



Welcome to the



- Web: [BostonO365UserGoup.com](http://BostonO365UserGoup.com)
- Twitter: [@Bos365](https://twitter.com/Bos365) or #Bos365
- Yammer: [Yammer.com/Bos365](http://Yammer.com/Bos365)
- Meetup: [Meetup.com/Bos365](http://Meetup.com/Bos365)
- LinkedIn: [LinkedIn.com/groups/Boston-Office-365-User-Group-7486768](http://LinkedIn.com/groups/Boston-Office-365-User-Group-7486768)

# Meet the Organizers



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# Invite

We all know that organizing group meetings can be tricky—especially when you're on the move. It's difficult to coordinate multiple people's schedules on a small screen. As a result, many of us delay scheduling meetings until we're back at our desks. Today we're launching a new app through the [Microsoft Garage](#) that greatly simplifies this process. Say hello to [Invite](#)—the easiest way to organize meetings on the go.

The way Invite works is simple:

- **You suggest times that work for you, and then invite attendees.**  
You can use the app to invite anyone with an email address—even if they are outside your organization.
- **They select all the times they can attend.**  
Once you've invited your attendees, they receive an email or an app notification if they have Invite installed. Attendees can then choose on the times that work for them, from the app itself or from a browser. They can also see what options work best for other attendees.
- **Once everyone has responded, you pick the time that works best.**  
You choose a final date and time whenever you're ready. Just pick the time that most people can make the meeting and tap Send Calendar Invites to get it on their calendars.

<https://blogs.office.com/2015/09/24/invite-the-easiest-way-to-organize-meetings-on-the-go>

# External groups in Yammer



Yammer now allows you to create a group that includes external users. This is called an external group. You must create the group as an external group - you cannot change an existing group to be an external group after the fact.

The group admin can add external users to the group. In public external groups, other users in the group can suggest that adding an external user, but the admin has control over whether that user is added, and has to approve the addition of the external member. In private external groups, only the admin can add external members, just like in private groups today.

<https://support.office.com/en-US/article/External-groups-in-Yammer-9ccd15ce-0efc-4dc1-81bc-4a424ab6f92a>

# Delve adds Praise and Favorites



## Recognize your peers by giving Praise

With the new Praise feature in Delve, you are now able to send publicly viewable praise to your colleagues. In addition, an email is sent to their manager to make them aware of the individual's efforts. The praise appears in Delve on the recipient's profile, and colleagues can click **Like** to increase the recognition.

## Collect content by adding to Favorites

"Now that'll be useful," you say to yourself. "I'll want to save that for later." In comes Favorites, a new way within Delve to easily save information you want to come back to later. When you see something in your activity feed that piques your interest, you can hover over the card and click the star in the upper-right corner. When you want to get back to your favorites, you can visit the new Favorites tab in your ME view in the left-hand navigation. Once you've read or shared it, it's just as easy to remove the item from your Favorites tab.

Both features are rolling out into Office 365 First Release customers in the U.S. starting 10.1.15

<https://blogs.office.com/2015/10/01/office-delve-adds-praise-favorites-and-enhances-content-creation>



# Project 2016 is now available

We are excited to announce availability of Project 2016. This release includes significant updates to Project Professional, Project Pro for Office 365 and Project Online. Project 2016 delivers on some of the most requested capabilities: Resource Management and Resource Capacity Planning. Supporting these key capabilities are enhancements such as new Resource Engagements, a brand new experience for resource managers, and Capacity heat maps. Project 2016 now provides an end-to-end experience for managing and optimizing your resource utilization.

This release includes significant updates to

- Project Professional
- Project Pro for Office 365
- Project Online

<https://blogs.office.com/2015/09/30/whats-new-in-project-2016>

# Project 2016 - Resource Capacity heat maps

Office 365 Projects Sara Davis

BROWSE AVAILABILITY

View: Capacity and Engagements | Work Units: Hours | Timescale: Weeks | From: 6/1/2015 To: 8/28/2015

Resource Center | Resource Assignments | Resource Requests

Projects | Approvals | Tasks | Resources

Details:

	6/1/2015	6/7/2015	6/14/2015	6/21/2015	6/28/2015	7/5/2015	7/12/2015	7/19/2015	7/26/2015	8/2/2015
<b>Accountant</b>	0h	0h	0h	0h	0h	0h	0h	0h	0h	0h
▾ <b>Allie Mack</b>	80h	80h	96h	80h	40h	40h	40h	40h	40h	0h
Building a High Speed Train	40h	40h	40h	40h	40h	40h	40h	40h	40h	0h
Fast train to the East Coast	40h	40h	56h	40h	0h	0h	0h	0h	0h	0h
▾ <b>Cody Moresby</b>	40h	40h	40h	40h	40h	0h	0h	0h	0h	0h
Roadwork in Seattle	40h	40h	40h	40h	40h	0h	0h	0h	0h	0h
▾ <b>Iris Baxter</b>	40h	40h	40h	40h	40h	0h	0h	0h	0h	0h
Fast train to the East Coast	40h	40h	40h	40h	40h	0h	0h	0h	0h	0h
▾ <b>Kat Larsson</b>	40h	40h	0h	0h	0h	0h	0h	0h	0h	0h
Fast train to the East Coast	40h	40h	0h	0h	0h	0h	0h	0h	0h	0h

<https://blogs.office.com/2015/09/30/whats-new-in-project-2016>



# Project 2016 - Resource Manager experience

Office 365 Projects Sara Davis

BROWSE ENGAGEMENTS OPTIONS

Accept Reject Add Engagement Edit Engagement Delete Engagement Sheet Timephased Data View: Engagement Details Filter: No Filter Group By: Custom Group... Resource Center Resource Assignments Capacity Planning

Projects Approvals Tasks Resources

### Resource Requests

		Resource Name	Description	Project	Requester	State ↑	Committe	Committed	Committed i		6/1/2015	6/8/2015	6/15/2015	6/22,
		Resource Name: Allie Mack					100%	5/6/2015	7/31/2015	Proposed	80h	80h	120h	120h
		Project: Building a High Spe				Committed	100%	6/1/2015	7/31/2015	Proposed	40h	40h	40h	40h
		Committed				Committed	100%	6/1/2015	7/31/2015	Committed	40h	40h	40h	40h
		Project: Fast train to the Eas				Committed	100%	5/6/2015	6/26/2015	Proposed	40h	40h	40h	40h
		Committed				Committed	100%	6/15/2015	6/26/2015	Committed	40h	40h	40h	40h
		Project: Light Rail Project				Proposed	100%	6/15/2015	7/10/2015	Proposed	40h	40h	16h	
		Committed				Proposed	100%	6/15/2015	7/10/2015	Committed	40h	40h	40h	40h
		Resource Name: Cody Moresb					100%	5/25/2015	8/28/2015	Proposed	40h	40h	40h	40h
		Project: Building a High Spe				Proposed	100%	7/6/2015	8/28/2015	Committed	40h	40h	40h	40h

<https://blogs.office.com/2015/09/30/whats-new-in-project-2016>

# Project 2016 - Resource Engagements

Resource Plan Tools | Light Rail Project - Project Professional

File Task Resource Report Project View Format Engagements Tell me what you want to do...

Add Engagement Refresh Engagements Submit Engagements Inspect Engagements Scroll to Engagement Information Properties

TIMELINE Start Thu 6/18/15 Add tasks with dates to the timeline

Name	Start	Finish	Propos. Max	Engageme Status	July							August	
					6/14	6/21	6/28	7/5	7/12	7/19	7/26	8/2	
Accountant	Mon 6/1/15	Fri 6/26/15	100%										
Budget for Pr	Mon 6/1/15	Fri 6/26/15	100%	Draft									
Allie Mack	Mon 6/15/15	Fri 7/10/15	100%										
Permit Acquis	Mon 6/15/15	Fri 7/10/15	100%	Draft									
Cody Moresby	Mon 7/6/15	Fri 8/28/15	100%										
Material sour	Mon 7/6/15	Fri 8/28/15	100%	Draft									
Iris Baxter	NA	NA											
Kat Larsson	NA	NA											

Engagement Information

Resource: Iris Baxter

Description: Staffing

Start: Mon 6/1/15 Finish: Fri 7/24/15

Allocate Resources by:

Units 100%

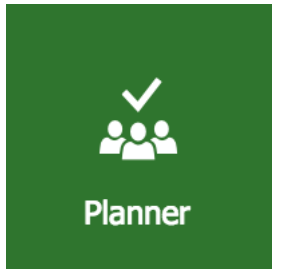
Work

Comments:

We need to find construction crews to get the work done.

Help OK Cancel

# Planner



## Brand new to Office 365

- Highly visual way to organize teamwork, easy to create new plans, assign tasks, share files, chat and follow up on progress
- Planner is integrated with other Office 365 services, such as Groups, Outlook 2016, SharePoint Online.
- Planner uses a system of Boards, Cards that can have due dates, attachments, categories and conversations associated with it, which get assigned to team members and Buckets, which are customizable columns which can be prioritized and tagged with colored labels.
- Starting Q4 of this calendar year, Planner will be available in preview to Office 365 First Release customers

[blogs.office.com/2015/09/22/introducing-office-365-planner](https://blogs.office.com/2015/09/22/introducing-office-365-planner)

# Planner Board

The screenshot displays the Office 365 Planner Board interface for a "Marketing Campaign". The top navigation bar includes "Office 365", a search icon, and user profile icons. The left sidebar shows "Planner Hub", "My tasks" (7), and "Plans" with options for "New plan" and existing plans like "Marketing Campaign", "Advertising campaign", "Offsite Planning", and "Sales summit 2015".

The main board is organized into four columns:

- PR Activities:** Contains a "Campaign Budget" chart showing Cash Flow and Monthly Income, a "The Morning Show" task by Garret Vargas due 9/10, and "Magazine Coverage" featuring a "TIME" magazine cover with the headline "Shootout off Tobruk".
- Social Media:** Includes "BingAds" with a "Bingads Strategy.pptx" file, a "Twitter Feed" by Sara Davis due 9/10, and a "Facebook Campaign".
- Events:** Features a "Launch Event" with a photo of a stage event, shared by Sara Davis, and a "European Tour" with a map of Europe.
- Branding Elements:** Contains a "Positioning Framework" document titled "TARGET AUDIENCE PROFILING PLAN" and an "Updated Logo".

Each task or document card includes a title, a thumbnail image or chart, a list of participants, and a due date or version number.

# Planner Charts View

The screenshot displays the Office 365 Planner interface in 'Charts View' for a 'Marketing Campaign'. The top navigation bar includes 'Office 365', 'Planner Hub', 'My tasks' (7), and 'Plans'. The main content area features a donut chart and a horizontal bar chart. The donut chart shows 13 tasks left, with a legend indicating 7 Not started, 3 Late, 3 In progress, and 0 Completed. The horizontal bar chart shows task distribution by assignee: Unassigned (2), Alex Darrow (1), Bonnie Kearney (2), Fabrice Canel (2), Garret Vargas (2), and Sara Davis (2). A tooltip for Garret Vargas indicates 'Late: 2'. The right sidebar shows a task details panel for 'Garret Vargas Marketing Campaign' with a search bar and a list of tasks: Campaign Budget (9/2), The Morning Show (9/10), and Case studies (11/12).

Office 365

Planner Hub

My tasks 7

Plans

New plan

Marketing Campaign

Advertising campaign

Offsite Planning

Sales summit 2015

Marketing Campaign

Board Charts

60 days left

13 tasks left

7 Not started

3 Late

3 In progress

0 Completed

0 1 2 3 4

Unassigned

Alex Darrow

Bonnie Kearney

Fabrice Canel

Garret Vargas

Sara Davis

Garret Vargas Late: 2

Garret Vargas Marketing Campaign

Type a task name

Late

Campaign Budget 9/2

The Morning Show 9/10

Future

Case studies 11/12

Show completed

# Planner Shown in Groups

Office 365 Outlook

New

Search Marketing Campaign

^ Folders

More

^ Groups **\* New**

- Marketing Campaign
- OP Offsite Planning
- AC Advertising campaign 1
- SS Sales summit 2015 1

More

Marketing Campaign  
Public group

Files Subscribe

Start a group conversation

Launch Event

Alex Darrow +1  
Great News! Awesome Job  
8:58p 3

European Tour

Alex Darrow  
Task European Tour assigned to Alex Darrow  
8:06p 1

BingAds

Alex Darrow  
Task BingAds assigned to Bonnie Kearney  
8:06p 1

Campaign Budget

Alex Darrow  
New Task Campaign Budget created  
7:53p

3 replies

← Reply all

Launch Event

Sara Davis  
Sun 9/13/2015 8:58 PM  
I just heard that we are booked and confirmed. We can now start planning all the Logistics

Like

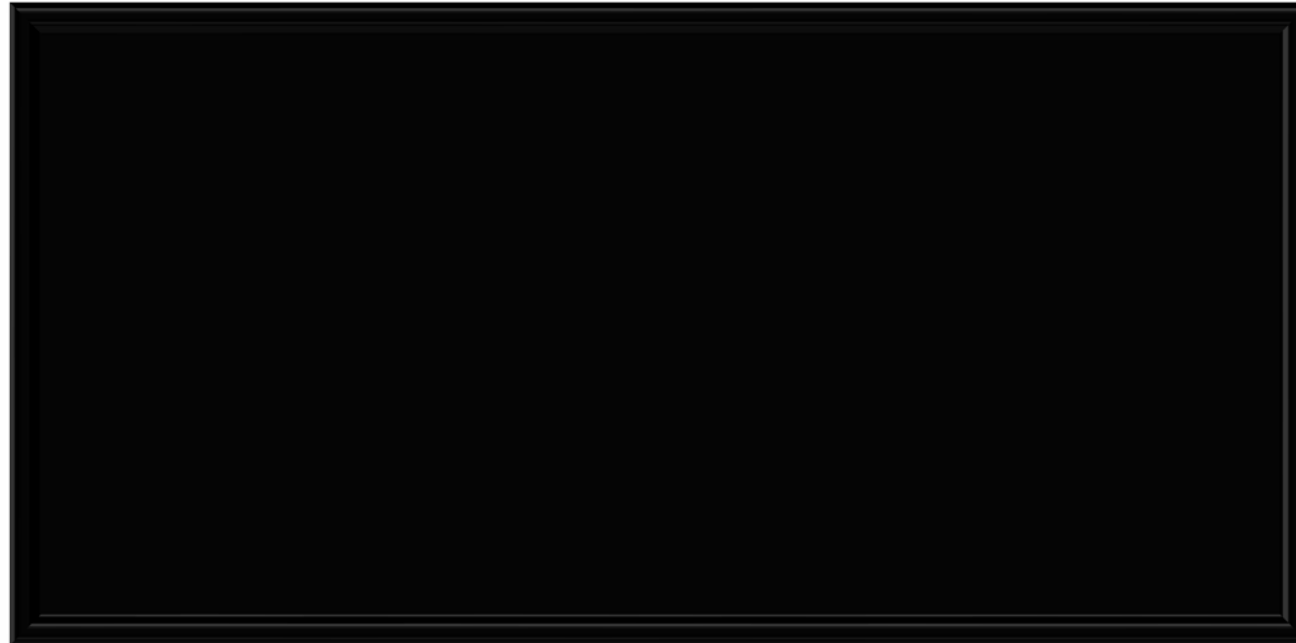
Alex Darrow  
Sun 9/13/2015 8:58 PM  
Great News! Awesome Job

Like

Reply all

# New admin portal

- The Office 365 Admin Center Preview will start rolling out today to customers who have opted into First Release as well as some of our small business customers.



<http://blogs.office.com/2015/09/17/the-new-office-365-admin-center-preview/>

# new admin portal

- The Office 365 Admin Center Preview will start rolling out today to customers who have opted into First Release as well as some of our small business customers.
- **Q. How do I access the new Office 365 Admin Center Preview?**
- **A.** If your Office 365 subscription has the new Office 365 Admin Center enabled, you would need to sign in to the Office 365 Admin Center with your Office 365 administrator credentials. The preview to the new Office 365 Admin Center can be accessed in the banner at the top of the Office 365 Admin Center dashboard.

<http://blogs.office.com/2015/09/17/the-new-office-365-admin-center-preview/>



The Main Event

# Office 365 Groups

</Presentation>

You can stop thinking now

# Community events

Educate!!

# Skype for Biz Users Group

- Next meeting is unknown
- Check site for dates
- Check site for venue
- [meetup.com/New-England-Lync-User-Group](https://www.meetup.com/New-England-Lync-User-Group)





# Boston Azure Cloud User Group

- Next meeting: Fourth Thursday
- Thursday, August 27 at 6:00 PM
- Topic: Advanced PowerShell Techniques: Making Azure PowerShell AWESOME
- Location: NERD
- Site: [meetup.com/BostonAzure](https://www.meetup.com/BostonAzure)

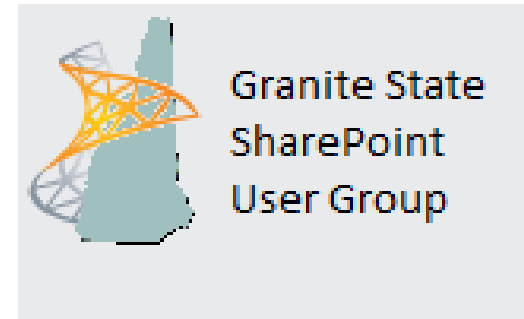
# Boston Area SharePoint Users Group

- Meets Monthly here @ Microsoft N.E.R.D.
- 2<sup>nd</sup> Wednesday/month
- 6-8PM
- [www.BostonSharePointUG.org](http://www.BostonSharePointUG.org)



# Granite State SharePoint User Group

- Meets Monthly
- Daniel Webster College, Nashua, NH
- 2<sup>nd</sup> Thursday of the Month
- [www.GraniteStateSharePoint.org](http://www.GraniteStateSharePoint.org)



# Granite State SharePoint Saturday

- October 24, 2015
- Radisson Nashua located at 11 Tara Boulevard, Nashua, NH
- [www.spsevents.org/city/nh/spsnh2015](http://www.spsevents.org/city/nh/spsnh2015)



# Connecticut SharePoint Saturday

- October 10, 2015
- Goodwin College in East Hartford
- [www.spsevents.org/city/ct/ct2015](http://www.spsevents.org/city/ct/ct2015)

# Rhode Island SharePoint User Group

- Meets Monthly
- Atrion in Warwick
- 1st Thursday of the Month
- [meetup.com/RISPUG](https://www.meetup.com/RISPUG)



## Coming Up:



- November 19, 2015
- Location: Slalom Boston
- Topic: Taxonomy and Content Types
- Presented by: Seth Maislin
- Keep in touch
  - Web: [www.Bostono365UserGroup.com](http://www.Bostono365UserGroup.com)
  - Twitter: [@Bos365](https://twitter.com/Bos365)
  - Yammer: [www.Yammer.com/Bos365](http://www.Yammer.com/Bos365)
  - Meetup: [meetup.com/Bos365](http://meetup.com/Bos365)
  - LinkedIn: [LinkedIn.com/groups/Boston-Office-365-User-Group-7486768](http://LinkedIn.com/groups/Boston-Office-365-User-Group-7486768)

# How can we help?

- Ideas for future presentations / speakers
- Office 365 News
- Problems or questions on Office 365?



# Other Community Announcements

- Anybody hiring?
- Anybody looking for work?
- Know of any other good events?

# Key Resources for Success

- Office 365 Customer Success Center
  - <http://success.office.com>
- Office 365 Learning Center
  - <https://support.office.com/en-US/learn/office365-for-business>
- Fast Track Deployment & Adoption
  - <http://deploy.office.com>
- Office 365 Technology Blog
  - <http://blogs.office.com/office365updates>
- Office 365 Roadmap
  - <http://office.com/roadmap>
- Microsoft Virtual Academy
  - <http://www.microsoftvirtualacademy.com>

# Member Benefits

Special discounts for members of the User Group!

User group members  
**SAVE 40%** on all print titles  
and **50%** on all ebooks

Enter discount code DSUG

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Spreading the knowledge of innovators

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10% Off On/Offline Courses



**USE CODE SPUGBOS**

**[www.Mindsharp.com](http://www.Mindsharp.com)**

# Raffle

Time to win cool stuff!!

- (1) Office 365 Home from Microsoft
- \$25 Amazon Gift Card from Wellington Street Consulting
- (1) Free O'Reilly ebook

# #Drink365

Feel free to join us across the street at Firebrand Saints for drinks after the event.

Firebrand Saints  
1 Broadway

