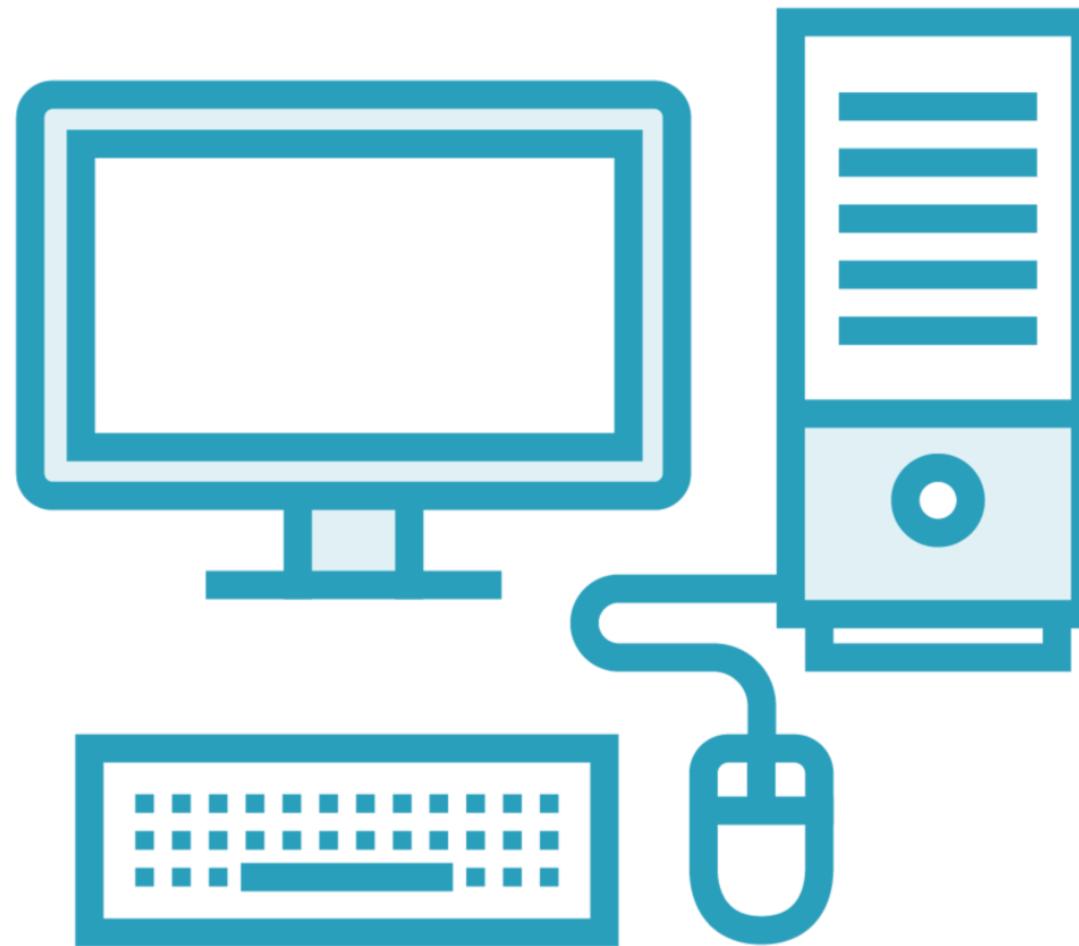


## Windows Operating System

Benefit from a highly secure and manageable operating system that runs on a wide variety of hardware devices – or in the cloud!



# Windows Operating System



**Microsoft's PC operating system**

**Always up to date as part of Microsoft 365**

- Windows as a service**

**Devices can be put in separate Service Channels to control when they get updates**

- Insider Program -> preview features**
- General Availability**
- Long-term Servicing Channel -> devices that control specialized equipment or apps**





# Microsoft 365 Apps

Work the way you want, almost anywhere, with always up-to-date desktop, mobile, and web versions of Word, Excel, PowerPoint, and more!



# Microsoft 365 Apps



**Set of applications that enable users to create a variety of content**

- Documents & resumes
- Presentations
- Calculations & visualizations

**Microsoft 365 Apps was previously known as Microsoft Office**



# Microsoft 365 Apps

## PowerPoint

Create engaging presentations.

## Word

Create and format documents.

## Excel

Create spreadsheets, calculations, and visualizations for your data.

## OneNote

Digital Notebook for yourself – or for your team.

## Publisher

Create polished, professional layouts and content.

## Access

Create your own database apps easily in formats that serve your business best.



# Some Apps Are for Specific Microsoft 365 Services

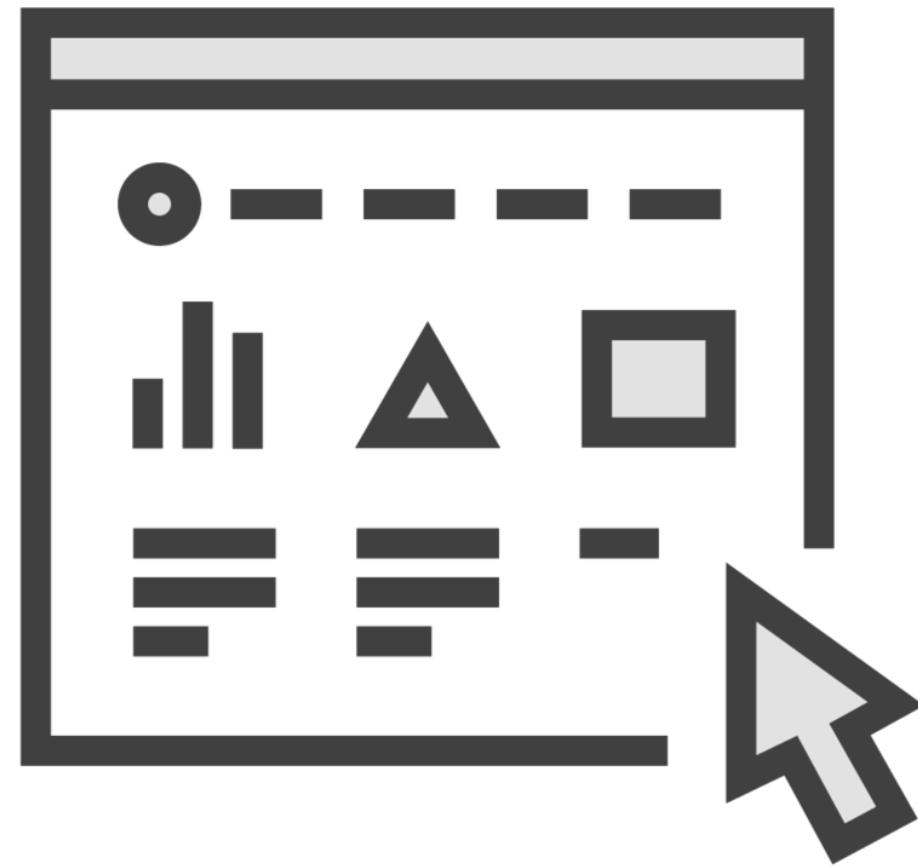
**Outlook**

**OneDrive for Business**

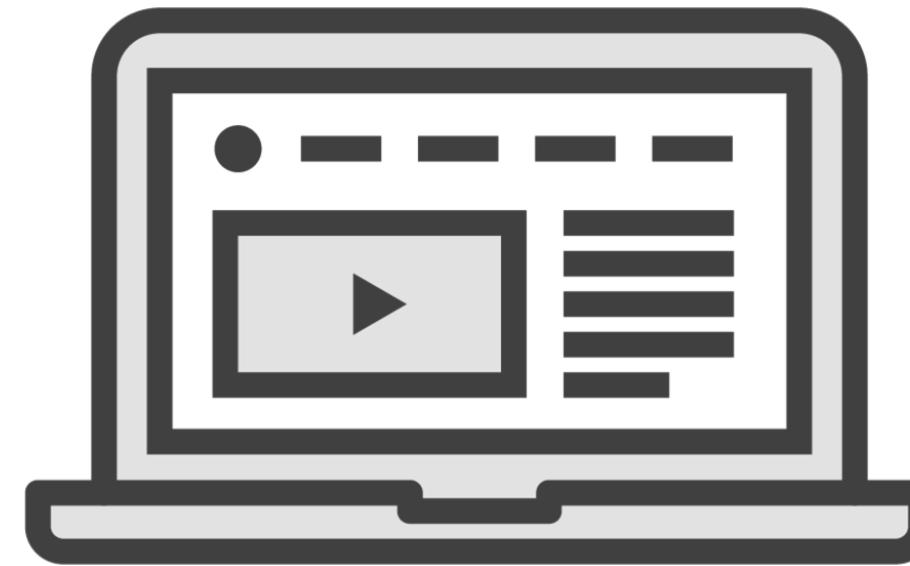
**Microsoft Teams**



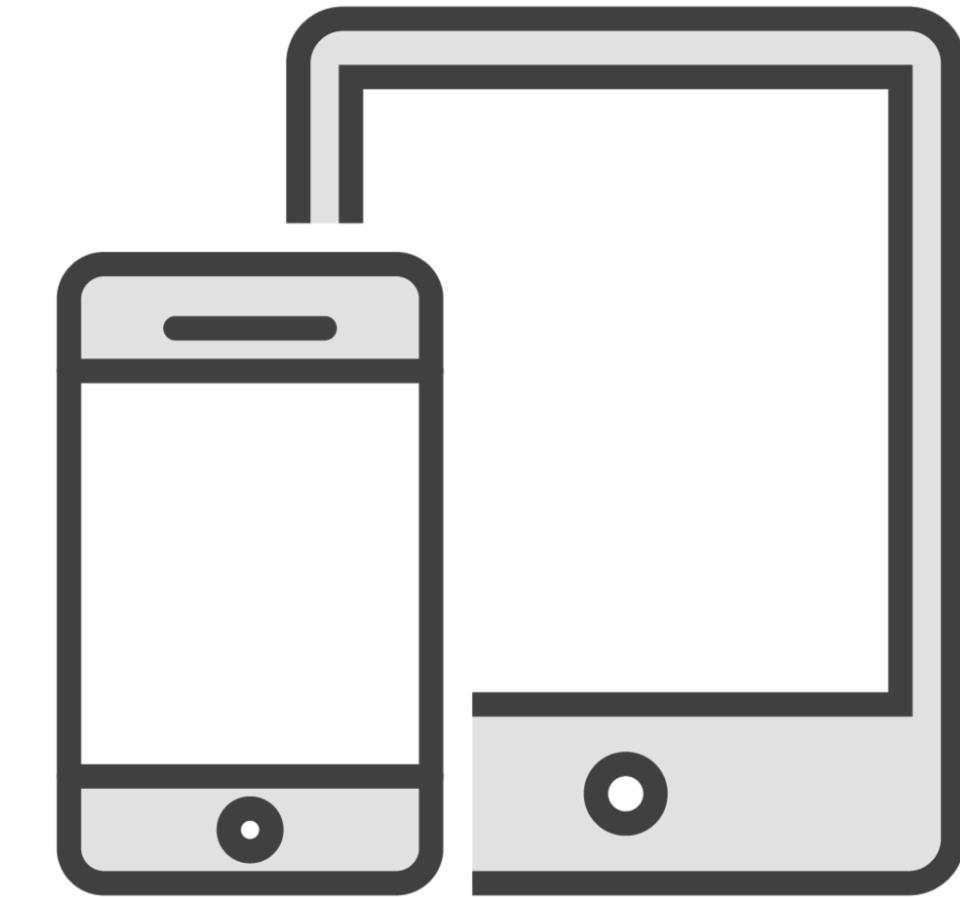
# Consume Microsoft 365 Apps Everywhere



**Browser**



**Computer**  
*Windows & Mac*



**Mobile Devices**

\*Access & Publisher are Windows only





## Exchange Online & Outlook

Access business email, calendar, and contacts on your PC, phone, and web browser with Exchange Online & Outlook. Hosted email that's easy to use and easy to manage.



# Exchange Online



**E-mail service we use daily inside Microsoft 365**

- E-mail
- Calendar
- Contacts

**An “invisible hero” inside the Microsoft 365 stack**

- IT Professionals use it for all mail configuration settings
- Users only interact with it via Outlook



# Outlook

**E-mail client for Microsoft 365**

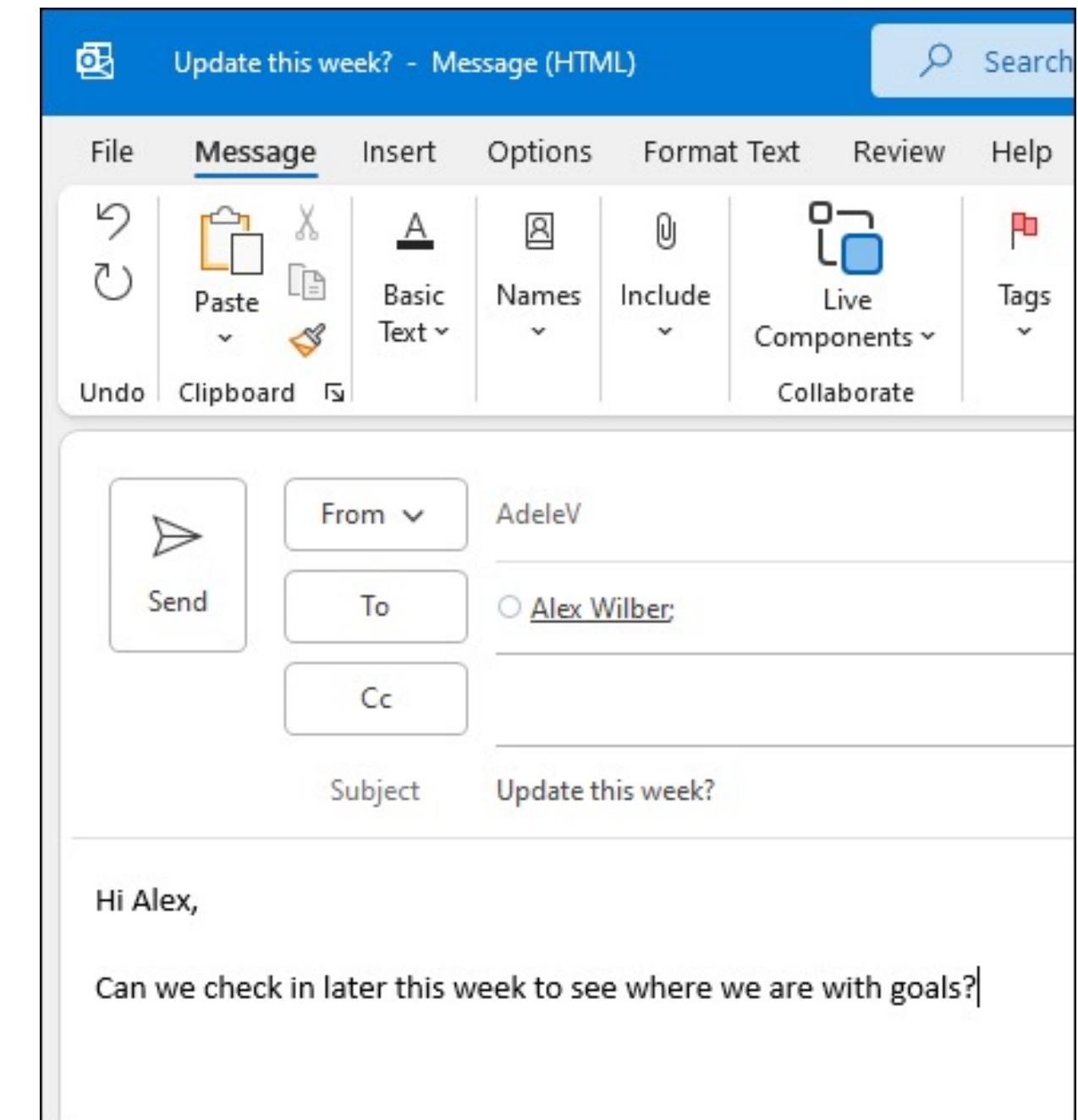
**Send and receive e-mails**

**Schedule meetings**

**Organize mail in folders**

**Or create rules to do it automatically  
for you!**

**Integrates with many other Microsoft 365  
services**



# Three Ways to Use Outlook

## **Outlook client**

Installed on your machine with the rest of Microsoft 365 Apps

## **Outlook on the web**

Access outlook via any browser and have the same great features!

## **Outlook apps on mobile**

Access your e-mails, calendar, and contacts directly from your Android and iOS mobile devices





# SharePoint Online

Share and manage content, knowledge, and applications to empower teamwork, quickly find information, and seamlessly collaborate across the organization.



**Central location for  
Company communications  
Team collaboration**

**In SharePoint Online we create  
sites for each topic**

**Intranet  
Projects  
Departments**

LOBOMANTICS SharePoint Search in SharePoint + Create site ⚡ Not following Share Published 12/13/2021 Edit

The Landing Who we are What's happening Find it My SharePoint Doc Set Test FAQ Edit

+ New Page details Analytics

New 401K Packets Available Now

THE LANDING Contoso Mark 8: See the world through a whole new perspective On June 1, 2020 Contoso Electronics, the... Vlad Catrinescu October 8, 2020 25 views

THE LANDING New 401K Packets Available Now Please stop by the HR offices to pick up the... Vlad Catrinescu October 8, 2020 9 views

THE LANDING The importance of branding at Contoso At the heart of branding at Contoso is the... Vlad Catrinescu October 8, 2020 3 views

THE LANDING Communicating Product Value Successful product growth and engagement i... Vlad Catrinescu October 8, 2020 3 views

Recommended viewing

August Town Hall Highlights Customer Showcase: Amanda Brady, Connecticut wilderness In the Design Studio with Carlos Slattery Mark 8 Roadmap

Redmond, United States 37 °F Cloudy 44°/33° 01/25/2022 MSN ...

Redmond, WA 9:32 AM Tuesday, 1/25/2022

Singapore, Singapore 1:32 AM 16h ahead Wednesday, 1/26/2022

Oslo 6:32 PM 9h ahead Tuesday, 1/25/2022

My news See all

North American Hub

New Hire in Dallas

Hello! This is a Text web part in one of two colum... Vlad Catrinescu December 13, 2021

CONTOSO Falcon Product Launch 00 days 00 hrs 00 min 00 sec

Packed with features you once thought possible only on much larger platforms into a compact quadcopter that is snappy, agile, and captures stunning high-resolution 8k images.

READ PRESS RELEASE

# Two Types of Sites

## Communication Sites

Publish dynamic, beautiful content to people in your organization to keep them informed and engaged on topics, events, or projects.

## Team Sites

Share documents, have conversations with your team, keep track of events, manage tasks, and more with a team site



# Document Management Capabilities

**SharePoint allows you to create multiple document libraries**

**Add metadata to your documents**

**Better findability**

**Create different views**

**Implement workflows**

## Demo Docs

Name	Modified	Modified By	+ Add column
Blog Post preview.docx	July 26, 2021	Provisioning User	Single line of text
Globomantics Purchasing Permissions.docx	A few seconds ago	Microsoft CDX	Multiple lines of text
Credit Cards.docx	July 26, 2021	Provisioning User	Location
Customer Accounts.docx	July 26, 2021	Provisioning User	Number
Customer Data.xlsx	July 26, 2021	Provisioning User	Yes/No
Q3 Sales and Marketing Expense Report Au...	July 26, 2021	Provisioning User	Person
Q3_Product_Strategy.docx	July 26, 2021	Provisioning User	Date and time
Sales Memo.docx	July 26, 2021	Provisioning User	Choice



# OneDrive for Business

Access, share, and collaborate on all  
your files from anywhere.



# OneDrive for Business



**Storage space for your personal work documents**

- Think of your personal “shared drive” on your network

**OneDrive for Business app allows you to sync files on your desktop**

- Work even if you’re offline!

**Most Microsoft 365 subscriptions include unlimited OneDrive for Business storage!**

- Your admin likely configured a limit

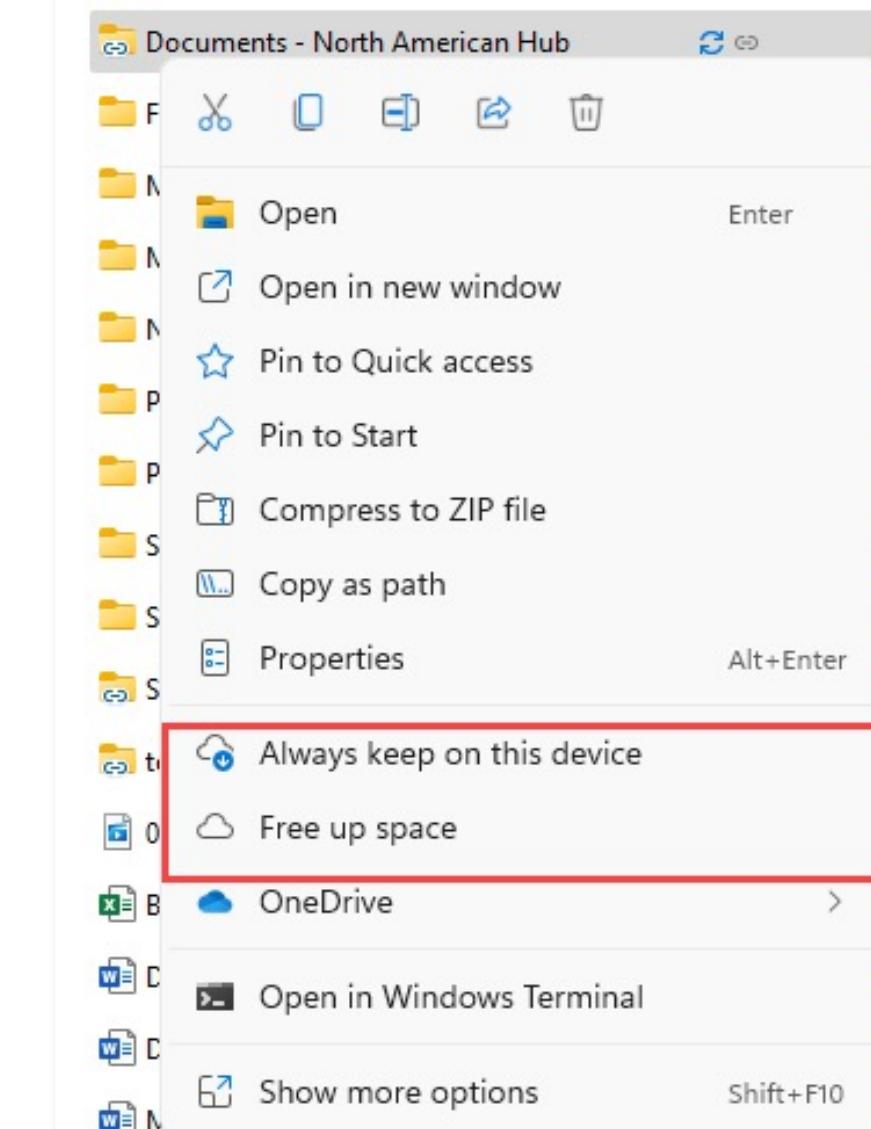


# Keep Only the Files You Need Offline

**By default – OneDrive syncs file as online only**

**You see them on your device, but they will only download when you open them**

**Make sure to choose “Always Keep On This Device” if you plan to work on them while you will be offline!**



# Add shortcuts to SharePoint document libraries in your OneDrive for Business

The screenshot shows a SharePoint document library interface. At the top, there's a navigation bar with the company logo 'LOBOMANTICS', the word 'SharePoint', and a search bar. Below the navigation bar, there are links for 'Home Hub', 'Brand Assets', and 'Edit'. The main title of the page is 'The Landing', accompanied by a large hexagonal icon containing a white letter 'H'. Below the title, there are several navigation links: 'Who we are', 'What's happening', 'Find it', 'My SharePoint', 'Doc Set Test', 'FAQ', and 'Edit'. On the right side of the header, there's a dropdown menu with options like '+ New', 'Upload', 'Edit in grid view', 'Sync', and 'Add shortcut to OneDrive'. The 'Add shortcut to OneDrive' option is highlighted with a red box. The main content area is titled 'Documents' and lists a single item: a folder named 'Recommended-docs' created on 'October 8, 2020' by 'Vlad Catrinescu'.

Name	Modified	Modified By
Recommended-docs	October 8, 2020	Vlad Catrinescu



# You Will Have Easy Access to All Your Important Document Libraries in Your OneDrive!

OneDrive - Globomantics.Org				
	Name	Status	Date modified	Type
2019	2019	Cloud	1/14/2022 6:52 PM	File folder
Apps	Apps	Cloud	1/14/2022 6:52 PM	File folder
Attachments	Attachments	Cloud	1/14/2022 6:52 PM	File folder
Development	Development	Cloud	1/14/2022 6:52 PM	File folder
Documents	Documents	Cloud	1/14/2022 6:52 PM	File folder
Documents - The Landing	Documents - The Landing	Cloud	1/14/2022 7:47 PM	File folder



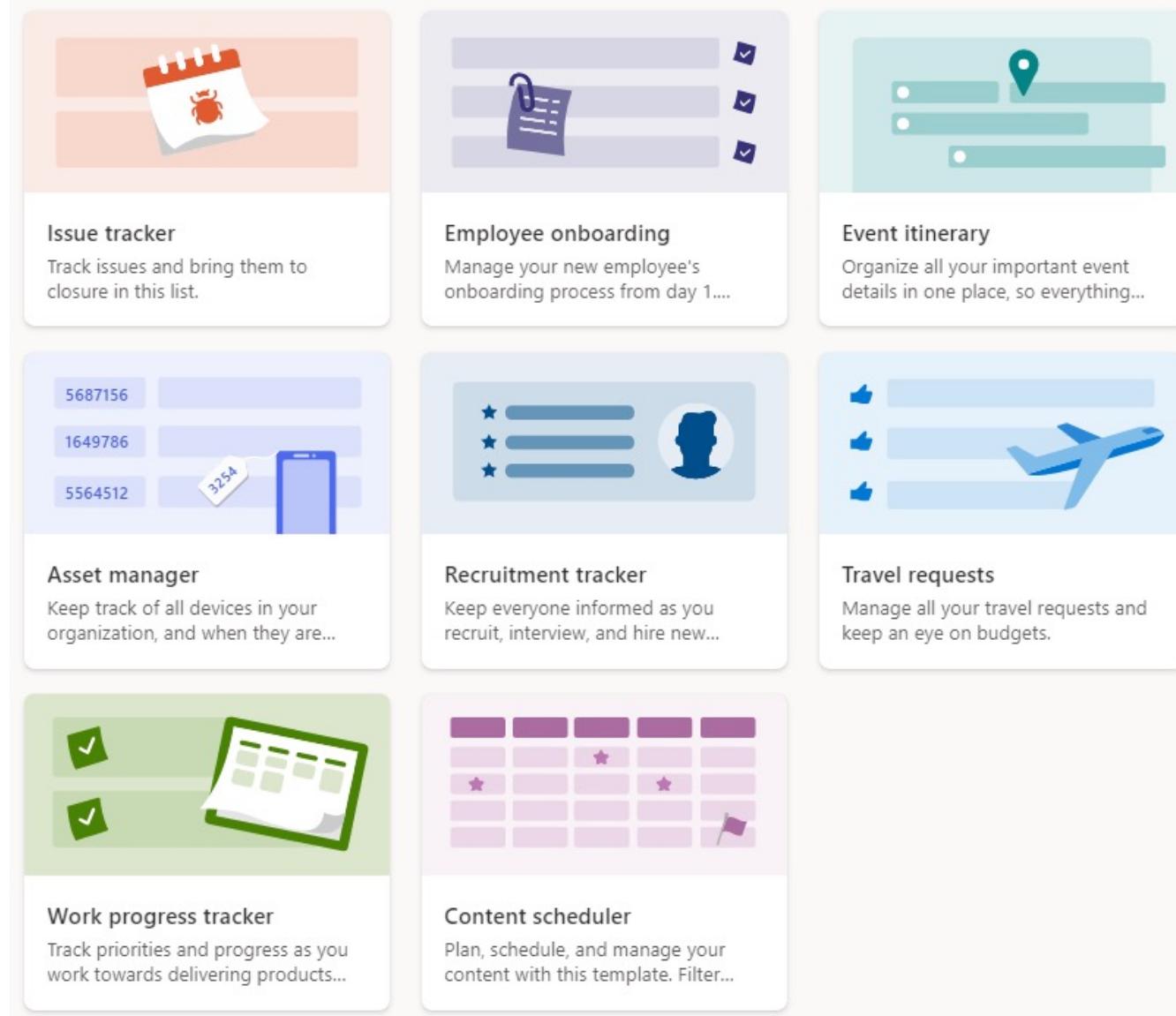


# Microsoft Lists

Stay on top of it all with Lists, your smart information tracking app in Microsoft 365.



# Microsoft Lists



**Organize work and track information that matters to your organization**

**Create and share lists that help you track**

- Issues
- Assets
- Contacts

**Create notification rules to keep everyone in sync**

**Easily import your excel tables as lists in Microsoft Lists**



**Lists can have multiple types of columns**

**Short/Long text**

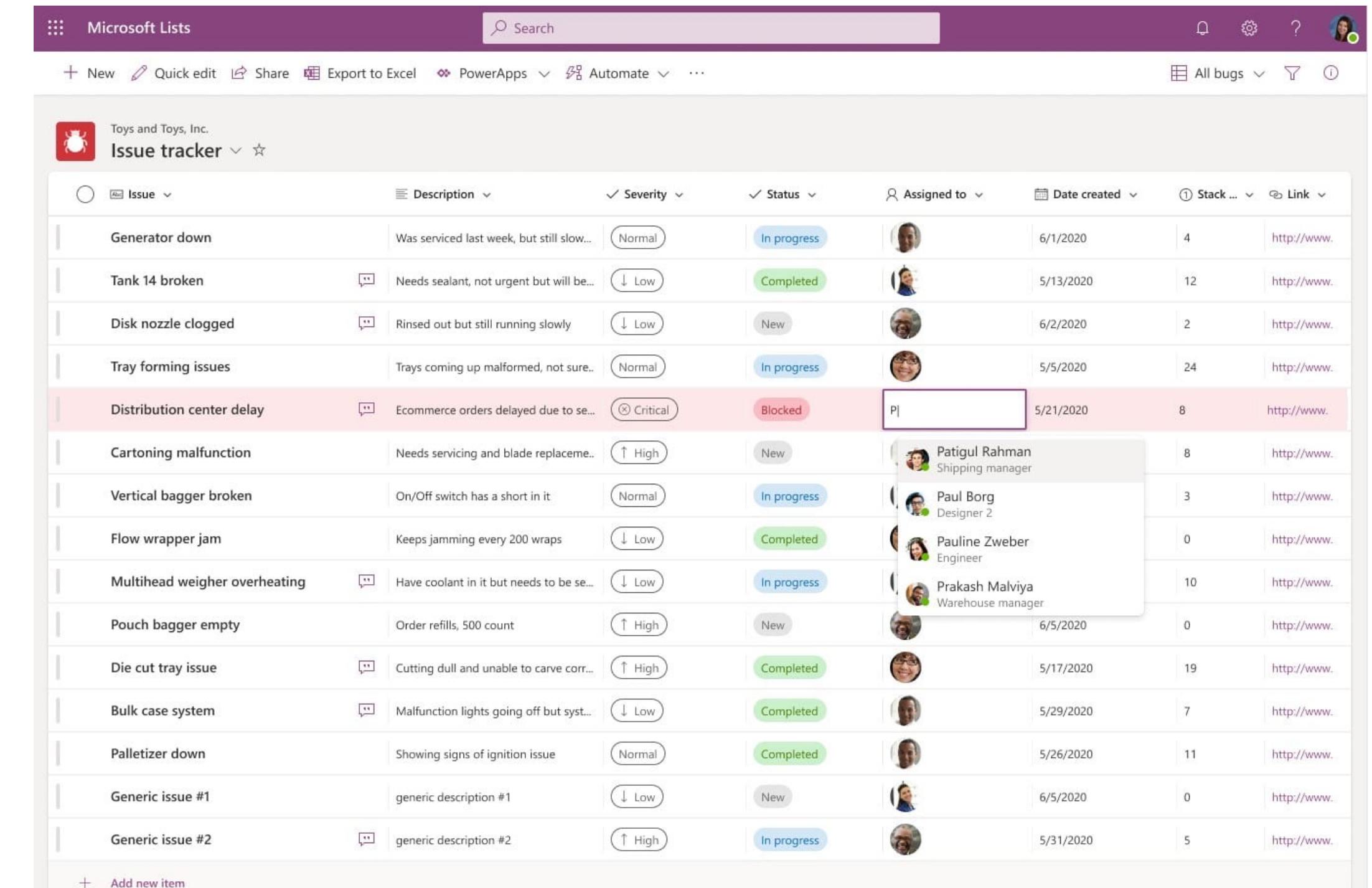
**People Picker**

**Date**

**Calculated & More!**

**Create conditional formatting depending on value**

**Easier to read**



The screenshot shows a Microsoft Lists interface titled "Issue tracker". The table has the following columns:

Issue	Description	Severity	Status	Assigned to	Date created	Stack ...	Link
Generator down	Was serviced last week, but still slow...	Normal	In progress	[User]	6/1/2020	4	<a href="http://www.">http://www.</a>
Tank 14 broken	Needs sealant, not urgent but will be...	Low	Completed	[User]	5/13/2020	12	<a href="http://www.">http://www.</a>
Disk nozzle clogged	Rinsed out but still running slowly	Low	New	[User]	6/2/2020	2	<a href="http://www.">http://www.</a>
Tray forming issues	Trays coming up malformed, not sure..	Normal	In progress	[User]	5/5/2020	24	<a href="http://www.">http://www.</a>
Distribution center delay	Ecommerce orders delayed due to se...	Critical	Blocked	P [User]	5/21/2020	8	<a href="http://www.">http://www.</a>
Cartoning malfunction	Needs servicing and blade replaceme...	High	New	[User]		8	<a href="http://www.">http://www.</a>
Vertical bagger broken	On/Off switch has a short in it	Normal	In progress	[User]		3	<a href="http://www.">http://www.</a>
Flow wrapper jam	Keeps jamming every 200 wraps	Low	Completed	[User]		0	<a href="http://www.">http://www.</a>
Multihead weigher overheating	Have coolant in it but needs to be se...	Low	In progress	[User]		10	<a href="http://www.">http://www.</a>
Pouch bagger empty	Order refills, 500 count	High	New	[User]	6/5/2020	0	<a href="http://www.">http://www.</a>
Die cut tray issue	Cutting dull and unable to carve corr...	High	Completed	[User]	5/17/2020	19	<a href="http://www.">http://www.</a>
Bulk case system	Malfunction lights going off but syst...	Low	Completed	[User]	5/29/2020	7	<a href="http://www.">http://www.</a>
Palletizer down	Showing signs of ignition issue	Normal	Completed	[User]	5/26/2020	11	<a href="http://www.">http://www.</a>
Generic issue #1	generic description #1	Low	New	[User]	6/5/2020	0	<a href="http://www.">http://www.</a>
Generic issue #2	generic description #2	High	In progress	[User]	5/31/2020	5	<a href="http://www.">http://www.</a>

A tooltip is open over the "Assigned to" column for the "Distribution center delay" row, showing a list of four users with their names and titles: Patigul Rahman (Shipping manager), Paul Borg (Designer 2), Pauline Zweber (Engineer), and Prakash Malviya (Warehouse manager).

Image Source: Microsoft®



# Lists Formatting

## FAQs

- > After the dial-in functionality has been enabled in Teams, is it still possible to use Skype audio conferencing?
- > Can external parties call in Teams meetings using the phone number in the invite?
- > Can I still use Skype for Business after being upgraded?
- > Check audio and video before meeting in Teams and Skype
- ✓ Create list of participants from Teams meeting

### Answer

There is no easy way to get a list of participants from a normal Teams meeting.

It is in the Microsoft Uservoice wishlist

One workaround is to copy the participants from the chat: Open the chat (which you find if you go to the meeting in the Teams calendar) Open the list of participants and copy all (Ctrl-A, then Ctrl-C) Paste the text into Word (Ctrl-V) Copy the part where the participants are listed (mark and Ctrl-C) Paste into Excel (Ctrl-V) Create a table (Ctrl-T) (slightly related, i.e. how to get a list of members in a Team group, is shown in the beginning of this video).

Show more

## Project Valentine

### Project

10/9/2020 -  
10/27/2020

### Research

10/25/2020 -  
11/11/2020

### Feasibility

10/31/2020 - 1/22/2021

### Development

12/21/2020 - 1/22/2021

### Testing

1/1/2021 -  
1/23/2021

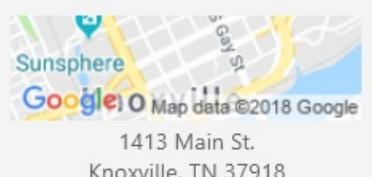
### Sales catalog and Team

## Contacts



### Hannah Sullivan

Chief Executive Officer  
Moldy Seahorse, Inc.  
✉ hsullivan@moldyseahorse.com  
📞 758-555-3298



1413 Main St.  
Knoxville, TN 37918

### Notes:

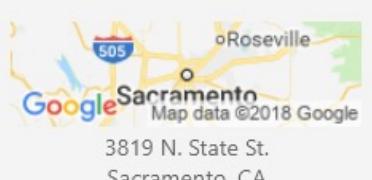
Dr. Sullian is a Business Guru doing lots of business things and always businessing everything. Wow! There was once a thing that was not businessed and she straight up businessed it.

RE ✎ 🗑️ ↻



### Omar Stanley

Sr. VP of Important Stuff  
Generic Junk  
✉ omar@genericjunk.com



3819 N. State St.  
Sacramento, CA

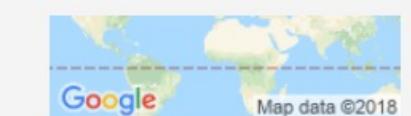
### Notes:

No notes entered

RE ✎ 🗑️ ↻



### Esther Hawkins



No address provided

### Notes:

Where is this lady? We know virtually nothing about her! What a strange entry to have in our list!

RE ✎ 🗑️ ↻



### Isaac Fisher

2Thumbs Consulting  
✉ isaac@2thumbsconsulting.com



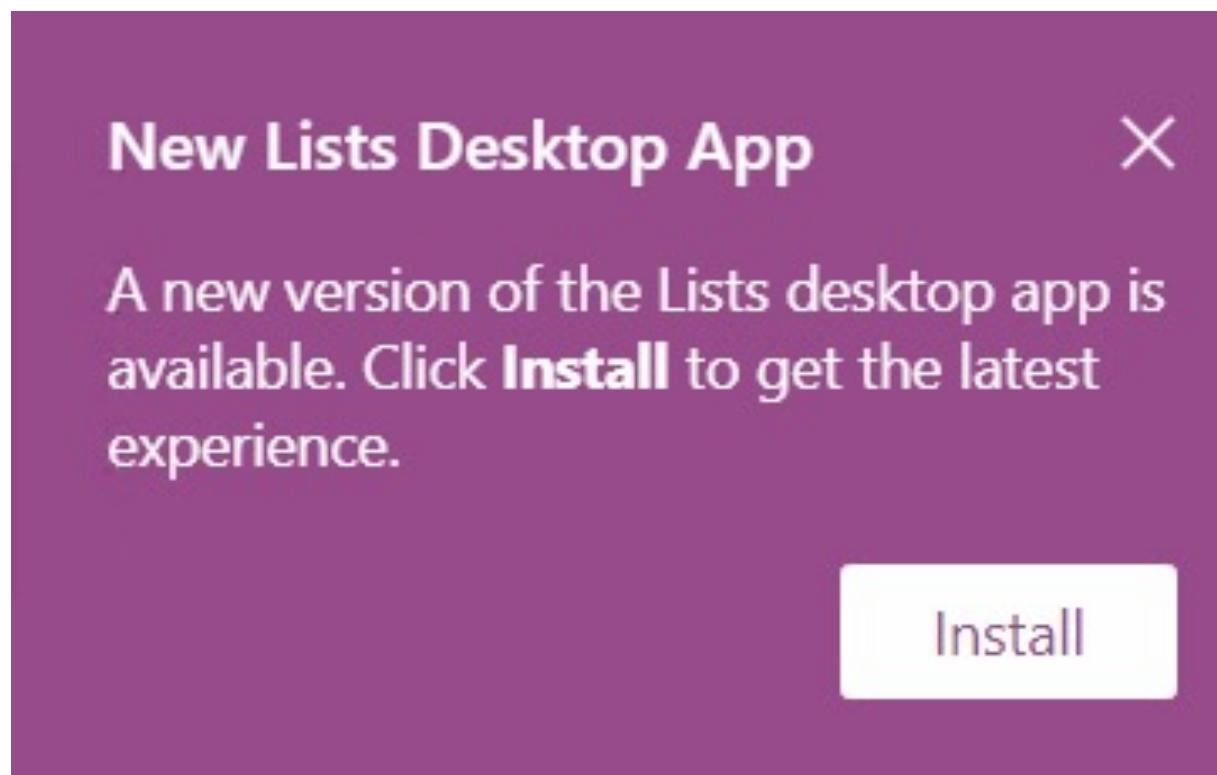
Tokyo, Japan

### Notes:

Isaac seems like a real swell guy.

RE ✎ 🗑️ ↻

# Work Offline with the Lists Desktop App



**Get access and add / modify items while offline**

**Lists app will automatically sync lists once you are back online**



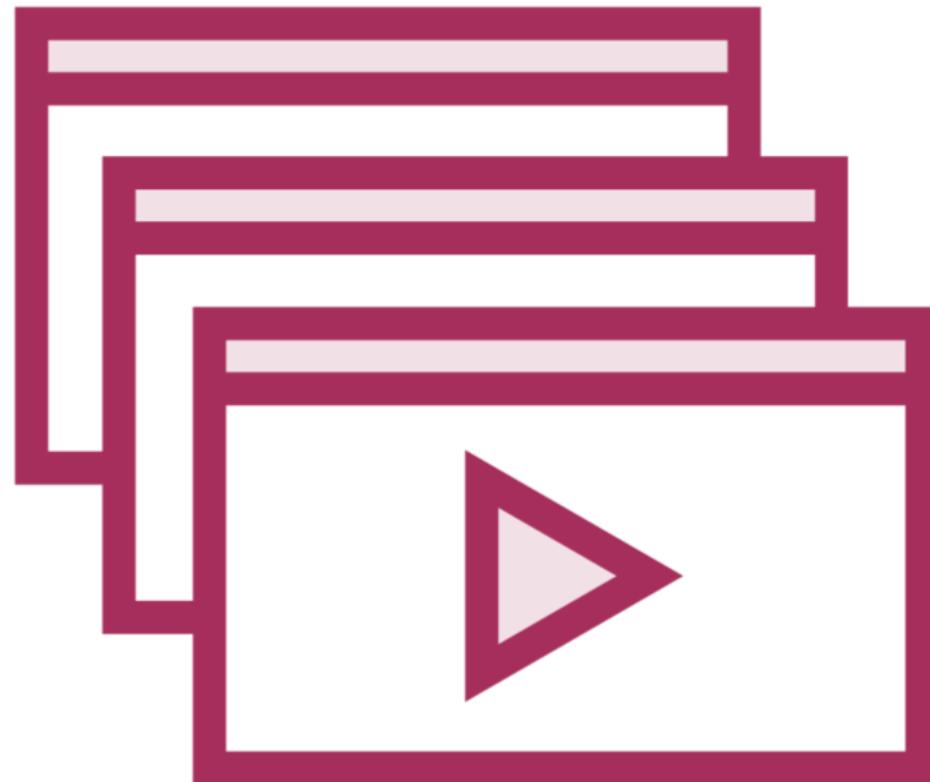


# Microsoft Stream

Microsoft Stream is an Enterprise Video service where people in your organization can upload, view, and share videos securely.



# Microsoft Stream



**Enterprise video service in Microsoft 365 where users can**

- **Upload videos**
- **View videos**
- **Share videos securely**

**Used for meeting recordings, training, & more!**

**Microsoft Stream is on a journey of transformation**

- **From a dedicated app (now called Stream classic) to Microsoft Stream (built on SharePoint)**



**Stream classic was a dedicated video portal**

**Groups  
Channels**

**Microsoft did not announce plans to retire Stream classic**

**But it will eventually happen**

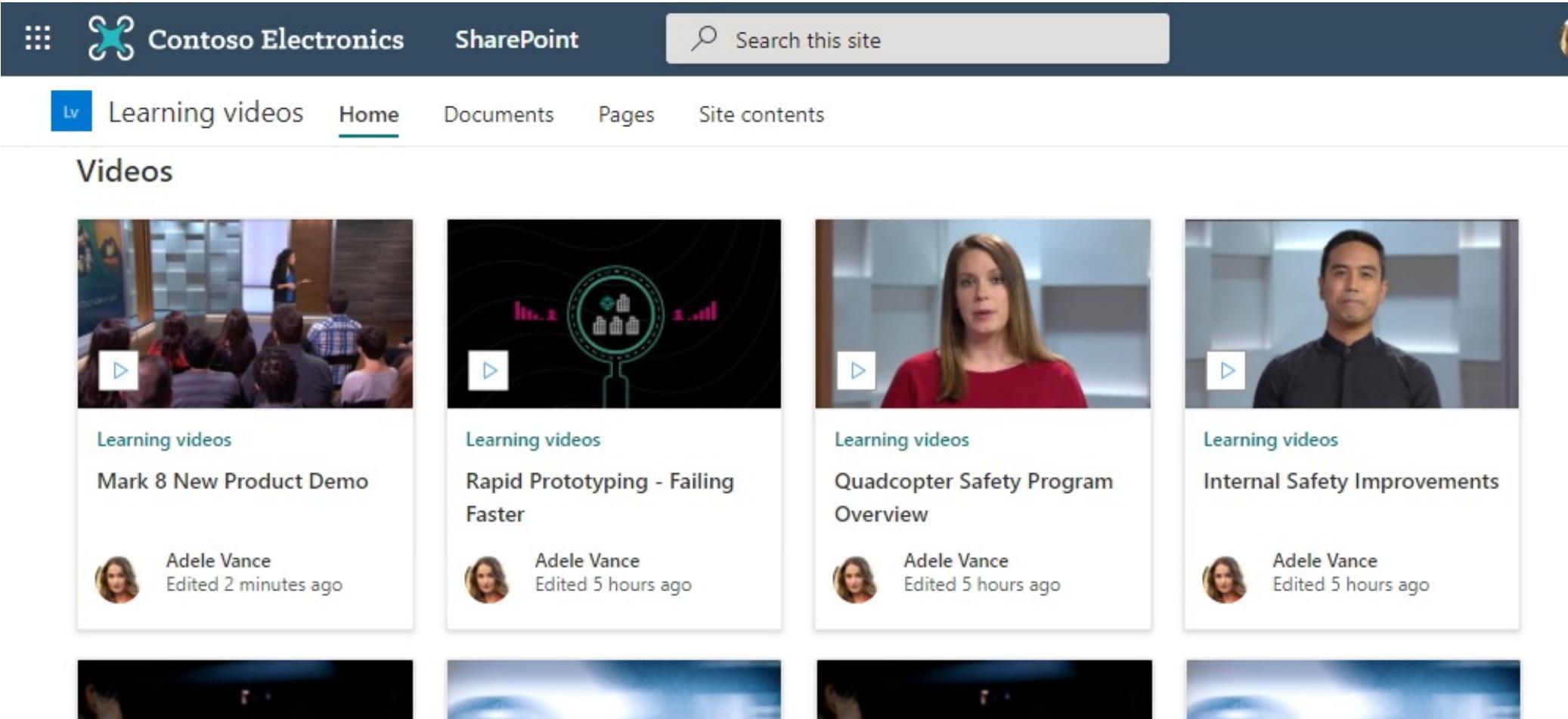
The screenshot shows the Stream classic interface. At the top, there's a navigation bar with icons for Home, Discover, My content, Create, and Search. A user profile icon is in the top right. Below the navigation is a channel header for "SharePoint & Collaboration" with a "Follow" button, 4 posts, and 0 likes. A note says "Drag more files anywhere, or select more files to upload" and links to "Read our company policy for using Stream". There are search and sort filters: "Search for videos" and "Sort by Trending". Below these are four video thumbnails:

- Introduction to Cloud Computing** by Vlad Catrinescu, 1 view, 0 likes, 0 comments, uploaded 5/22/2019, duration 08:11.
- SharePoint Introduction** by Vlad Catrinescu, 4 views, 1 like, 0 comments, uploaded 5/22/2019, duration 01:05.
- SharePoint's role in Office 365** by Vlad Catrinescu, 0 views, 0 likes, 0 comments, uploaded 5/22/2019, duration 06:19.
- Creating a SharePoint Site** by Vlad Catrinescu, 0 views, 0 likes, 0 comments, uploaded 5/22/2019, duration 01:16.

Each video card includes a profile picture of Vlad Catrinescu, a "More options" menu, and a "Edit default order" button.



# Microsoft Stream (Built On SharePoint)



The screenshot shows a SharePoint site for 'Contoso Electronics'. The top navigation bar includes 'Contoso Electronics', 'SharePoint', and a search bar. Below the navigation is a ribbon with 'Learning videos' (selected), 'Home', 'Documents', 'Pages', and 'Site contents'. The main content area is titled 'Videos' and displays four video items:

- Learning videos**  
Mark 8 New Product Demo  
Adele Vance Edited 2 minutes ago
- Learning videos**  
Rapid Prototyping - Failing Faster  
Adele Vance Edited 5 hours ago
- Learning videos**  
Quadcopter Safety Program Overview  
Adele Vance Edited 5 hours ago
- Learning videos**  
Internal Safety Improvements  
Adele Vance Edited 5 hours ago

Below the main content area, there are two additional video thumbnails.

**Videos will now be in SharePoint**

**Users will be able to play them directly from SharePoint**





# Microsoft Teams

Microsoft Teams is a collaboration app built for hybrid work so you and your team stay informed, organized, and connected — all in one place.



# Hub for teamwork inside Microsoft 365

## Chat with a team Or 1:1 /1:∞ Chats

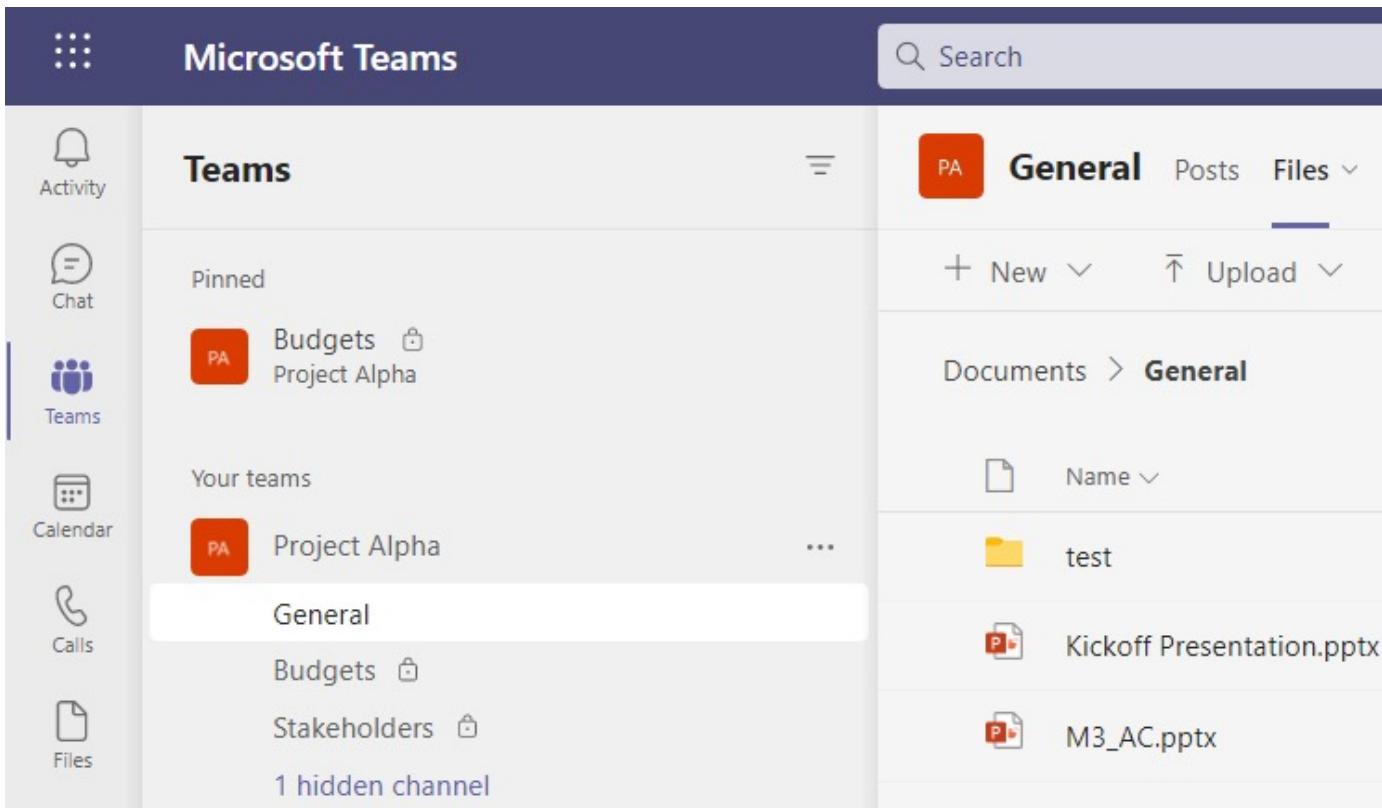
## Organize meetings and webinars

## Make voice calls using Teams Phone

The screenshot shows the Microsoft Teams application interface. On the left, there's a vertical navigation bar with icons for Activity, Chat, Teams, Calendar, Calls, Files, Apps, and Help. Below these are buttons for 'Join or create a team' and a gear icon for settings. The main area is titled 'Microsoft Teams' and has a search bar at the top. To the right of the search bar is a 'Teams' section listing 'Pinned' channels: 'General' (Mark 8 Project Team) and 'Monthly Reports' (Sales and Marketing). Below this is a 'Your teams' section listing 'Contoso', 'U.S. Sales', 'General', 'Sales East', 'Sales West', 'SOC Team', and 'Mark 8 Project Team' (with sub-channels 'General' and 'Design'). A context menu is open over the 'Digital Assets Web' channel, showing options: 'Digital Assets Web' (which is highlighted in white), 'Go to Market Plan', and 'Research and Development'. The main content area shows a team chat for 'Digital Assets Web'. The first message is from 'Pradeep Gupta' at 7/26/2021, 10:33 PM, about an 'UX Review'. Below it is a scheduled item: 'Core Web Team Sync' occurring every Monday, Wednesday, and Friday at 11:30 AM. The next message is from 'Isaiah Langer' at 7/26/2021, 10:33 PM, asking for feedback on a website proposal. This message has 2 replies from 'Alex' and 'Isaiah'. Below that is another message from 'Isaiah Langer' at 7/26/2021, 10:34 PM, about website proposal feedback. Megan Bowen is mentioned as having updated wireframes. The final message is from 'Johanna Lorenz' at 7/26/2021, 10:34 PM, apologizing for being hung up in a previous meeting and承诺 to look at the wireframes ASAP. At the bottom right of the main content area is a video thumbnail showing a group of people in a meeting.



# Work on Files – Directly From Teams



**Each Microsoft Teams team is backed by a SharePoint site**

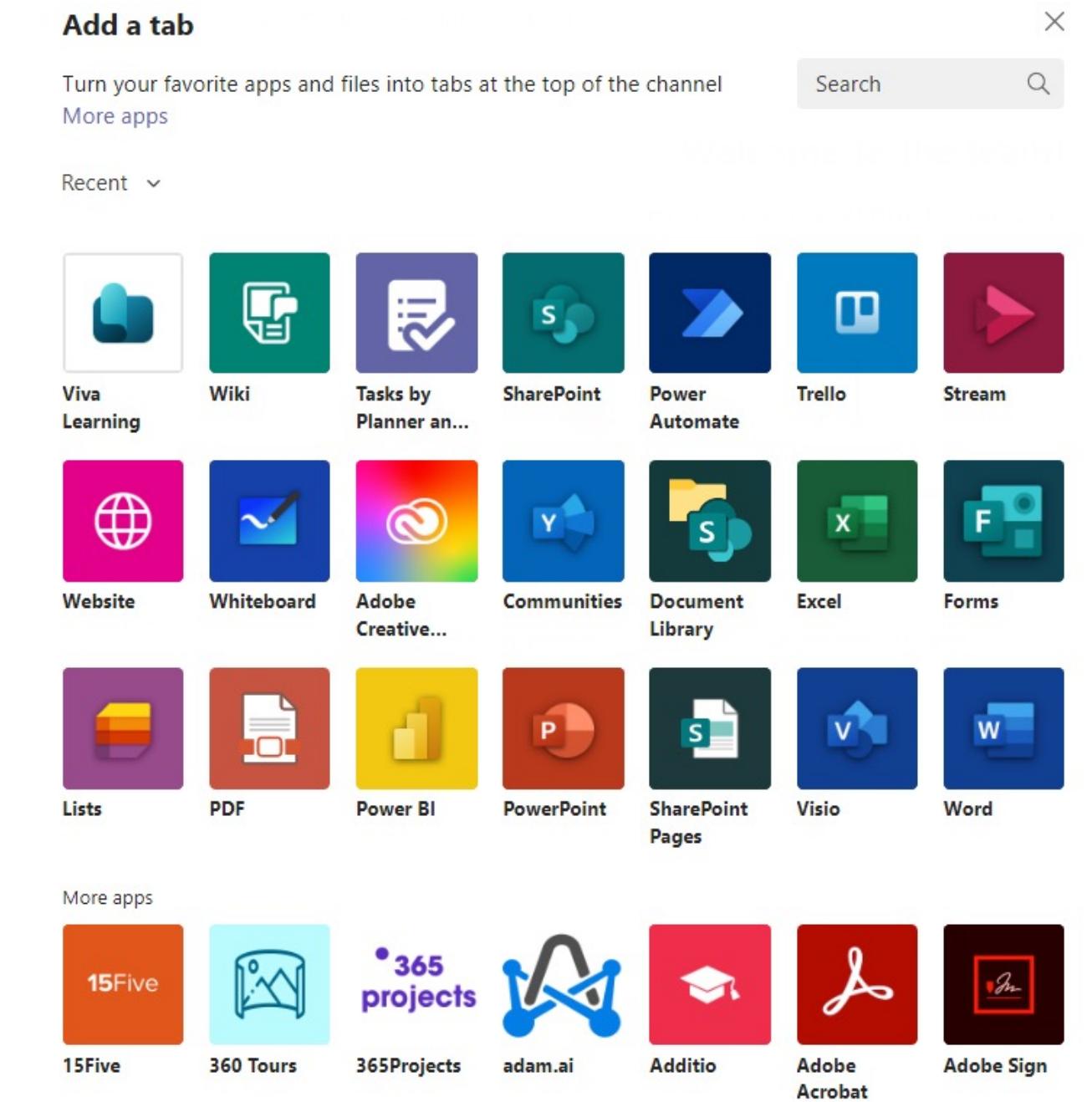
**Work on documents without ever quitting Teams**

**Quick access to your OneDrive for Business files**



# Customizable for Each Team

**Each team can have its own  
Channels for each topic  
Tabs & Apps for pertinent information  
Connectors and integrations**





# Yammer

Yammer is an Enterprise Social Network that connects leaders, communicators, and employees to build communities, share knowledge, and engage everyone.



# What Is Yammer



**Enterprise social network**

**Allows users to collaborate with the whole company**

**Create public or private communities to collaborate on different topics**



# Flexible for Multiple Types of Conversations

You can

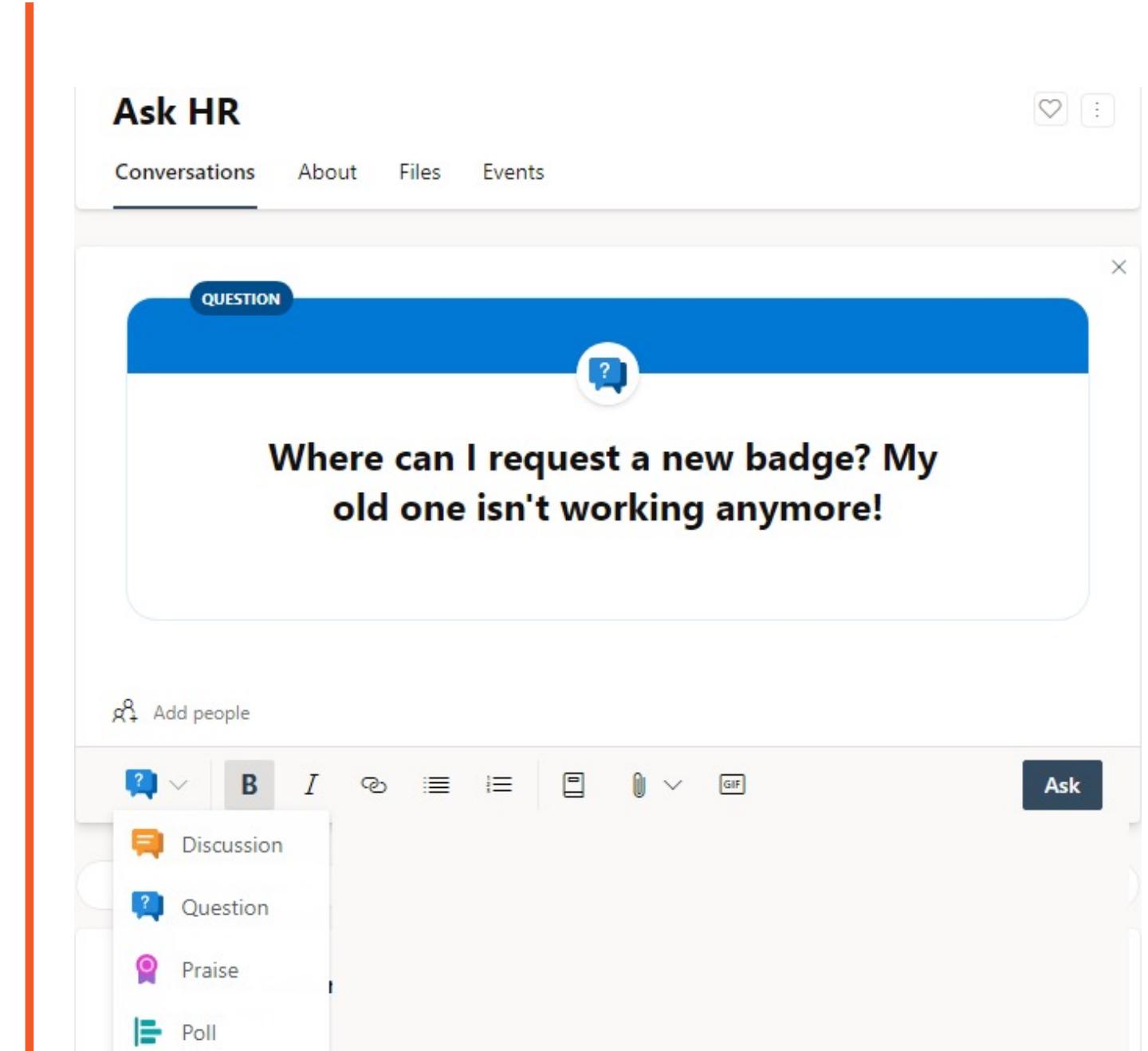
**Start a new discussion**

**Ask a question**

**Praise a colleague**

**Start a poll**

**By having the information in Yammer, you preserve company knowledge**





# Microsoft Planner

Microsoft Planner is a Kanban solution that simplifies task management and to-do lists for teams and is connected across Microsoft 365 apps.



**Create tasks & assign them to members of the team**

**Kanban style task management**

**Tasks are organized in buckets (lanes)**

**Add properties to each tasks**

**Tags**

**Due Date**

**Comments**

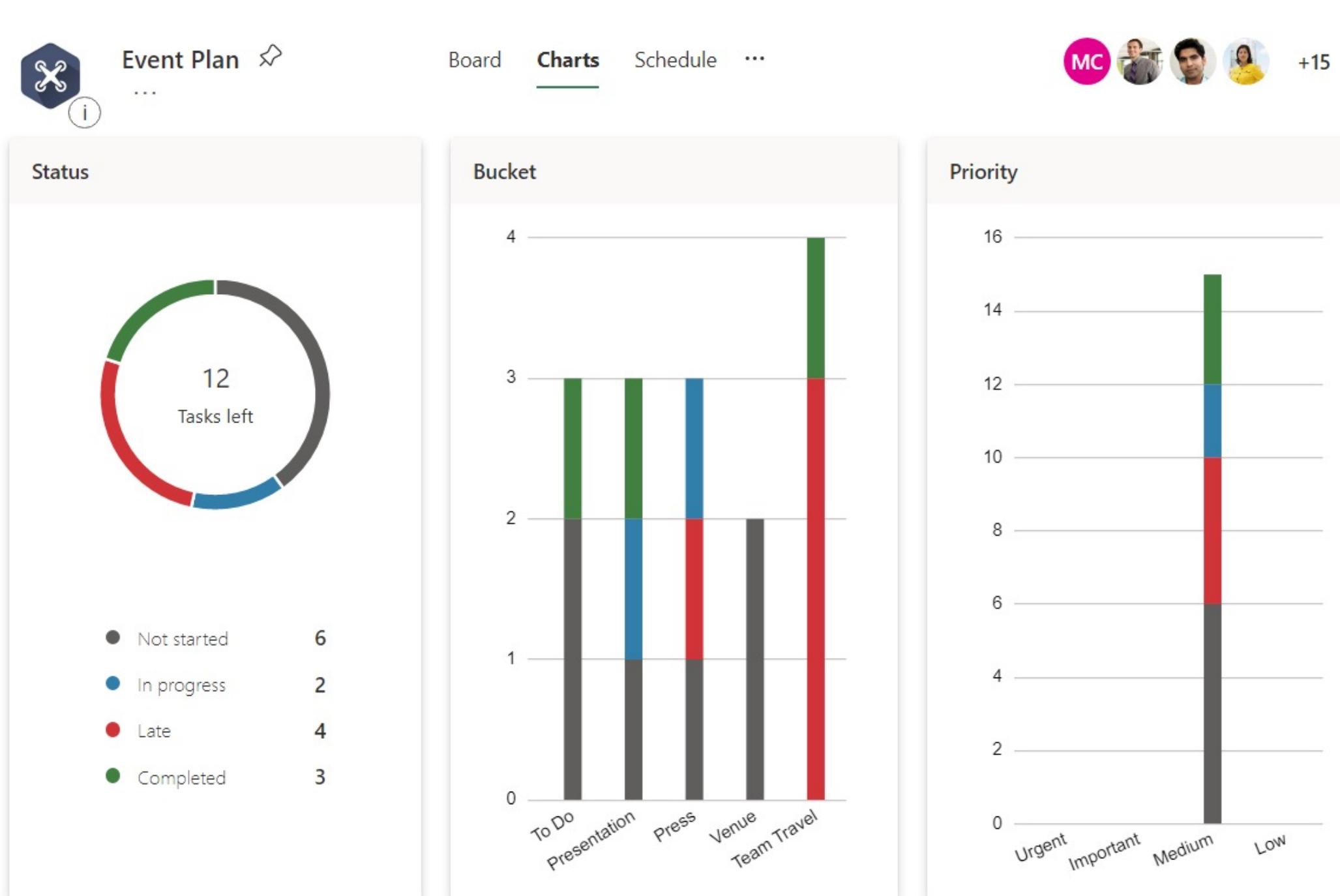
The screenshot shows a digital task management interface with a red vertical bar on the left side. At the top, there's a header with the title "Event Plan" and navigation tabs for "Board", "Charts", "Schedule", and "...". Below the header, there are four main sections representing different teams or categories:

- To Do:** Contains two tasks:
  - "Submit your expenses" (due 02/01) assigned to "V-Team".
  - "Schedule Dress Rehearsal" (due 02/04) assigned to "Fabrikam", "Patti F", and "V-Team".
- Presentation:** Contains two tasks:
  - "Main Deck review" (due 01/28) assigned to "Fabrikam", "Patti F", and "Media / Press".
  - "Create example 3D samples for stage" (due 01/25) assigned to "Grady Archie".
- Press:** Contains two tasks:
  - "OnSite Press Kit" (due 01/24) assigned to "Media / Press".
  - "Schedule Post Event Press Interviews" (due 02/23) assigned to "Adele Vance".
- Venue:** Contains two tasks:
  - "Car Service for Patti F." (due 03/03) assigned to "Patti F". Description: "Set up car service for Patti's entire stay locally."
  - "Book Valet Service for Event" (due 01/31) assigned to "Adele Vance".

At the bottom of the board, there are sections for "Completed tasks" (1) and "Locked tasks" (1), along with a "Comments" section.



# Planner Analytics

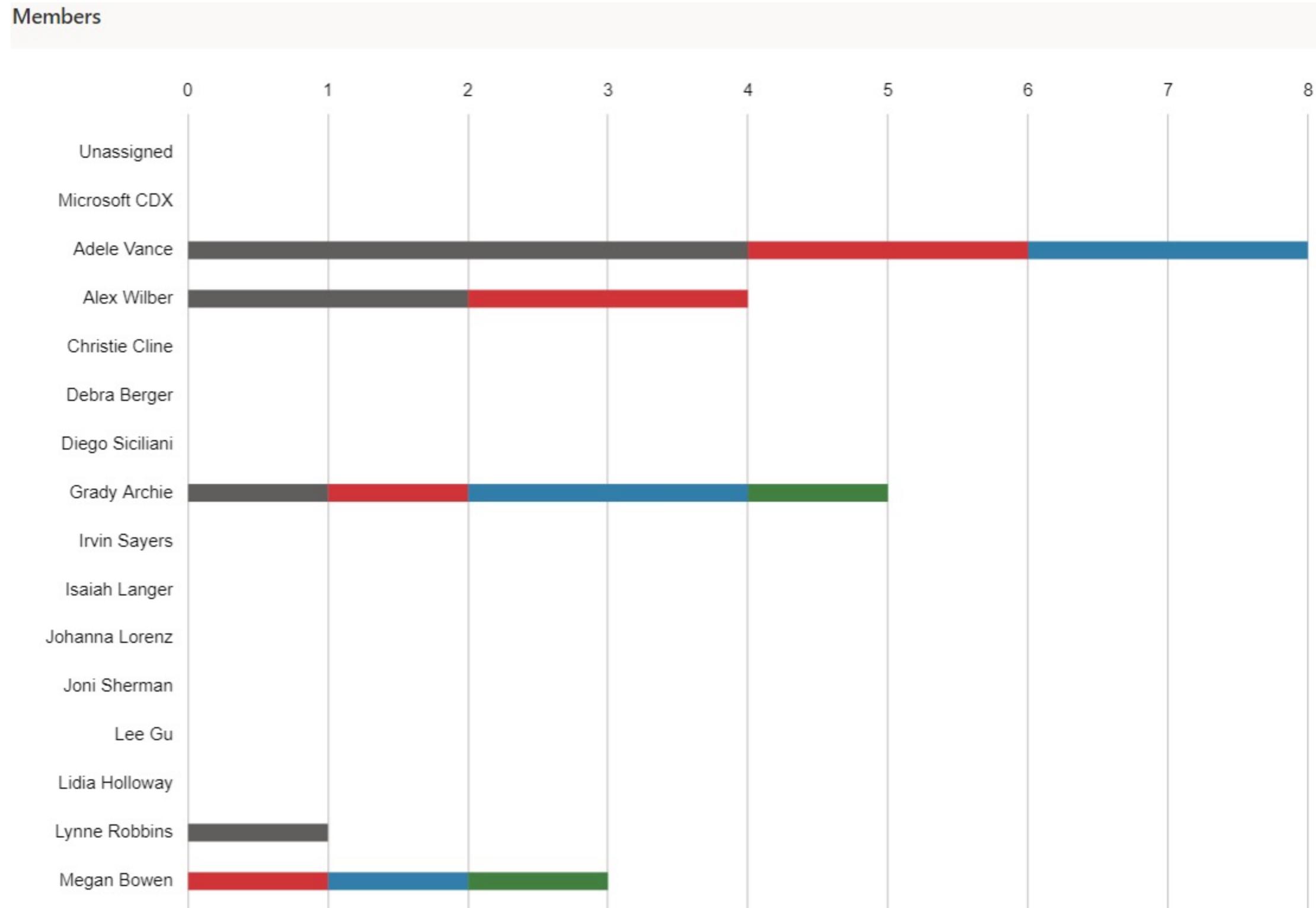


**Quickly view analytics about each plan**  
**Status**  
**Bucket**



**View task assignments for each member**

**Reassign tasks if a member has too many**





# Microsoft To-Do

Create to do lists, reminders, and notes for any purpose. Sync lists across devices and Microsoft 365 accounts to access daily planner and task manager features anywhere.



## Personal task list in Microsoft 365

Create your own list(s)

Aggregates other tasks  
Tasks assigned to you  
in Planner

Flagged e-mails from  
Outlook

Build “My Day” from all  
your tasks lists and stay  
focused

The screenshot shows the Microsoft To Do app interface. On the left, a sidebar lists categories: My Day (4 items), Important (31 items), Planned (31 items), Assigned to me, Flagged email, Tasks, and New list. The main area displays a 'My Day' list for Tuesday, January 25, with the following tasks:

- Car Service for Patti F. (Event Plan, Due Thu, March 3)
- Book Valet Service for Event (Event Plan, Due Mon, January 31)
- Tailspin CEO (Logistics, Due Tomorrow)
- OnSite Press Kit (Event Plan, Due Mon, January 31)

Below the tasks is a section for 'Suggestions' with items like 'Earlier' and 'Recently added'. A bottom navigation bar includes icons for Mail, Calendar, Search, and Task.

**Suggestions**

**Earlier**

- Units Delivered to Retailers (Mark 8 Project Plan, Due Overdue, Wed, December 1, 2021)
- Tailspin CEO (PattiF Logistics, Due Overdue, Fri, October 29, 2021)
- Terra Firm Presentation (PattiF Logistics, Due Overdue, Thu, October 28, 2021)
- Submit your expenses (Event Plan, Due Overdue, Thu, October 28, 2021)

**Recently added**

- Interview talking points (Mark8 project tracking, Due Mon, July 11)
- Channel analysis for print vs digital (Mark8 project tracking, Due Sat, July 16)
- Schedule Post Event Press Interviews (Event Plan, Due Wed, February 23)
- Web Media Kit (Event Plan, Due Mon, February 28)





# Sway

Create visually striking newsletters,  
presentations, and documentation in  
minutes



# **Web based tool to create presentations**

**You can add**

- Text**
- Images**
- Documents**
- Power BI reports**
- Animations**
- & more!**

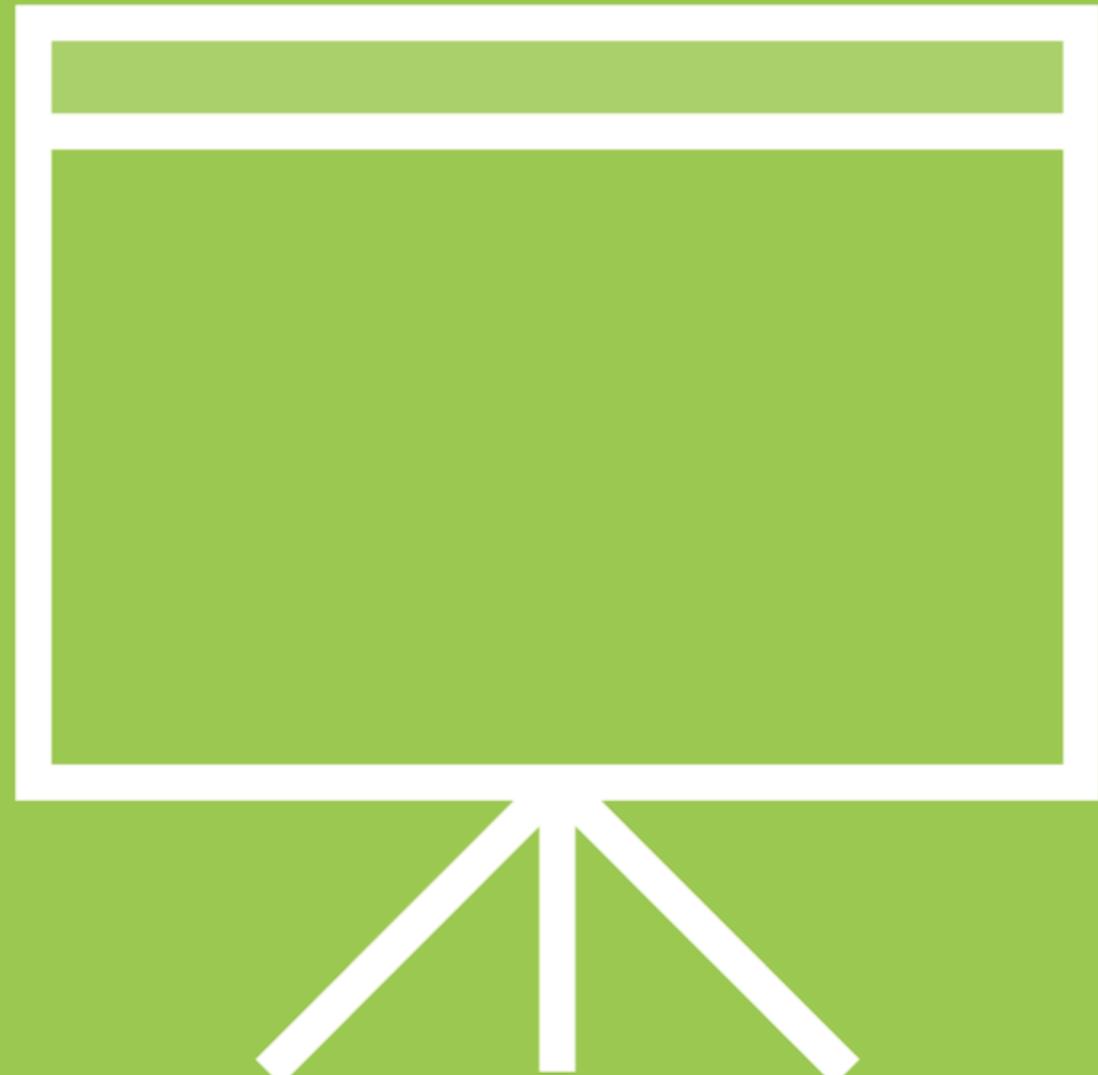
**Easy to use**

**Great alternative to**

**PowerPoint**

The screenshot shows the Microsoft Sway interface. At the top, there's a navigation bar with icons for Play, Share, and more, followed by the Sway logo and tabs for Storyline and Design. The main area displays a presentation titled "Internal Newsletter". The first slide, titled "1 - Summary", contains a "Background" image of a blue geometric pattern and a "Text Card" with the heading "Summary" and the text "In this newsletter: • Statement 1 • Statement 2 • Statement 3". The second slide, titled "2 - What's New", also features a "Background" image and a "Text Card" with the heading "What's New" and the text "Summary about what's new". A toolbar at the top of the slide editor includes options for Details, Emphasize, Accent, Link, and Focus Points.





# Microsoft Whiteboard

The collaborative digital canvas in  
Microsoft 365 for effective meetings  
and engaging learning.



# Digital whiteboard app

Can be used in  
Microsoft Teams  
meetings  
Standalone

Invite others to  
collaborate in real time

You can add  
Notes  
Reactions  
Documents  
& more!

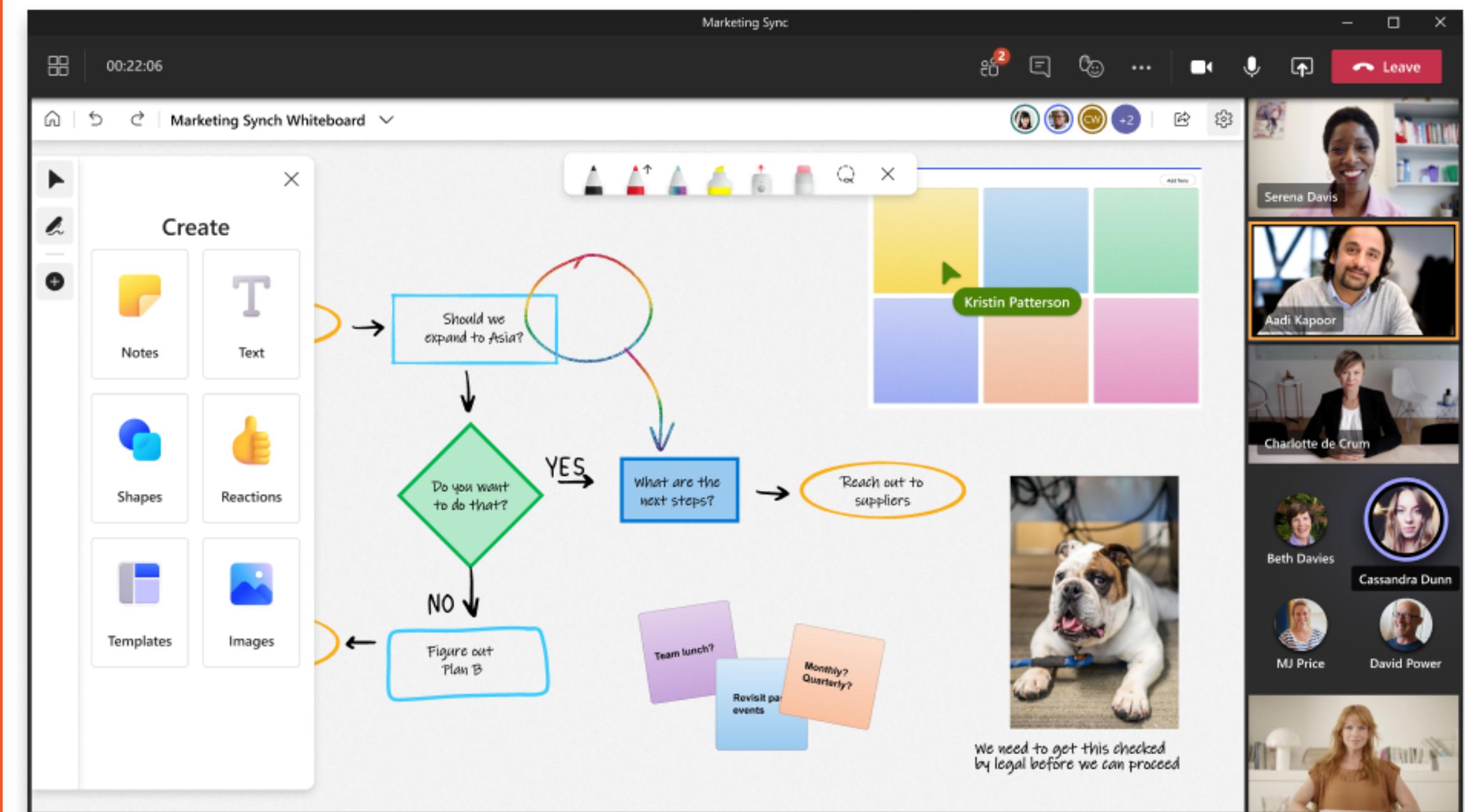


Image Source: Microsoft®





## Microsoft Viva

Microsoft Viva is an employee experience platform that brings together communications, knowledge, learning, resources, and insights in the flow of work.



# Microsoft Viva Is a Suite of 4 Modules

**Viva Insights**

**Viva Topics**

**Viva Learning**

**Viva Connections**



**Viva Insights allows you to analyze work patterns and improve**

## Productivity Employee Wellbeing

**Viva personal insights is included with most Microsoft 365 subscriptions**

**Manager & leader insights require Viva Insights license**

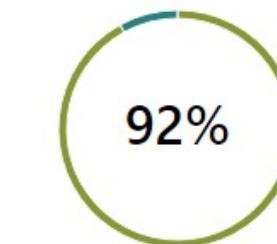
Your work patterns the last 4 weeks

[Launch tour](#)



### Focus ?

Do you have enough uninterrupted time to get your work done?



92%

#### Available to focus

This is the time you typically have leftover to focus on your tasks outside of meetings, emails, chats and calls.

[Make more time to focus >](#)



### Wellbeing ?

Are you able to disconnect and recharge?



7

#### Quiet Days

These are days without interruptions of meetings, emails, chats and calls outside your working hours set in Outlook.

[Explore daily breakdown >](#)



### Network ?

Do you proactively manage your network?



13 Active Collaborators

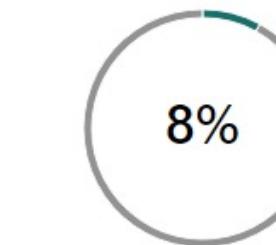
These are people you have recently contacted through meetings, emails, chats and calls.

[Explore all collaborators >](#)



### Collaboration ?

Could your time working with others be more productive?



8%

#### Collaboration

This is the percentage of your time spent in meetings, emails, chats and calls.

[Explore collaboration habits >](#)

Is this helpful?



# Viva Learning

The screenshot shows the Microsoft Teams Viva Learning interface. At the top, there's a navigation bar with 'Microsoft Teams' and a search bar. Below it, the 'Viva Learning' tab is selected, showing a 'Welcome Vlad!' message. The main area displays a grid of learning content cards:

- Communicating with Charisma** by Vanessa Van Edwards (Course, 22m)
- Demonstrating the Business Value of Power Virtual Agents** (Course, 1h 5m)
- Demonstrating the Business Value of Power Automate** (Course, 1h 50m)
- PowerShell for Microsoft 365** (Course, 3h 58m)
- Getting Started with Microsoft Teams and Office 365 Groups...** (Course, 6h 54m)
- MS-500 part 3 - Implement and manage information protection** (Learning Path, 5h 42m)

On the left sidebar, there are icons for Activity, Chat, Teams, Calendar, Calls, Files, and Viva Learn... (which is currently selected). At the bottom right of the slide is a circular arrow icon.

**Centralized location for users to consume learning content**

**Content is aggregated from multiple providers**

**Microsoft Learn**

**Pluralsight**

**Cornerstone OnDemand**

**SAP SuccessFactors**

**SharePoint (custom)**

**& more!**

**Viva Topics makes it easy to find information**

**Uses AI to analyze organization data & find topics**

**Create topic pages for each topic that's important**

**People, Documents, & more!**

**Topic cards are shown throughout Microsoft 365**

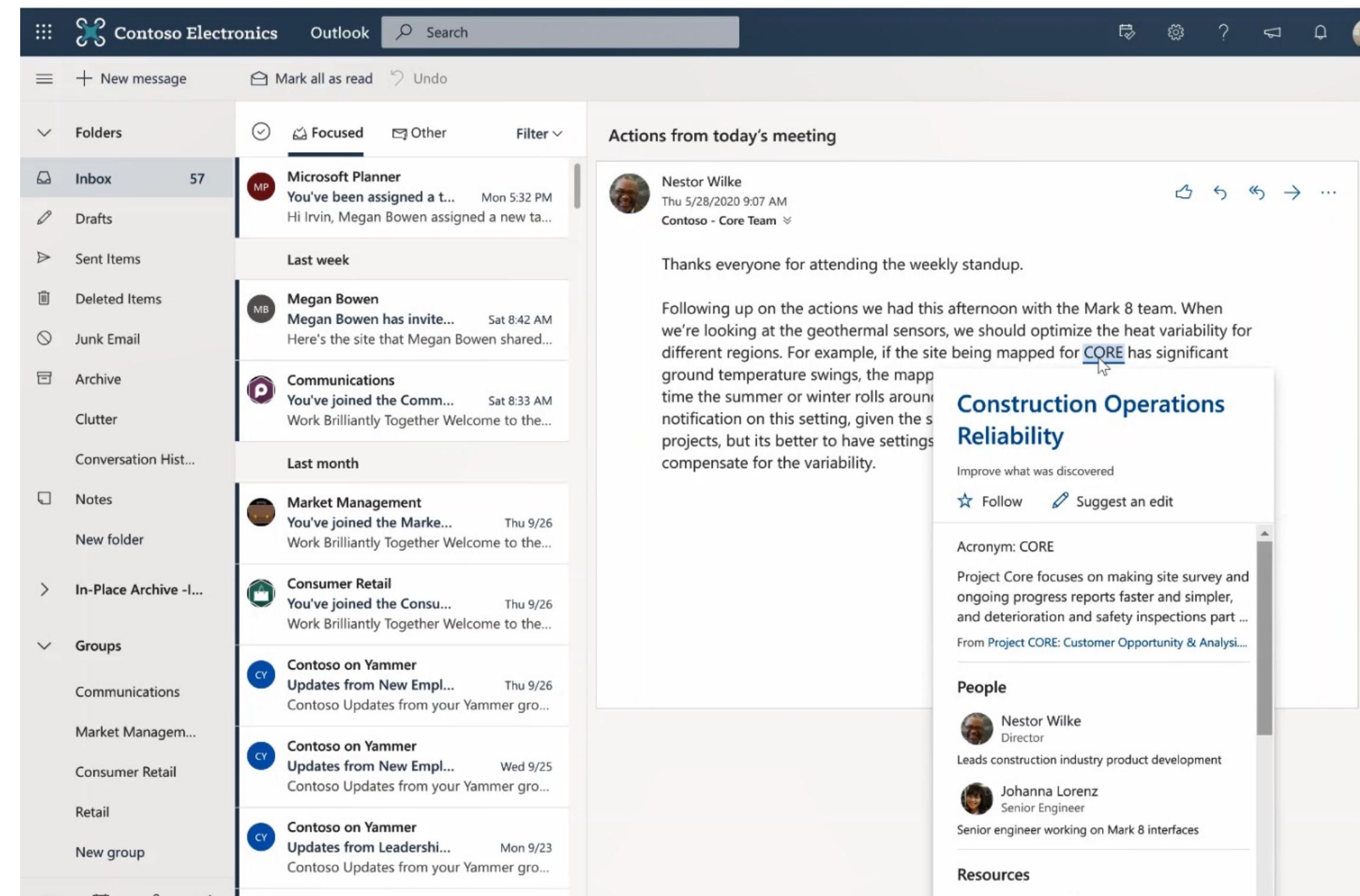


Image Source: Microsoft®



# Viva Connections

The screenshot shows the Microsoft Teams Home Hub interface. On the left, the sidebar includes icons for Activity, Chat, Teams, Calendar, Calls, Files, Our intranet (which is currently selected), and Apps/Help. The main content area displays a SharePoint page titled "The Landing". The page features a large banner with multiple "401k enrollment" cards. Below the banner, there's a "New 401K Packets Available Now" section. Further down, there are several news cards: "THE LANDING Contoso Mark 8: See the world through a whole new perspective", "THE LANDING New 401K Packets Available Now", "THE LANDING The importance of branding at Contoso", and "THE LANDING Communicating Product Value". To the right of these news cards are several cards from third-party services: "Holidays Nov 25 Thanksgiving is the next company holiday", "Health check Complete daily before showing up to work", "See all", "Expenses \$167.52 Unsubmitted expenses balance due by the 25th", "Café 40 Get today's menu, specials and hours", "Details", "Insights Give your mind a break with Headspace", "Start meditating", and a large orange graphic with a smiley face.

**App that allows you to bring your SharePoint intranet inside Teams**

**Make it easier for users to access your intranet!**

**Intranet can be extended with dashboards & cards**

**Cards can include information from 3<sup>rd</sup> party services**



# Fifth Viva Module Coming Soon!

**Microsoft acquired Ally.io in late 2021**

**Product that focuses on helping companies adapt the OKR framework**

**Microsoft confirmed that this will become a new module in the Viva platform**



Ally.io has been acquired by Microsoft!  
See what this means for the future of work.

[Ally](#) Product ▾ Services Customers Partners ▾ OKRs ▾ Pricing Sign In [Get a Demo](#) [Try for Free](#)

OCTOBER 7, 2021

**Microsoft Acquires Ally.io to Bring Purpose and Alignment to the Employee Experience**



Vetri Vellore  
Founder & CEO at Ally.io





## Delve

Use Delve to manage your Microsoft 365 profile, and to discover and organize the information that's likely to be most interesting to you right now - across Microsoft 365.



# Manage your Microsoft 365 Profile

Quick access to recent documents across Microsoft 365

SharePoint

OneDrive

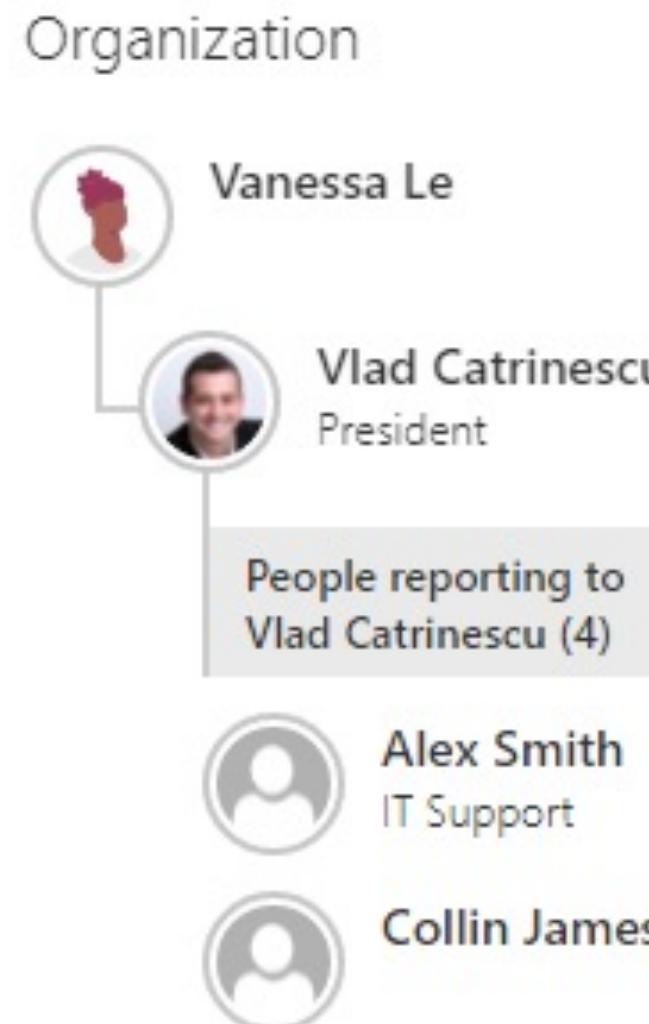
E-mail attachments

Discover documents from people around you

The screenshot shows the Microsoft Delve profile page for Vlad Catrinescu. At the top, there's a navigation bar with icons for Home, Me, MyAnalytics, Favorites, People, and a search bar. Below the navigation is a large profile card for Vlad Catrinescu, showing his photo, name, title (President), and contact information (email, phone, OneDrive). A blue "Update profile" button is at the bottom of this card. To the right, a banner says "Get back to your recent documents and email attachments" with a "See all >" button. Below the banner are three document cards: "Event-Plans-c7ab762d-05...687" (Excel, 1 view), "YoutubeWithGuidelines" (PNG), and "Event-Plans-0bb48097-6e43..." (Excel, 1 view). At the bottom, there's a section titled "About me" with a "Update about me" link and two skill badges: "SharePoint Deployment, SharePoint Migration, Update projects" and "SharePoint, SharePoint 2016, PowerShell, Office 365, ...". On the far right, there's a sidebar with a "Click a person to see what they're working on" heading and profiles for Vanessa Le and John Smith.



# Organizational Chart

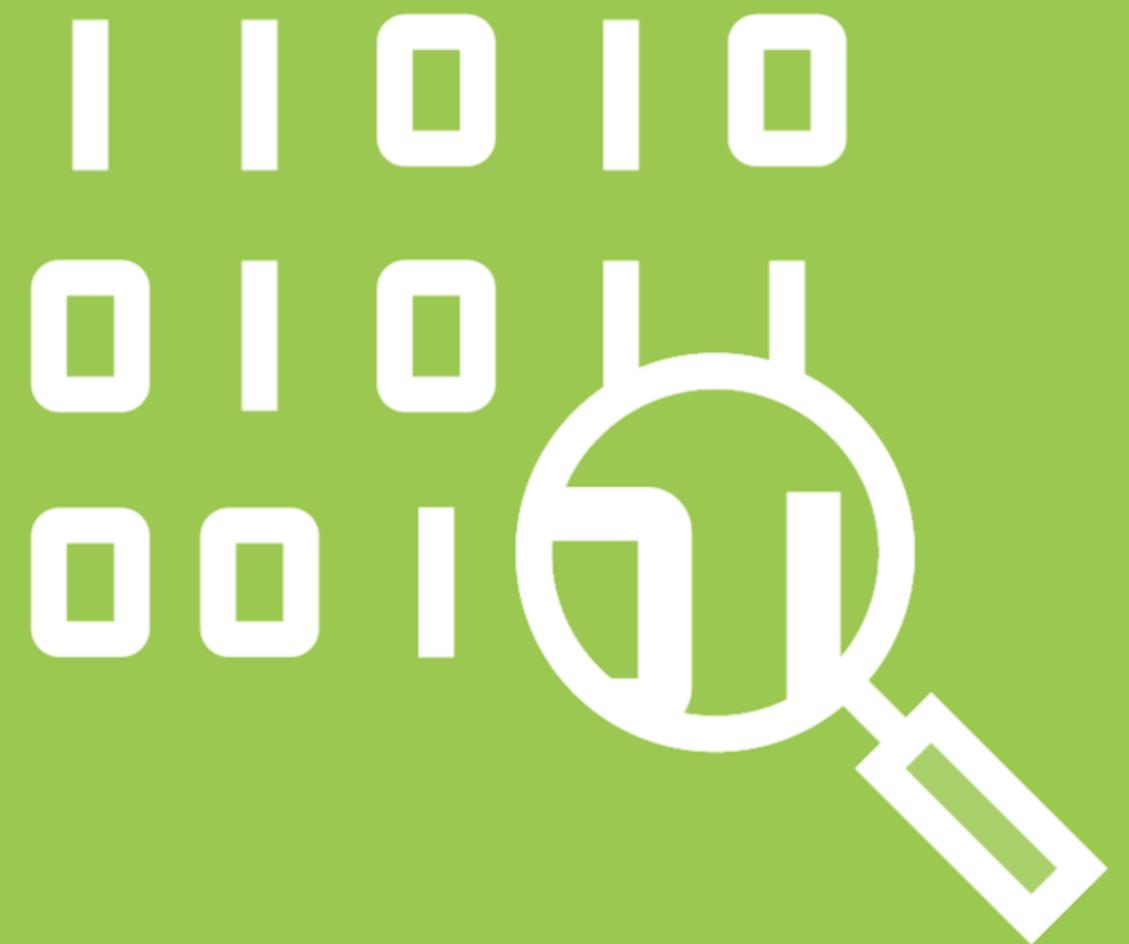


**Access to organizational chart**

- Auto-built based on user profile**

**Click on users to go to their Delve profile**



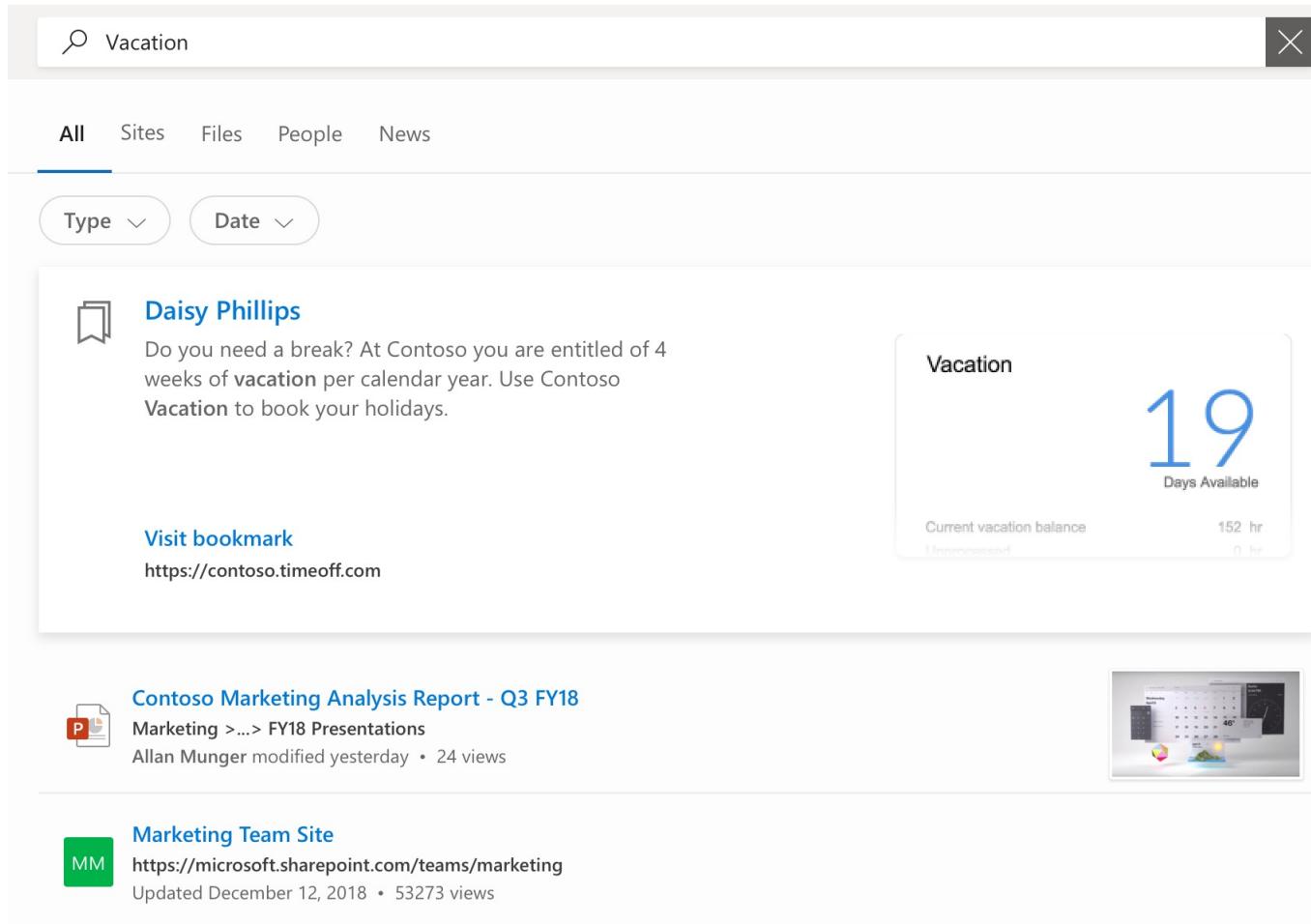


## Microsoft Search

Whether you're searching for people, files, organization charts, sites, or answers to common questions, you can use Microsoft Search throughout your workday to get answers.



# Microsoft Search



**Enterprise search experience that works across all Microsoft 365**

**Use connectors to bring data from external systems**

- **File Shares**
- **Box**
- **Atlassian**
- **Google Drive**
- **& more!**

**Consume from any Microsoft 365 app**



# Microsoft search results can also be shown in Bing

When logged in with  
your work account

Customize search with  
Acronyms  
Bookmarks  
Floor Plans  
Locations  
Q&A

The screenshot shows the Microsoft Bing search interface. At the top, there is a search bar with the query "city center 6405". Below the search bar is a navigation bar with tabs: All (selected), Images, Videos, Maps, News, Shop, and My saves. To the right of the navigation bar, there are user profile icons for "Firstname Lastname" and a phone number "888888". A small Microsoft logo is also present.

The main content area displays search results. At the top left, there is a section titled "Contoso" with a map of a building floor plan labeled "City Center / Studio Space 6405". A red location marker is placed on the map at room number 6405. Below the map, there is a link to "Expand map".

Below the map, the search results are listed:

- City Center Bellevue**  
<https://www.citycenterbellevue.com>  
11455 El Camino Real #200. San Diego, CA 92130. Phone (858) 350-2600 . Fax (858) 350-2620
- Amato's in Omaha | Amato's 6405 Center St, Omaha, NE 68106 ...**  
<https://local.yahoo.com/info-18047156-amato-s-omaha?stx=restaurant&csz=11836+Arbor+St...>  
About: Authentic homemade recipes and a friendly atmosphere have made this city center restaurant, a popular affair for casual sit-downs. Located not far from the city center, Amato's offers a choice of well-made ... more
- Healthkick Nutrition Center - Health Markets - 6405 W ...**  
<https://www.yelp.com/biz/healthkick-nutrition-center-fort-wayne-4>  
Healthkick Nutrition Center is one of Americas leading health nutrition supplement centers. We focus our attention to helping people

On the right side of the search results, there are two cards: "Files" (8+ results) and "Sites" (8+ results). A note above these cards says "Only Contoso employees can see this." and "Feedback".

Image Source: Microsoft®





# Microsoft Forms

With Microsoft Forms you can create a form, such as a survey or quiz, and invite others to respond to it using almost any web browser or mobile device!



**Create forms such as a survey or a quiz**

**Decide who can answer**  
**Specific users**  
**Anyone in your company**  
**Anyone with the link**

**Many types of built-in questions**

**You can also implement branching in your form logic**

Forms Microsoft 365 Power User Workshop Slides Request - Saved ? 

Preview Theme Send ...

Questions Responses 17

Microsoft 365 Power User Workshop Slides Request

1. First Name \*

Enter your answer

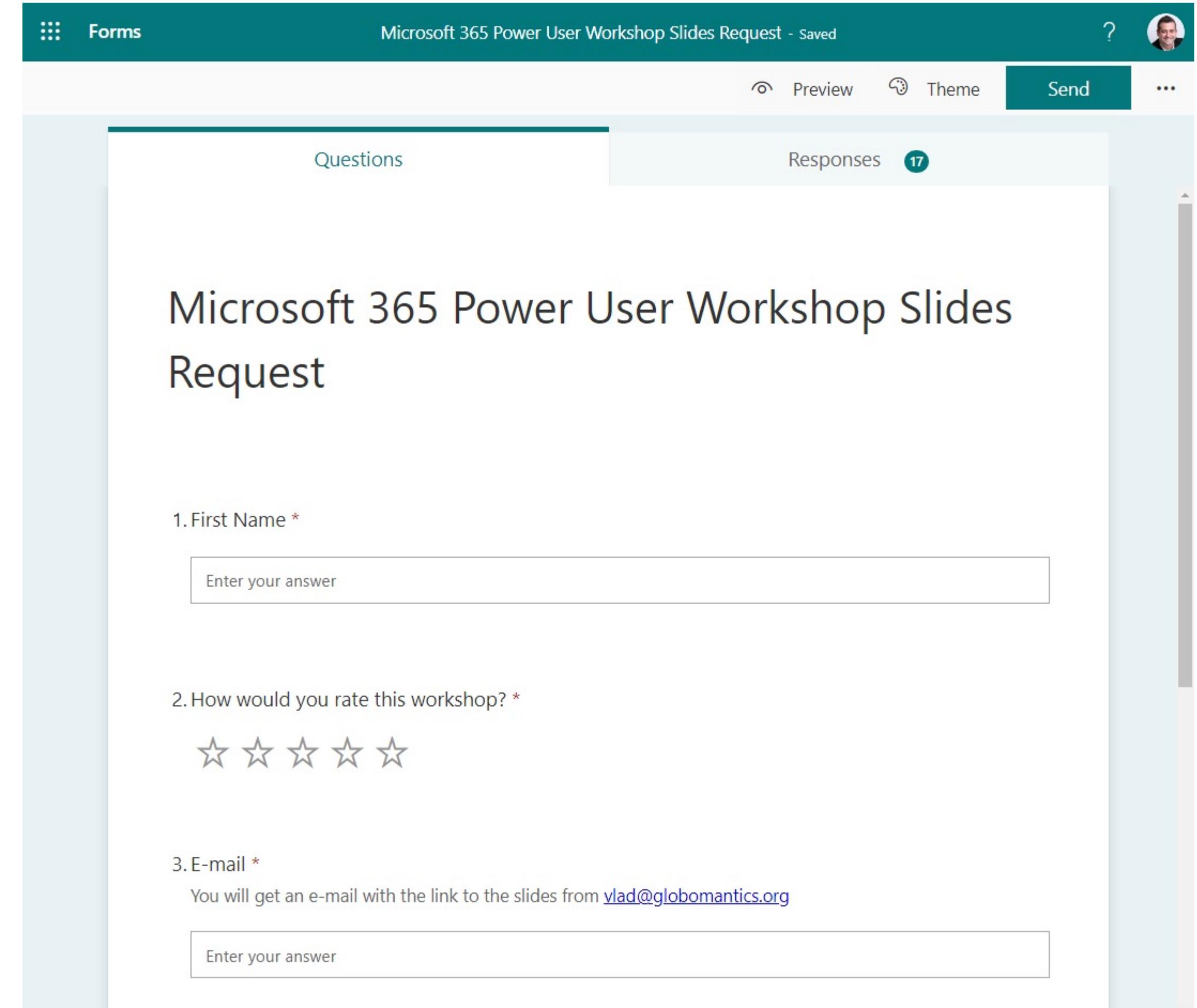
2. How would you rate this workshop? \*

☆ ☆ ☆ ☆ ☆

3. E-mail \*

You will get an e-mail with the link to the slides from [vlad@globomantics.org](mailto:vlad@globomantics.org)

Enter your answer



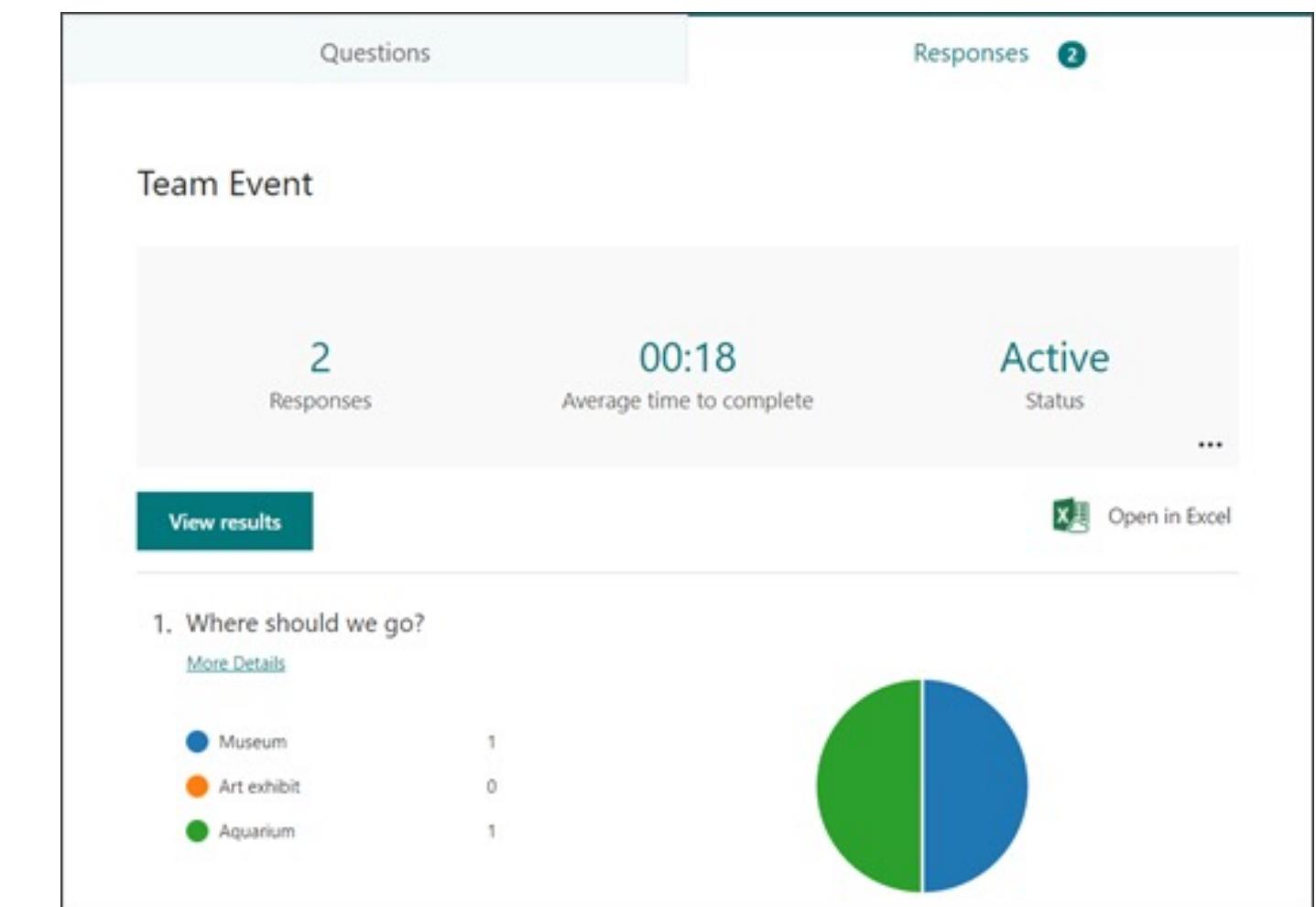
# View Responses & Analytics

**Forms owners can view results as soon as answers are submitted**

**Results are aggregated with nice graphs**

**You can also view individual results**

**Results can be exported to Excel**





# Microsoft Bookings

A simpler way to organize schedules  
and manage appointments



**Allows users and companies to simply service booking process**

**Create a calendar**

**Add services**

**Add the Staff**

**Share the link**

**Availability will be based on the staff calendar for that service**

**Great to make your personal meeting scheduling easy!**



**Globomantics**

**SELECT A SERVICE**

Microsoft 365 Demo

A demo of Microsoft 365 for you and your ... [Read more](#)

\$1,500 · 1 hour 30 minutes [Edit](#)

Intro Meeting with Vlad

An online appointment with IT Support via ... [Read more](#)

Free · 30 minutes [Edit](#)

[Booking for Microsoft 365 Demo](#)

**SELECT STAFF (OPTIONAL)**

Anyone

February 02

**DATE**

< > February 2022

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19

**TIME**

8:00 AM	8:30 AM	9:00 AM
9:30 AM	10:00 AM	10:30 AM
11:00 AM	11:30 AM	12:00 PM





# Microsoft Loop

Microsoft Loop is an app that combines a powerful and flexible canvas with portable components that stay in sync and move freely across Microsoft 365 apps.



**Flexible canvas that makes collaboration easy**

**Create new content**

**Or embed existing from across Microsoft 365**

**Organize everything in workspaces**

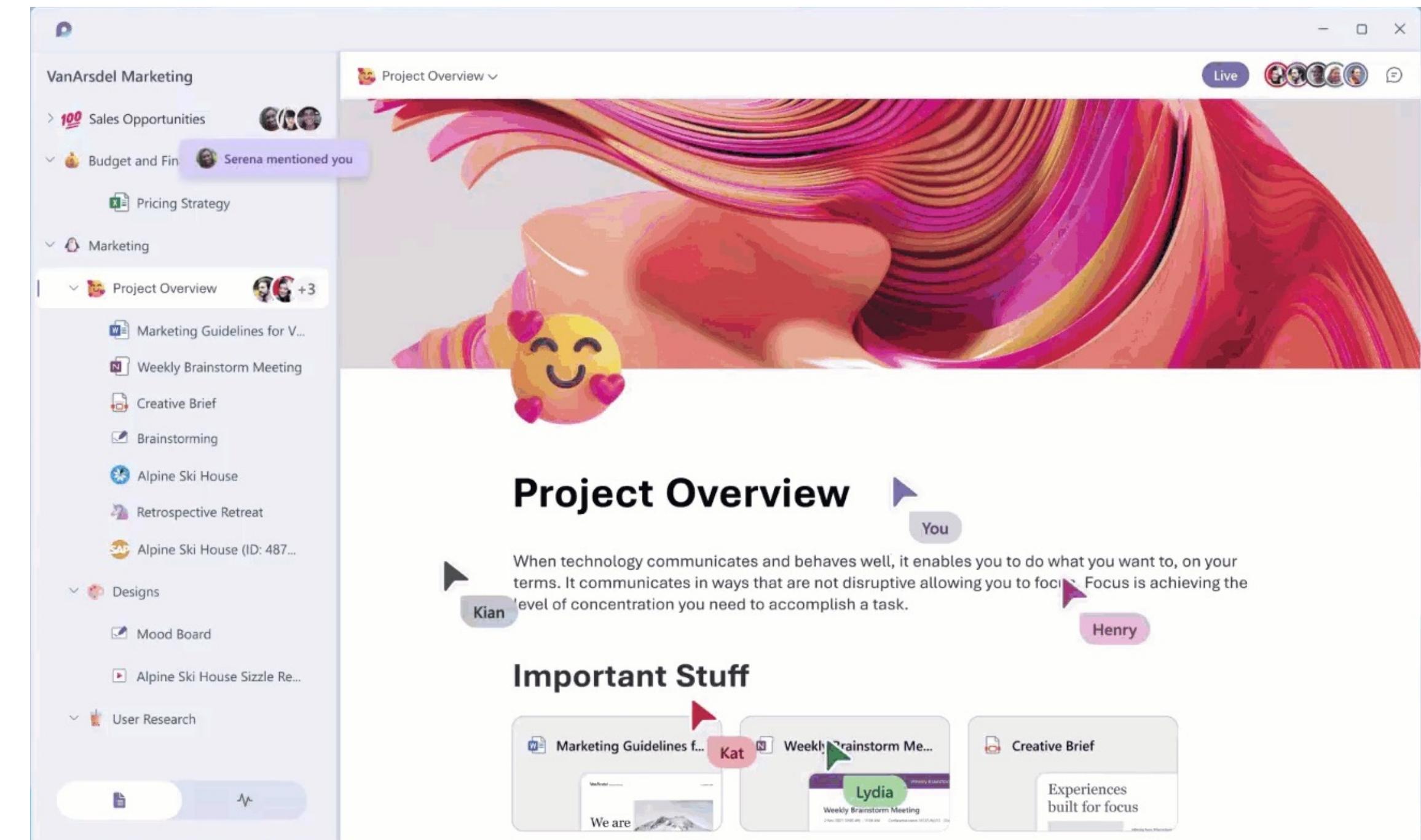
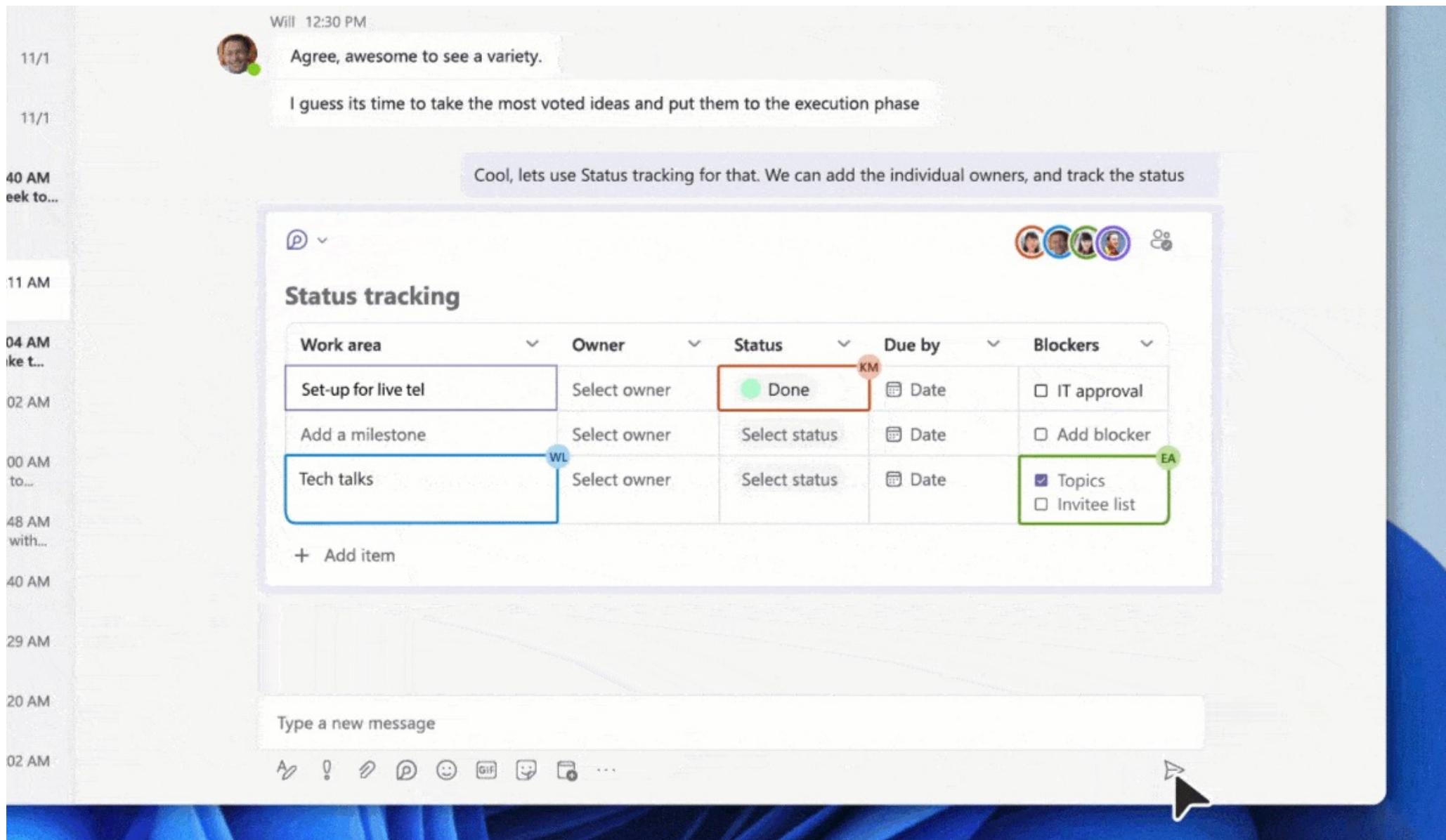


Image Source: Microsoft®



# Loop Components Also Work in Other Microsoft 365 Apps



**Embed loop components in other Microsoft 365 Apps**

**Such as Teams!**

**Loop components include**  
**Lists**  
**Tables**  
**Notes**





## Enterprise Mobility + Security

Microsoft Enterprise Mobility + Security (EMS) is an intelligent mobility management and security platform.



# Enterprise Mobility + Security



**Suite of products to help protect your data and identities**

**Four main pillars**

- Identity & access management
- Information Protection
- Threat Protection
- Cloud Security

**Products will be configured by IT admins**



# Enterprise Mobility + Security Products

**Azure Active  
Directory  
Premium**

**Microsoft  
Endpoint  
Configuration  
Manager**

**Microsoft  
Intune**

**Azure  
Information  
Protection**

**Microsoft  
Defender for  
Cloud Apps**

**Microsoft  
Advanced  
Threat  
Analytics**

**Microsoft  
Defender for  
Identity**

**Microsoft  
Secure Score**



## Conclusion



### Overview of the different Microsoft 365 services

- Windows + Microsoft 365 Apps + Office 365
  - Over 15 services to help you manage
    - Content
    - Communications
    - Tasks
    - Presentations
    - Quizzes & Surveys



Up Next:  
Using Microsoft 365 as Your Digital Workplace

---

