THE WORLD OF OFFICE 365

A First Look
Shelita Kimble, MEd, CHSOS
Sr. Systems Analyst
Education and Training

Research Medical Library
www.mdanderson.org/library/
RML-Help@mdanderson.org
OFFICE 365 OVERVIEW

Outlook, Word, Excel, PowerPoint, Skype, more
Access from Anywhere, Any Device
Collaborate with Peers & Team
Install Desktop Version (5 Devices)
Share Files
Navigating

- Apps Access
- Identifying Icon
- Install Apps
- One Drive
PERSONALIZE

Add Photo
Change Background
Change Theme
Notifications
Setting for Each Application
OneDrive is a Microsoft cloud storage service similar to Box, Dropbox, and iCloud.

- Access from any device connected to the Internet
- Box vs OneDrive
RESOURCES

MDA Office 365 Central

Office 365 Basics Videos

Office Quick Starts