



PEPPER POINTE

PARTNERSHIPS

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



PEPPER POINTE
PARTNERSHIPS

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.

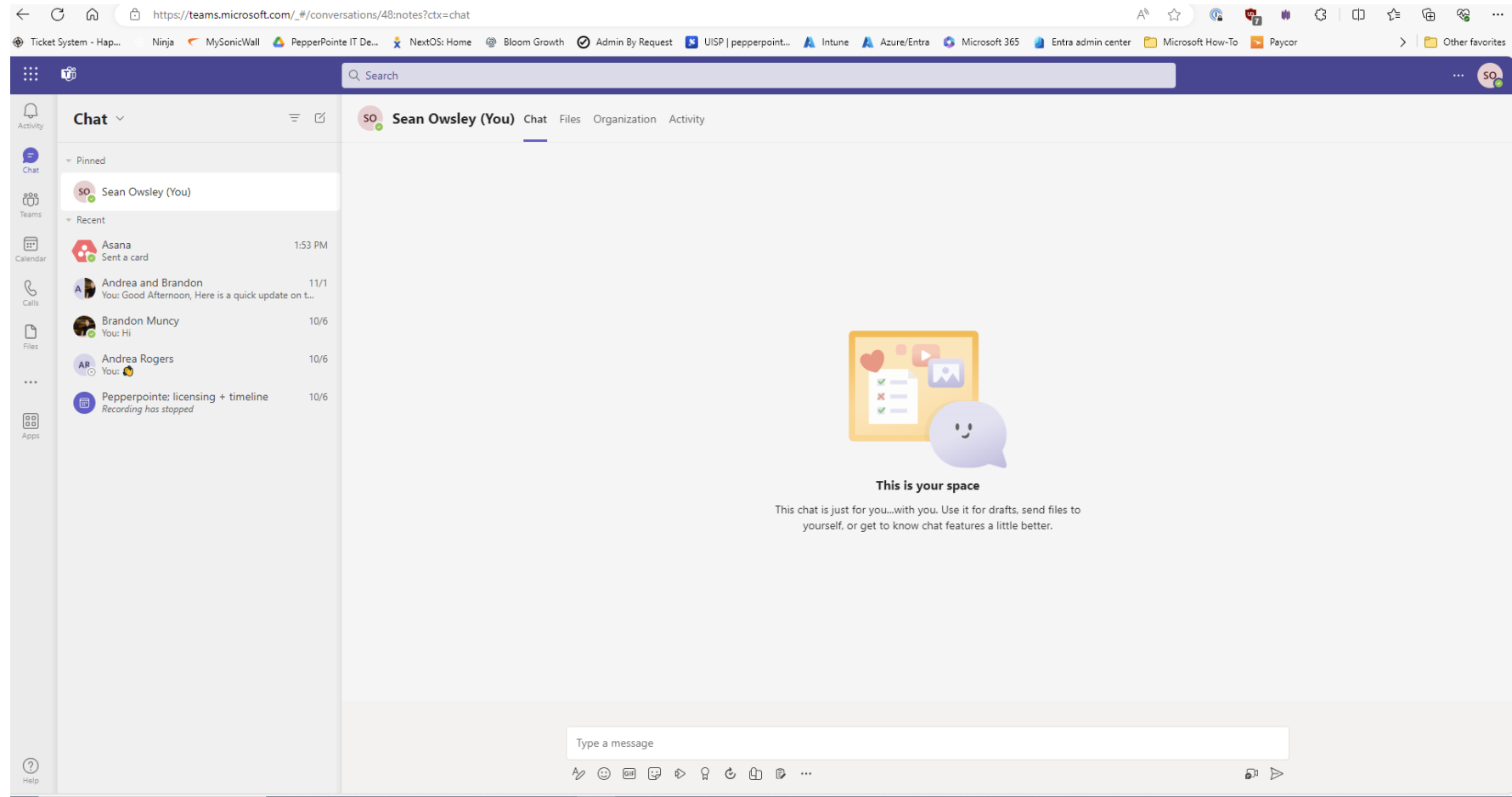
[Learn more](#)

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 displays the OneDrive web interface. The left sidebar shows navigation options: Home, My files, Shared, Favorites, Recycle bin, Browse files by (People, Meetings), and Quick access (Microsoft 365 Transition, PepperPointe IT, Communication site, etc.). The main area is titled 'For you' and shows four cards for recent files: 'Moving from Google Chrome to Microsoft Edge', 'Office Hour Sessions Presentation', 'Presentation', and 'Document'. Below these is a 'Recent' section with a table of files.

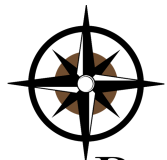
Name	Opened	Owner	Activity
Google Workspace and Microsoft 365 Info Sheet Microsoft 365 Transition	Just now	Sean Owsley	
Presentation My Files	Just now	Sean Owsley	You edited this - 36m ago
Microsoft 365 Transition Plan - PepperPointe Staff Microsoft 365 Transition	3m ago	Andrea Rogers	Brandon Muncy + 1 other edited this - Oct 19
Office Hour Sessions Presentation Microsoft 365 Transition	6m ago	Andrea Rogers	Andrea Rogers edited this - Oct 26
OneDrive QS Microsoft 365 Transition	27m ago	Sean Owsley	
Document My Files	39m ago	Sean Owsley	
Sean @ pepperpointe.com My Files	2h ago	Sean Owsley	
KB Articles Needed Microsoft 365 Transition	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 interface. At the top, there's a search bar and navigation icons. The site title is 'Microsoft 365 Transition'. The left sidebar contains navigation options: Home, Conversations, Teams, Documents (selected), Notebook, Pages, Microsoft 365 Transition, Site contents, Recycle bin, and Edit. The main content area is divided into sections: News (with an 'Add' button and a message 'We didn't find anything to show here.'), Activity (showing a 'PRE-MIGRATION TIMELINE' document), and a 'Shared Documents' section with three document cards: 'Microsoft 365 Training Timeline', 'Microsoft 365 Training Plan', and 'Microsoft 365 Training - PepperPointe'. Below these, there's a 'Comments on task' section and a 'SitePages' section. On the right, there's a 'Quick links' section with links to Planner, Learn about a team site, and Learn how to add a page. Below that is a 'Documents' section with a table of files.

Name	Modified
General	23 min
Issues to Resolve.docx	About
Microsoft 365 Training - PepperP...	About
Microsoft 365 Training Plan.docx	12 min
Microsoft 365 Training Timeline.d...	3 min
Pre-Migration Communication fro...	Wedn



PEPPER POINTE
PARTNERSHIPS

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!
