

A high-resolution image of Earth from space, centered on the African continent. The top of the frame shows the northern edge of Europe and the Middle East, with some landmasses covered in snow. The bottom shows the southern tip of Africa and the surrounding oceans. The Earth's surface is detailed with clouds, landmasses, and water bodies. A bright blue glow is visible along the horizon of the planet.

# THE WORLD OF OFFICE 365

A First Look



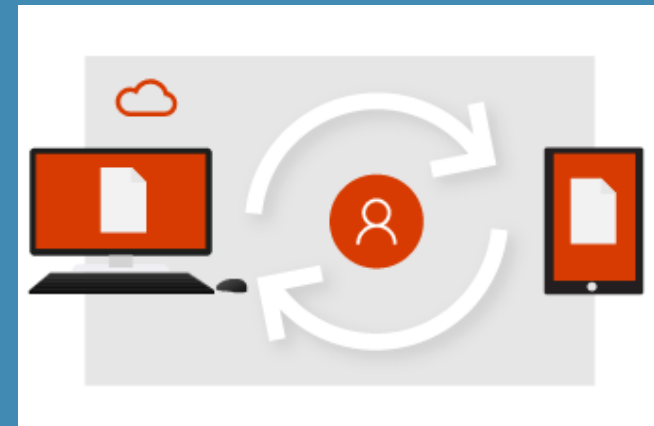


Shelita Kimble, MEd, CHSOS  
Sr. Systems Analyst  
Education and Training

Research Medical Library  
[www.mdanderson.org/library/  
RML-Help@mdanderson.org](http://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























# OFFICE 365 SUITE

Office 365
All apps
Tips and Tricks

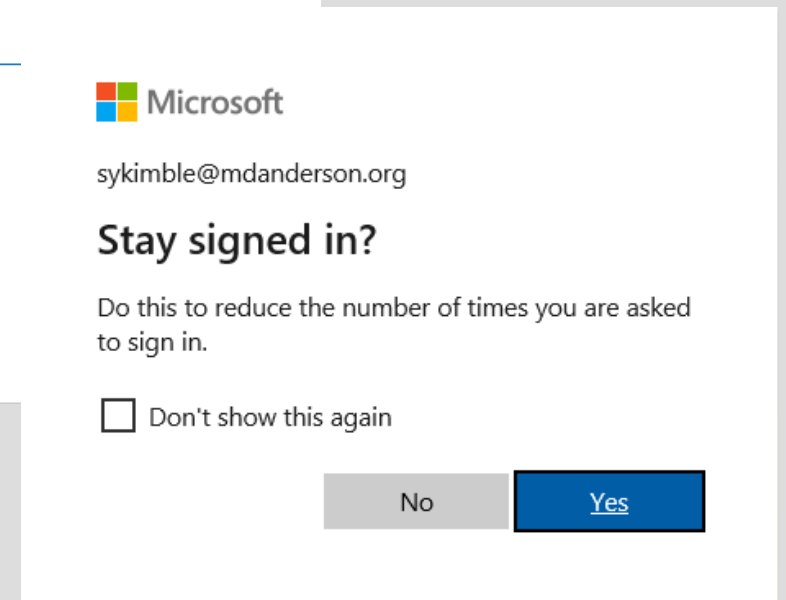
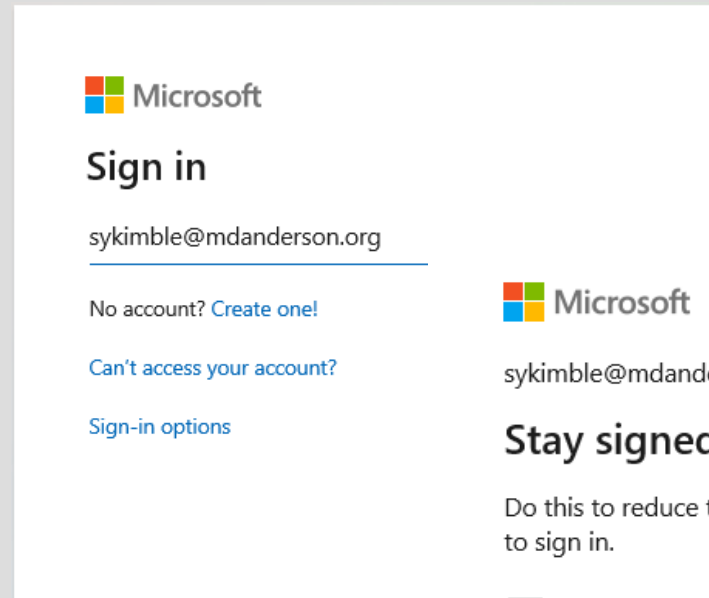
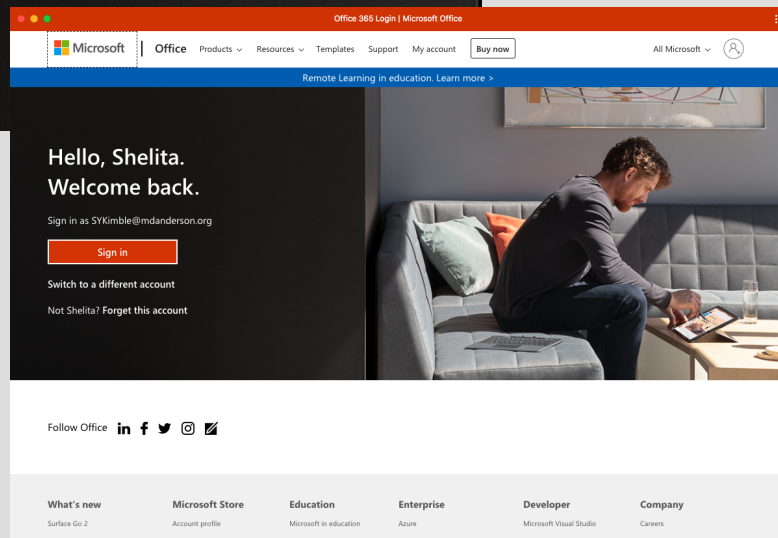
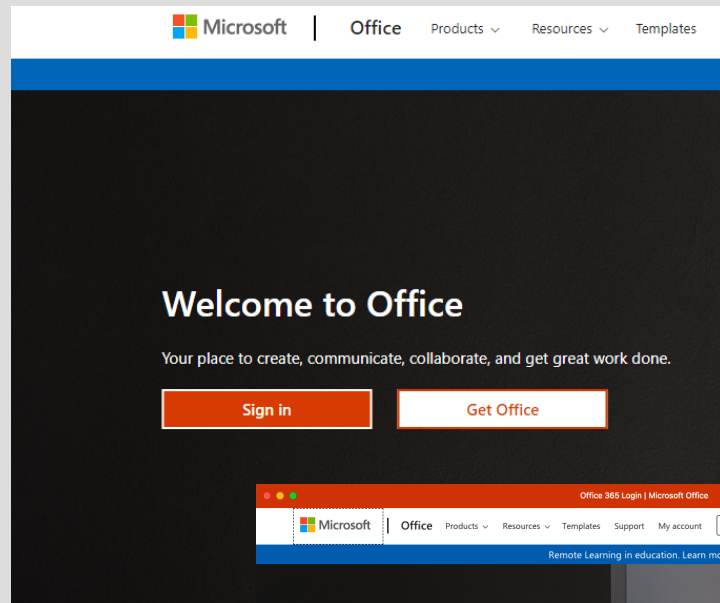
 <b>Calendar</b> Schedule and share meeting and event times, a...	 <b>Dynamics 365</b> Break down the silos between your business pro...	 <b>Excel</b> Discover and connect to data, model and analyz...	 <b>Forms</b> Create surveys, quizzes, and polls and easily see...
 <b>OneDrive</b> Store, access, and share your files in one place.	 <b>OneNote</b> Capture and organize your notes across all your ...	 <b>Outlook</b> Business-class email through a rich and familiar ...	 <b>People</b> Organize your contact info for all your friends, f...
 <b>Planner</b> Create plans, organize and assign tasks, share fil...	 <b>Power Apps</b> Build mobile and web apps with the data your o...	 <b>Power Automate</b> Create workflows between your apps, files, and ...	 <b>Power BI</b> Create actionable, dynamic, and engaging data ...
 <b>PowerPoint</b> Design professional presentations....	 <b>Stream</b> Share videos of classes, meetings, presentations,...	 <b>Tasks</b> Create and manage tasks in Outlook.	 <b>Teams</b> The customizable, chat-based team workspace i...
 <b>Whiteboard</b> Ideate and collaborate on a freeform canvas des...	 <b>Word</b> Bring out your best writing.		

All apps

 Calendar	 DROPBOX	 Dynamics 365	 Excel	 Forms	 OneDrive	 OneNote	 Outlook	 People	 Planner	 Power Apps
 Power Autom...	 Power BI	 PowerPoint	 Stream	 Tasks	 Teams	 Whiteboard	 Word	 Zoom		



# LOGIN



[office.com](https://office.com)

Good afternoon

Install Office

+  
Start new

O  
Outlook

OneDrive

W  
Word

X  
Excel

P  
PowerPoint

N  
OneNote

T  
Teams

F  
Forms

Power BI

People

Stream

Dynamics  
365

→  
All apps

# NAVIGATING

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

Recommended

You edited this Wed at 6:09 PM

THE WORLD OF OFFICE 365

The world of office 365  
mdandersonorg-my.sharepo...

You edited this Wed at 6:10 PM

Office 365 Notes  
mdandersonorg-my.sharepo...

You recently opened this Tue at 9:07 PM

Closed Captioning with Stream  
mdandersonorg-my.sharepo...

Gann,Laurissa B sent this Tue at 3:12 PM

Tool Time Tuesday - Slides  
Open file location

Recent Pinned Shared with me Discover

The world of office 365  
Kimble,Shelita Y's OneDrive for Business » ... » Documents  
6m ago Only you

Office 365 Notes  
OneDrive for Business  
Wed at 6:10 PM Only you

Upload and open...

# PERSONALIZE

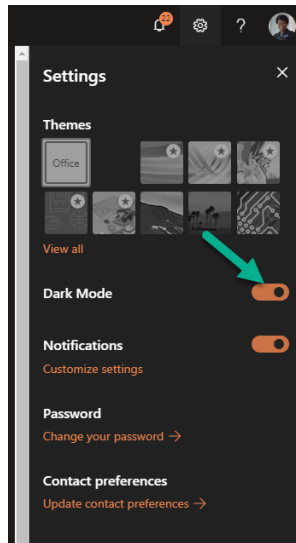
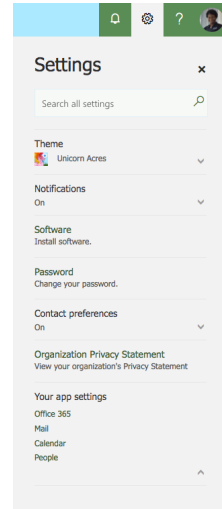
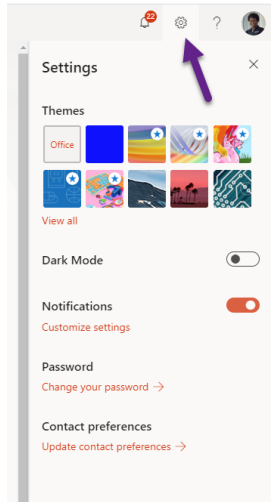
Add Photo

Change Background

Change Theme

Notifications

Setting for Each Application







## ONE DRIVE

- 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](#)