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Microsoft 365 Office Hours Session 3

AGENDA

- Review
- Teams Overview
- OneDrive Overview
- SharePoint Overview
- Questions
- Resources



Review

- Outlook Deep Dive (Mail and Calendars)
- Mobile App Demo
- Microsoft Edge Review



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A Reminder



Reminder

- Stay out of OneDrive and SharePoint. Please do not interact with your files. This will negatively impact the migration of your files. You may view but do not edit any files. Reference Sean's email.
- Anyone attending these sessions should ensure the rest of their team is aware of this.
- Requests for SharePoints, Teams, or Groups should come to help@pepperpointe.com and contact your department SME.

Additional Information

- Logging into the desktop applications.
- Connecting with Windows
 - Passwords
 - Encryption

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

Allow my organization to manage my device

ⓘ Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

[No, sign in to this app only](#)

[OK](#)

Are you ready to start encryption?

Disk encryption software other than BitLocker or Windows device encryption will prevent Windows from starting after you encrypt your device. If this happens, you'll need to reinstall Windows, and all data on your device will be lost.

I don't have any other disk encryption software installed, encrypt all my disks

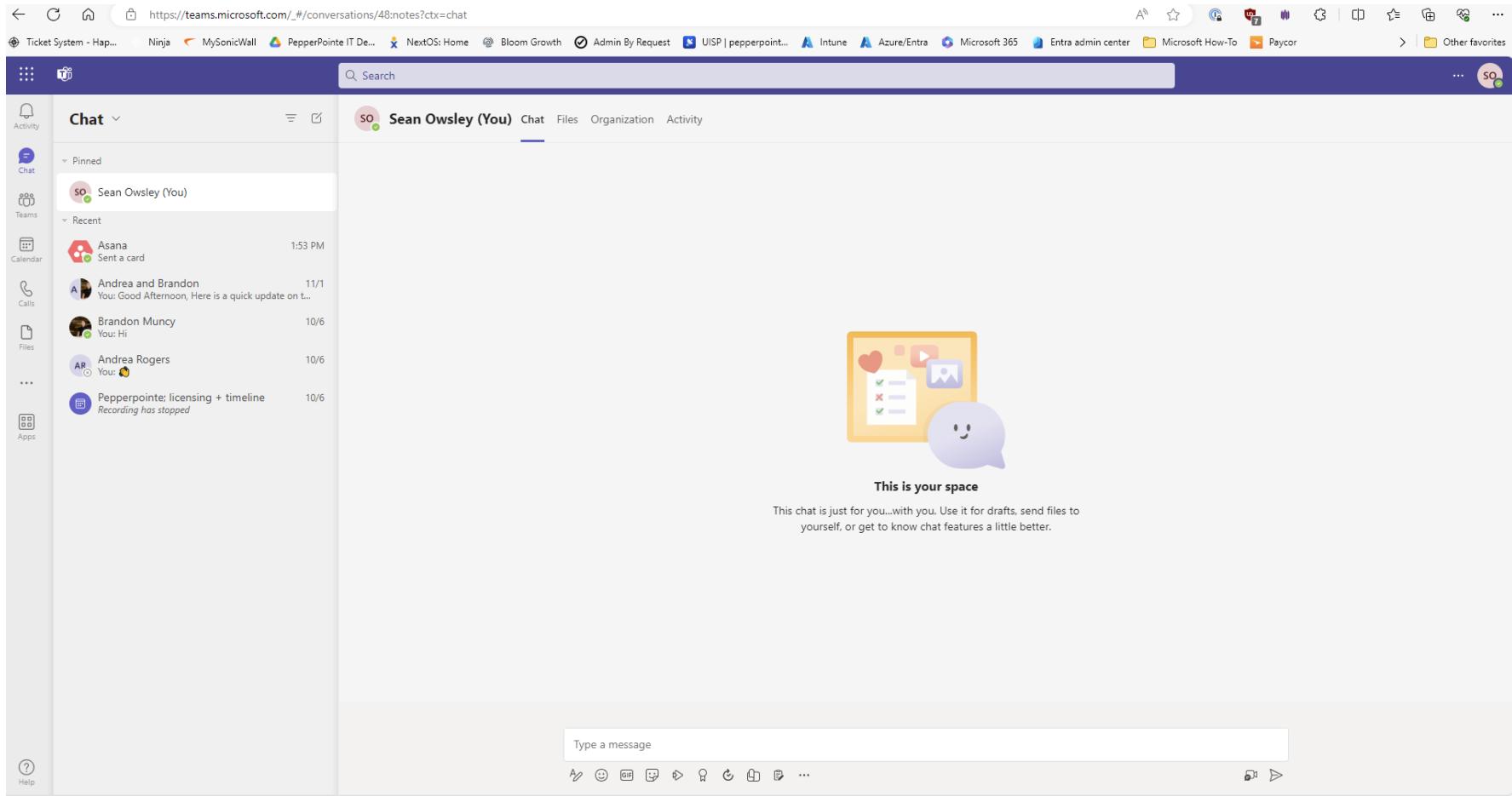
Don't ask me again.

[Learn more](#)

[Yes](#) [No](#)

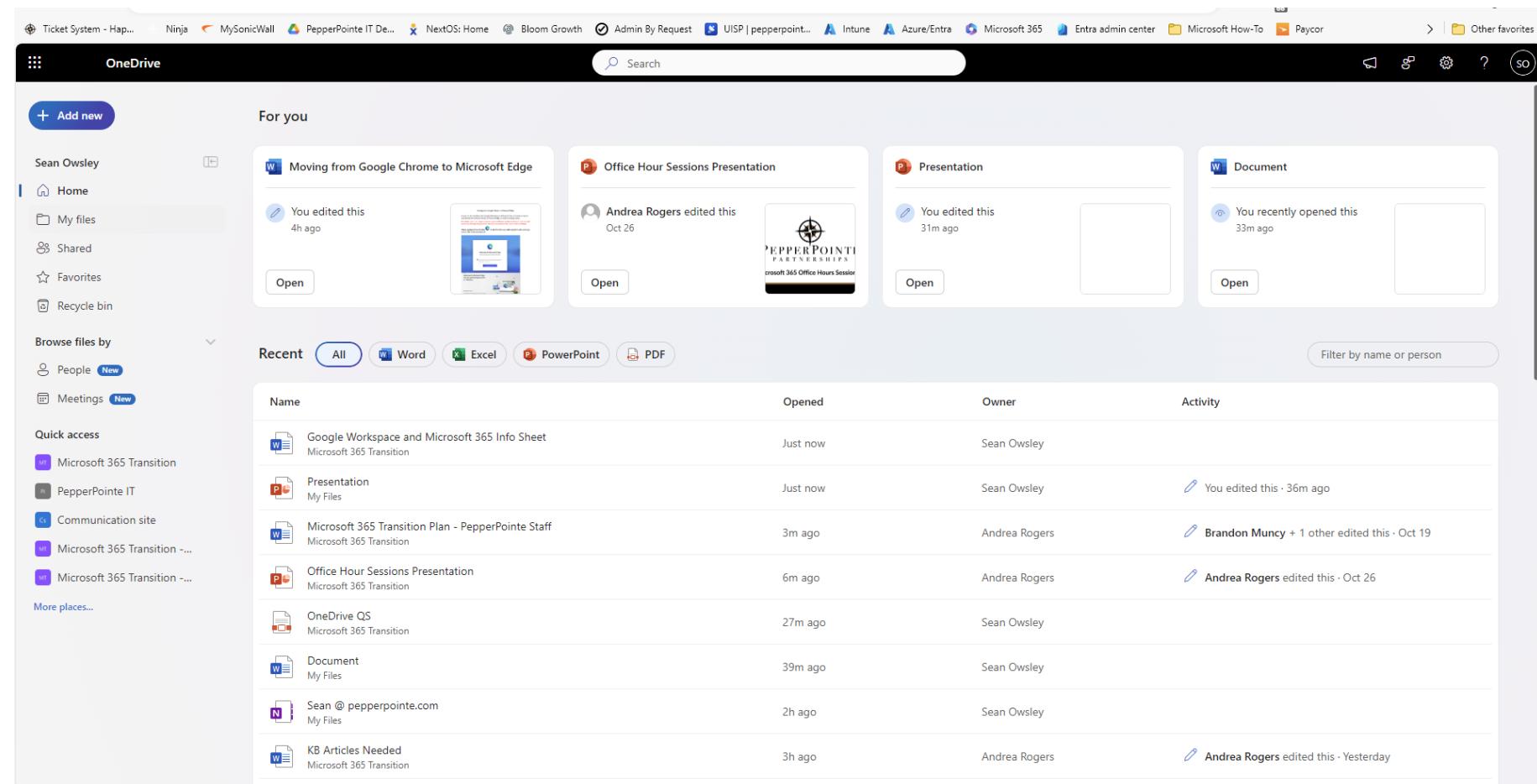
Teams

- Chat
- Teams
 - Posts
 - Files
 - Channel info
- Calendar
 - Scheduling a meeting
 - Joining a meeting
- Starting a Teams Call
- Files
- Apps



OneDrive – Cloud Storage

- Navigating
- Search
- Organizing
- Copying Files
- Sharing – Internal
- External Sharing Options
- Connecting to your computer
 - Don't get delete happy.



The screenshot shows the OneDrive web interface. On the left, there's a sidebar with a 'For you' section, a 'Recent' section with a table of files, and various navigation links like 'Home', 'My files', 'Shared', 'Favorites', and 'Recycle bin'. The main area has a 'Search' bar at the top and a 'Recent' table below it. The table has columns for 'Name', 'Opened', 'Owner', and 'Activity'. It lists several files including 'Moving from Google Chrome to Microsoft Edge', 'Office Hour Sessions Presentation', 'Presentation', and 'Document'. The 'Recent' table data is as follows:

Name	Opened	Owner	Activity
Google Workspace and Microsoft 365 Info Sheet	Just now	Sean Owsley	
Presentation	Just now	Sean Owsley	You edited this - 36m ago
Microsoft 365 Transition Plan - PepperPointe Staff	3m ago	Andrea Rogers	Brandon Muncy + 1 other edited this - Oct 19
Office Hour Sessions Presentation	6m ago	Andrea Rogers	Andrea Rogers edited this - Oct 26
OneDrive Q&A	27m ago	Sean Owsley	
Document	39m ago	Sean Owsley	
Sean @ pepperpointe.com	2h ago	Sean Owsley	
KB Articles Needed	3h ago	Andrea Rogers	Andrea Rogers edited this - Yesterday

SharePoint - The New Shared Drives

- Syncing
 - Don't get delete happy.
- Requesting
- Navigation
- Sharing
- Customization

The screenshot shows a SharePoint site titled "Microsoft 365 Transition". The left navigation bar includes links for Home, Conversations, Teams, Documents (selected), Notebook, Pages, Microsoft 365 Transition, Site contents, Recycle bin, and Edit. The main content area features a "News" section with a message: "We didn't find anything to show here." Below it is an "Activity" section with several cards: "PRE-MIGRATION TIMELINE", "Timeline", "Shared Documents: Microsoft 365 Training Timeline" (by Popular), "Shared Documents: Microsoft 365 Training Plan" (by Sean Owsley, Viewed 7 minutes ago), "Comments on task 'Des... plate and Presentation'", "Task 'Design Training Template and Presentation' assigned to Andrea... a task comment. This task is in the Microsoft 365 Transition plan.", "SitePages: Home" (by Sean Owsley), and "Shared Documents: Issues to Resolve". The right side has a "Quick links" section with links to Planner, Learn about a team site, and Learn how to add a page. The "Documents" section shows a list of files: "General" (23 min), "Issues to Resolve.docx" (About), "Microsoft 365 Training - PepperPointe..." (About), "Microsoft 365 Training Plan.docx" (12 min), "Microsoft 365 Training Timeline.dox" (3 min), and "Pre-Migration Communication fro..." (Wedn). The URL in the address bar is <https://pepperpointe.sharepoint.com/sites/MS365Transition/Shared%20Documents/Form%20%20Template.aspx>.



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Resources

Help at your fingertips!



Key Resources and Additional Training

- [Microsoft 365 Learning Center](#)
- NuliaWorks- Coming Soon
- RapidScale Information- Coming Soon
- [SharePoint Site- Coming Soon](#)
- [Links to Guides- Coming Soon](#)
- [Helpdesk KB Articles](#)
- [Microsoft 365 First Setup](#)
- [Microsoft 365: The Basics](#)
- [Outlook on Windows Quick Start](#)
- [Outlook on Mac Quick Start](#)
- [Outlook Mobile Guides](#)
- [Outlook Web Guides](#)
- [Sharepoint Quick Start](#) (Sites will be created by IT)
- [Microsoft Teams Quick Start](#) (Specific Teams/Groups will be created by IT)
- [OneDrive Quick Start](#)
- [Word Quick Start](#)
- [Excel Quick Start](#)
- [PowerPoint Quick Start](#)
- [Planner Quick Start](#)

Thank you!
