



← MORE
THIS WAY

Office 365 is more than SharePoint

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January 16th, 2019

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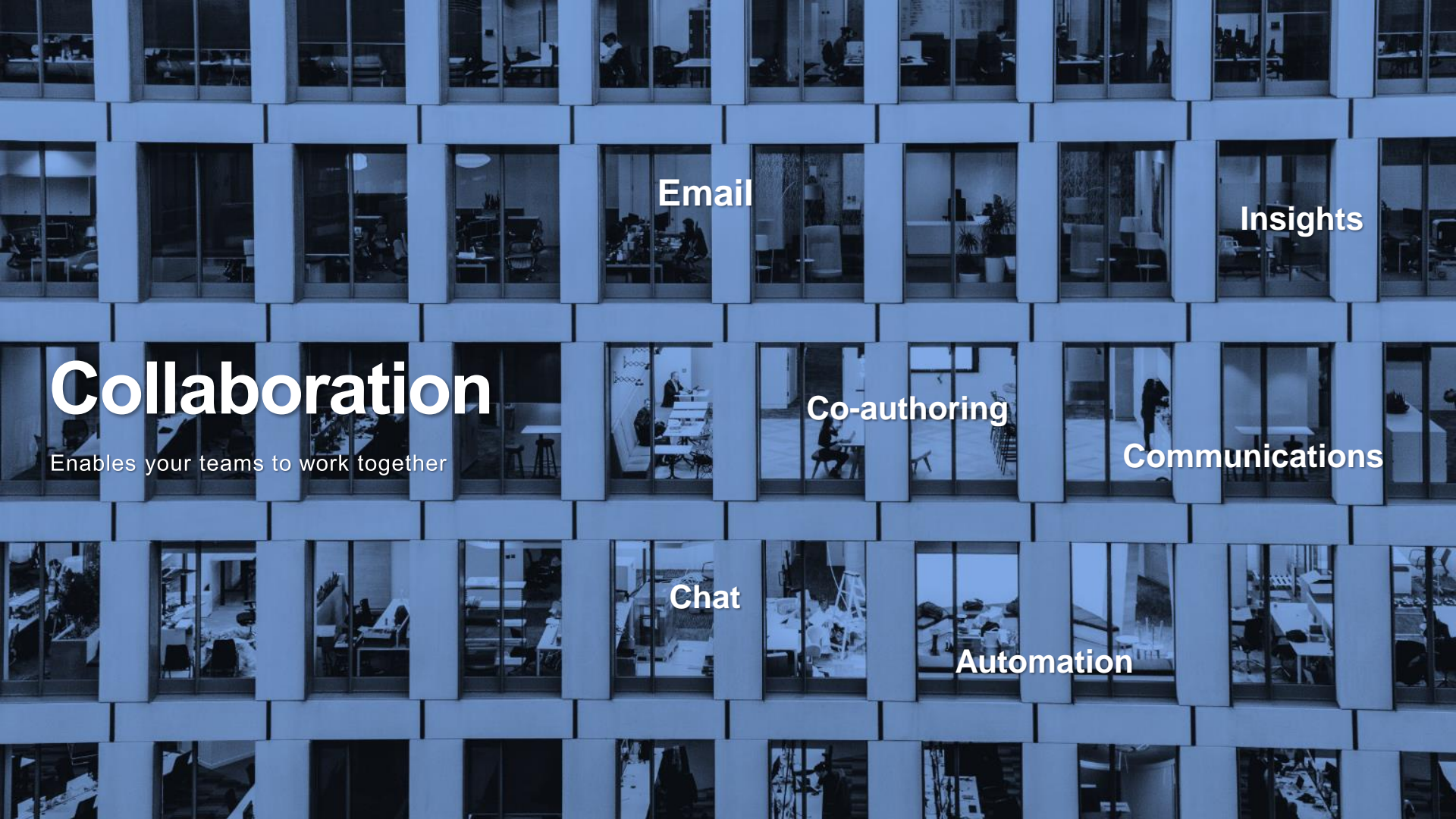


What is Office 365?

More than SharePoint, Email and Skype.

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Office 365 is a cloud-based subscription service that brings together the best tools for the way people work today. By combining best-in-class apps with powerful cloud services, Office 365 lets anyone create and collaborate anywhere on any device.



Email

Insights

Collaboration

Enables your teams to work together

Co-authoring

Communications

Chat

Automation

New Hire Onboarding

Offer is
Accepted

Notify
Manager

HR

Personnel
Setup

IT Setup

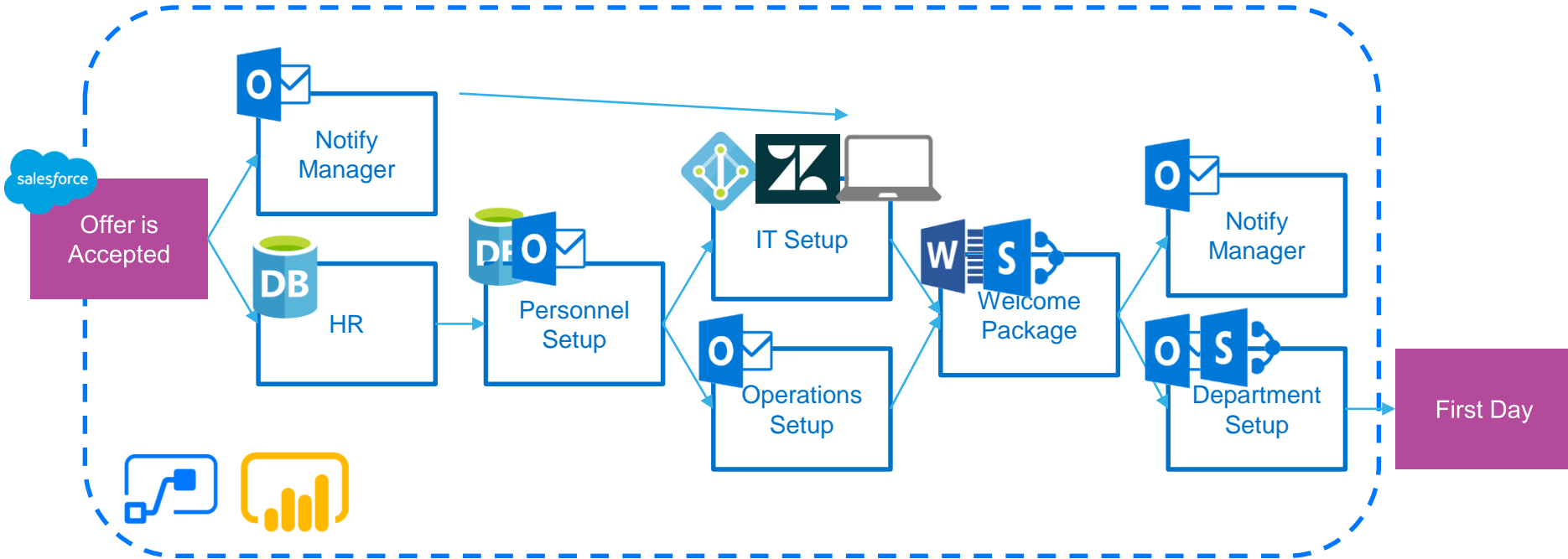
Operations
Setup

Welcome
Package

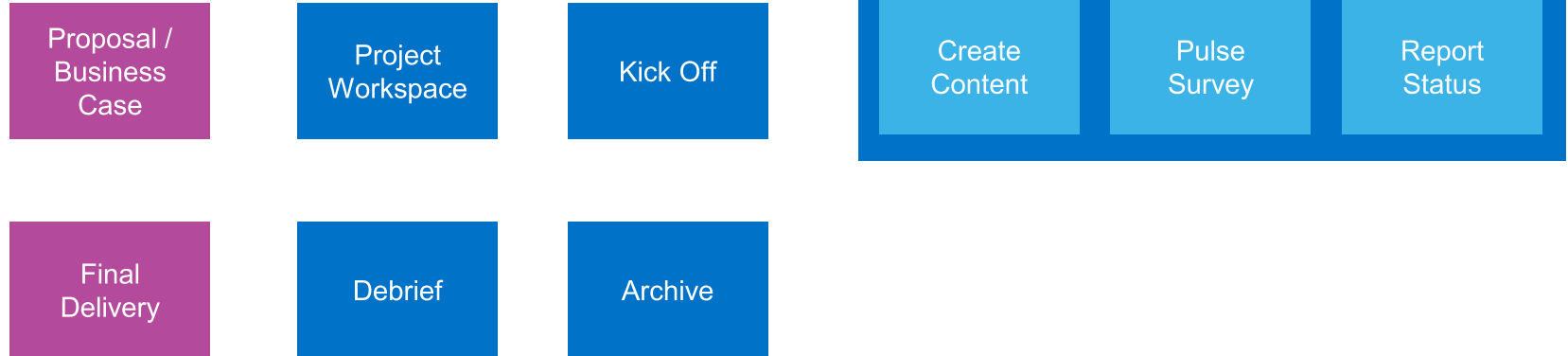
First Day

Department
Setup

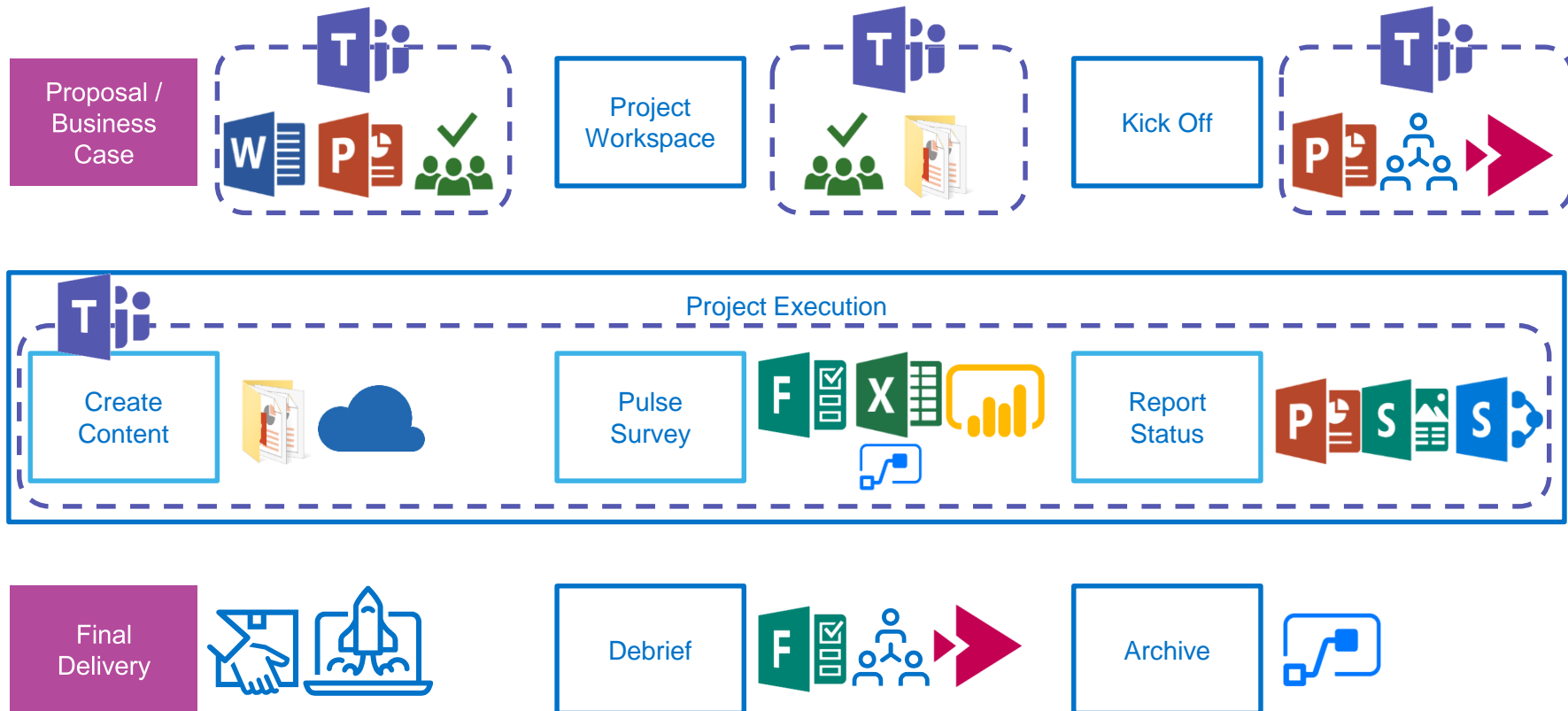
New Hire Onboarding

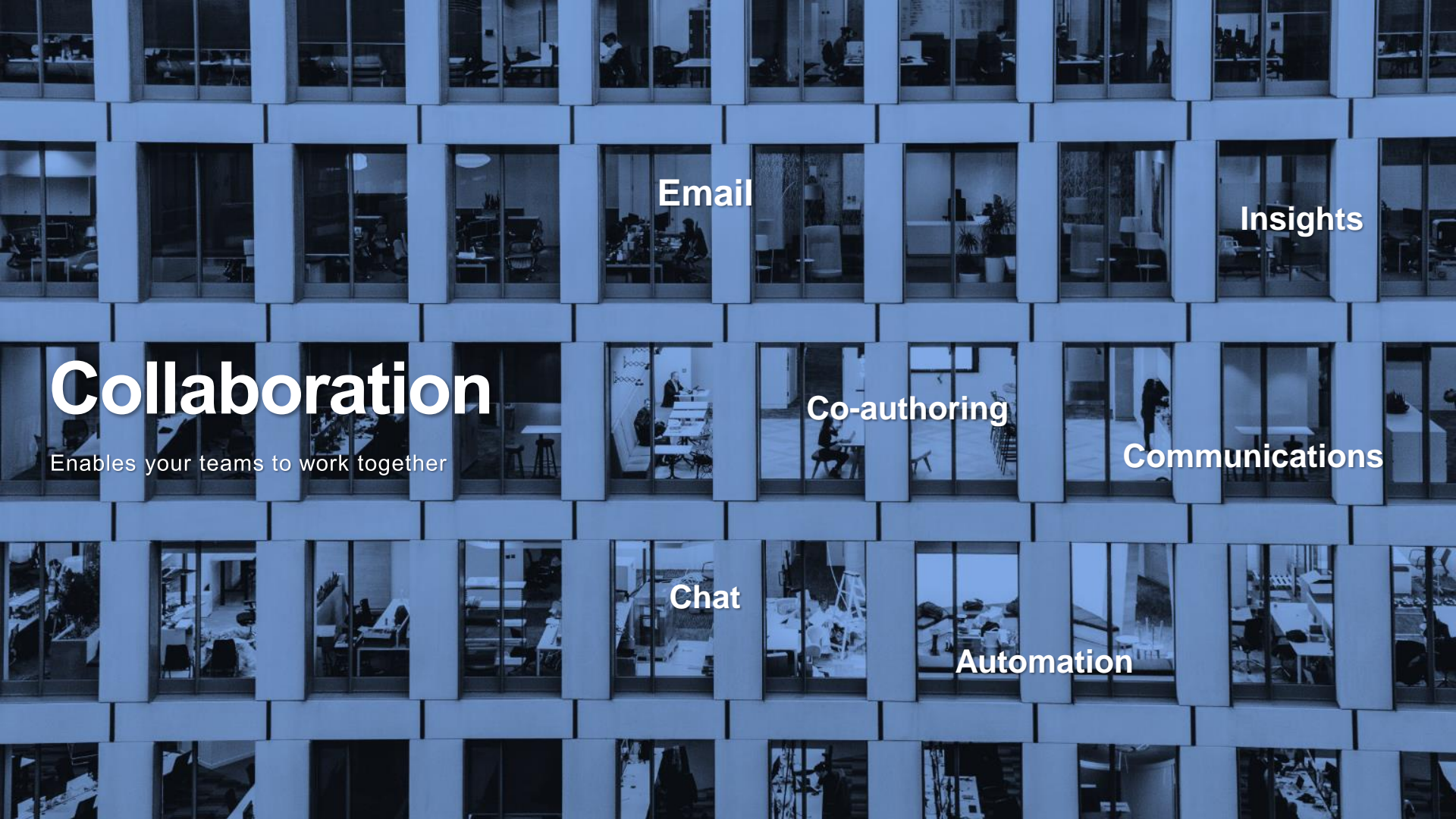


Project Engagement



Project Engagement





Email

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Collaboration

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Co-authoring

Communications

Chat

Automation



What is Office 365?

How does Office 365 enable my business?

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THE PERIODIC TABLE OF Office 365

jump to 365

EMPLOYEE PROFILES

FORMS

TASK MANAGEMENT

SOCIAL NETWORKING

PRESENTATIONS

OFFICE ONLINE

BUSINESS APP PLATFORM

PROJECT MANAGEMENT


SMALL BUSINESS APPLICATIONS

Dynamics 365



CRM & ERP [Salesforce]

Stream



Video portal [YouTube]

Visio Online




Diagramming in the browser

Word Online




Word processing in the browser

Excel Online



Spreadsheets in the browser

OneNote Online




Note taking in the browser [Evernote]

PowerPoint Online




Presentations in the browser

Sway




Next-gen presentations

SharePoint Online



Team file sharing & storage

OneDrive for Business




Personal file storage [Dropbox]

Delve




Employee profile & content discovery

Forms




Simple forms & polls [SurveyMonkey]

PowerApps




Code-free mobile apps (& forms)

Flow




Code-free workflows [IFTTT]

Power BI




Business analytics & dashboards

Mail




Outlook email

Calendar




Outlook calendar

People




Outlook contact list

Tasks




Outlook tasks

To-Do




To-do list for life & work [Wunderlist]

Planner



Everyday project management [Trello]

Project Online




Premium project management

Skype for Business



Instant messaging & video chat [Skype]

Teams




Group chat & video chat [Slack]

Yammer



Social network [Facebook]

Bookings



Customer self-serve

StaffHub



Frontline employees hub

Huge Thanks to Matt Wade and Team!

<https://beta.jump to 365.com>



Stream

“YouTube” of the enterprise; provides intelligent video storage with search, transcription and more.

Capabilities

- Stores and shares private corporate video messages
- Discover content from meeting recordings using keywords in spoken text

Pros

- YouTube like experience with channels, likes and commenting
- Automatic transcription with closed captioning
- Facial recognition with timeline
- Microsoft Teams meeting recordings will be automatically stored in Stream.

Cons

- Doesn't support enterprise branding
- No add-ins, extensibility available

Replaces

- Private listings on YouTube
- Other video providers targeted towards internal communications



Sway

Next generation
visually rich
newsletters,
presentations and
documents in minutes

Capabilities

- Provide media rich department newsletters and reports
- Project status reports
- One-page microsite for new service offerings

Pros

- Interactive, media rich, web based authoring
- Supports images and videos

Cons

- Doesn't support enterprise branding
- No add-ins, extensibility available
- Doesn't integrate with much else in O365
- Not as powerful as PowerPoint

Replaces

- PowerPoint, Word or Microsites



SharePoint Online

Share and manage content to empower teams to quickly find information and collaborate across the company using **modern sites**

Capabilities

- Communications mechanism to share news and updates from service areas, initiatives, functional groups, projects, teams, etc.

Pros

- Interactive, media rich, web based authoring
- Integrates with many services throughout Office 365
- Similar rich experience in mobile apps

Cons

- Has a bad name inside many organizations
- Not ideal as an enterprise intranet: no hierarchy, templated pages, personalization, etc. MSFT making great improvements

Replaces

- WordPress/Microsites



Delve

Intelligent document
discovery and
employee profiles

Capabilities

- Find and connect with fellow employees
- Discover content a person is interacting with, in relation to what I am doing
- Quickly find shared documents

Pros

- Displays files the person is interacting with which is relevant to you
- Personalized results per person
- Returns files from Outlook, SharePoint Online, and OneDrive

Cons

- People search is limited to name only
- Cannot customize interface
- Does not integrate with other data platforms, cannot feed in additional content

Replaces

- Custom people search
- Traditional search



Forms

User friendly simple survey, poll and quiz tool.

Capabilities

- Gather feedback
- Rapidly analyze feedback and results
- Confirm knowledge and retention

Pros

- Clean, click to build, interface, no code required
- Automatically track authenticated users or keep anonymous
- Can write directly to an Excel file hosted in SharePoint Online
- Allows users to fill out the form in Microsoft Teams and SharePoint Online

Cons

- Limited survey capabilities in comparison to mainstream survey tools, i.e. no pagination

Replaces

- Custom data entry forms
- 3rd party survey tools



PowerApps

Power user driven, no code, mobile app and custom form creation tool.

Capabilities

- Enabling business logic in data entry forms
- Allows users access to many cloud and on-prem data stores in a single application
- Custom forms within SharePoint

Pros

- Clean, click to build, interface, no code required
- Integrates with hundreds of SaaS providers as well as on-prem data
- Use on mobile devices and leverage some capabilities, i.e. GPS, camera

Cons

- Tends to be slow
- Doesn't support all mobile native capabilities

Replaces

- InfoPath (deprecated)
- Custom data entry forms and mobile apps



Flow

Power user driven
workflow and task
automation and
process orchestration
tool.

Capabilities

- Central location for content approval across enterprise
- Daily or weekly data query and dissemination
- Automate your day to day to week to week

Pros

- Clean, click to build, interface, no code required
- Powerful approval functionality
- Integrates with hundreds of SaaS providers as well as on-prem data
- Accessible on mobile devices: review and approve content as well as manage flows

Cons

- Limited service account support

Replaces

- SharePoint Designer workflows (deprecated)
- Manual routine tasks of users



PowerBI

Power user driven self service reporting and analytics tool.

Capabilities

- Gather insights on business data to help drive decisions
- Report status, progress, etc. from data sources
- Interactive dashboards and self-service discovery

Pros

- Clean, click to build, interface, no code required
- Integrates with hundreds of SaaS providers as well as on-prem data
- Upload an Excel file and get started

Cons

- Costly, E5 needed for sharing reports and dashboards

Replaces

- Excel reports and charts
- Custom reporting widgets and charts



ToDo

Personal task list

Capabilities

- Managing personal tasks

Pros

- Easy to use task management tool

Cons

- Doesn't fully integrate across O365

Replaces

- Excel, Pen & Paper
- Wunderlist, Trello



Planner

Project and team task management

Capabilities

- Managing teams' tasks
- Quickly see status of project through multiple views

Pros

- Easy to use task management tool, Kanban board style
- Integrates with Teams
- See your tasks by bucket, assigned to, progress, due date, & label
- Built in charts and calendar view

Cons

- Hmmm...

Replaces

- MS Project, Excel
- Trello



Teams

Chat and video conferencing providing a window to the rest of Office 365 and other cloud applications.

Capabilities

- Enable persistent chat across the team, in organized buckets
- Securely share files and content with the team
- Host remote meetings with audio and video

Pros

- Integrates across Office 365
- High quality video conference calls, recordings saves to Stream automatically
- Integrates with many other cloud applications across the business

Cons

- No offline access

Replaces

- Slack
- Email
- Skype



Yammer

Secure enterprise
social network for
company wide and
cross department
collaboration

Capabilities

- Company wide communications
- Focused groups for social conversations
- Ask open questions and connect to those who know

Pros

- Central location for company wide communications and collaboration
- Allow users across departmental and geographical boundaries to connect, even with external users

Cons

- Hmmm...

Replaces

- Facebook Workplace, Jive
- Email



Azure

Enterprise cloud services to enable applications on a global scale.

Capabilities

- Secure cloud enabled applications
- Automated deployments
- And oh so much more...

Pros

- Office 365 accounts are stored in Azure Active Directory
- Quickly enable other applications to use AAD

Cons

- Hmm..

Replaces

- On-prem data centers
- AWS, GCP

A close-up, high-contrast photograph of a large number of pliers and other hand tools. The tools are densely packed, with their handles and jaws creating a complex, overlapping pattern. The lighting is dramatic, highlighting the metallic surfaces and the sharp points of the jaws. The background is dark and out of focus, suggesting a workshop or a storage area. The overall mood is one of overwhelming choice or complexity.

That's a lot, how do I get started?

Go at your own pace

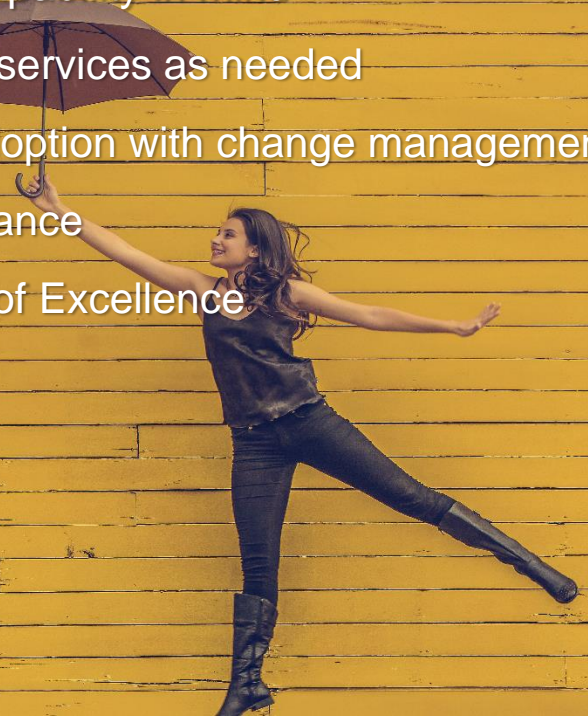
Keep capability in mind

Enable services as needed

User adoption with change management

Governance

Center of Excellence





<http://bit.ly/O365ismore>

Quick Survey and get a copy of the deck right now! Thanks to Forms and Flow.

THANK YOU

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slalom

Resources

Office 365 Periodic Table

<https://beta.jumpto365.com>

Microsoft Power Platform

<https://dynamics.microsoft.com/en-us/microsoft-power-platform/>