

PEPPERPOINTE
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Microsoft 365 Office Hours Session 2

AGENDA

- Review
- Outlook Deep Dive
- Microsoft Edge Deep Dive
- Questions
- Resources



Review

- App Comparison
- Microsoft Applications
- Chrome to Edge
- Signing in

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

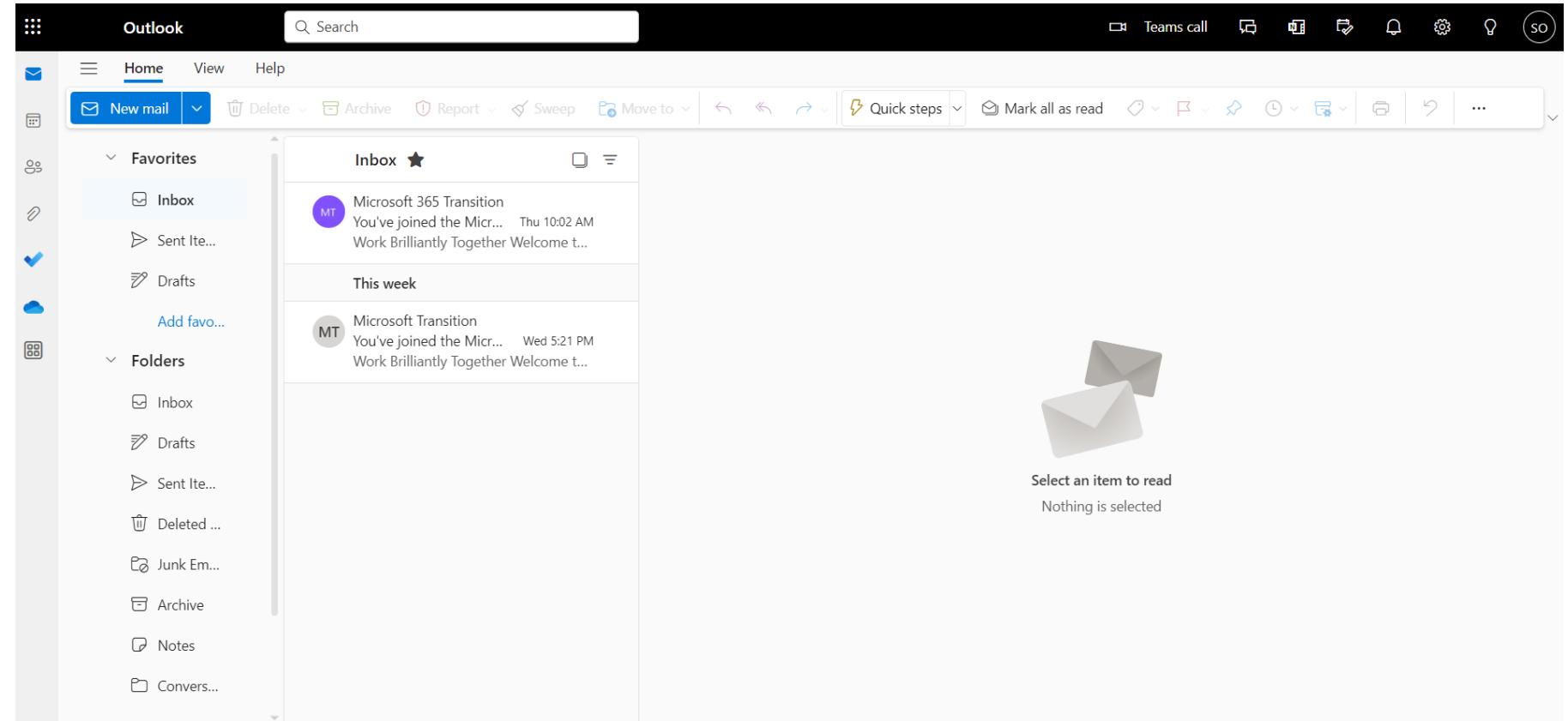
Don't ask me again.

[Learn more](#)

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

Outlook – Email Web

- Organizing
- Searching
- Contacts
- Automatic Reply
- Rules



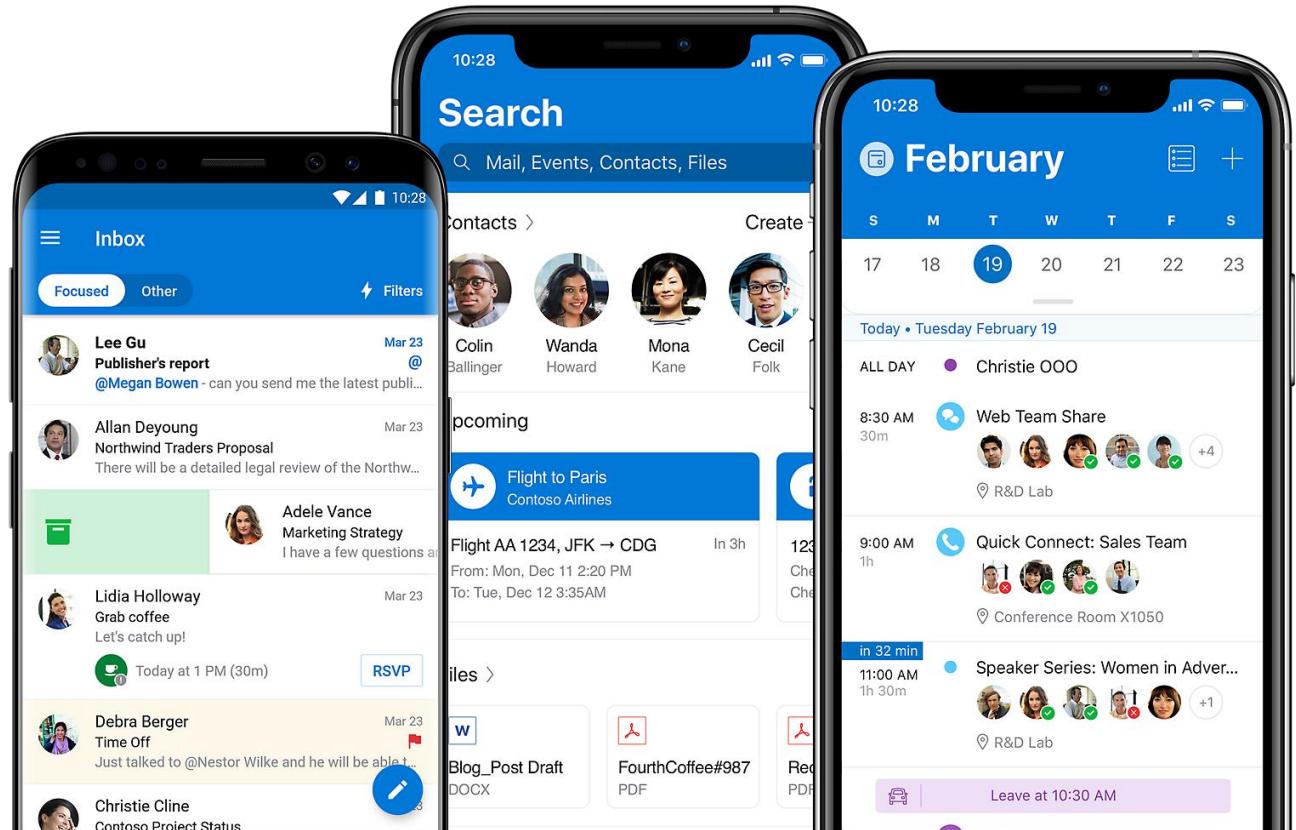
Outlook – Calendar aka Outlook's Best Friend

- Creating Events
 - Adding Teams
- Viewing Shared Calendars
- Adding Shared Calendars
- Sharing Calendar Details

The screenshot shows the Microsoft Outlook calendar interface. The main area displays a monthly calendar for November 2023. The date range from October 29 to December 2 is visible. The 2nd of November is highlighted with a blue box. The sidebar on the left shows the 'My calendars' section with 'Calendar' selected. The right side of the interface shows a sidebar for 'Thu, Nov 2' with a hot air balloon icon and the text 'Nothing planned for the day Enjoy!'. The top of the screen shows the Microsoft ribbon and various icons.

Outlook - Email & Calendar Mobile

- One App mail, calendar, and contacts.
- Available on all mobile platforms.
- Demo via screen share



Google Chrome to Microsoft Edge

- [Welcome to Microsoft Edge](#)
- Import to Edge
- After migration request assistance in transitioning back via help@pepperpointe.com

Get set up in three simple steps to get the best experience out of Microsoft Edge.



Import your browsing data

Regularly bring your favorites, passwords, history, cookies and more from other browsers.

[Microsoft Privacy Statement](#)

Import



Stay in sync while on the go

Download the Microsoft Edge app to continue browsing on your phone and stay in sync across your devices.

Download



Discover more features

Learn about the easy-to-use built-in tools that help protect you online, improve performance, and save money when you shop.

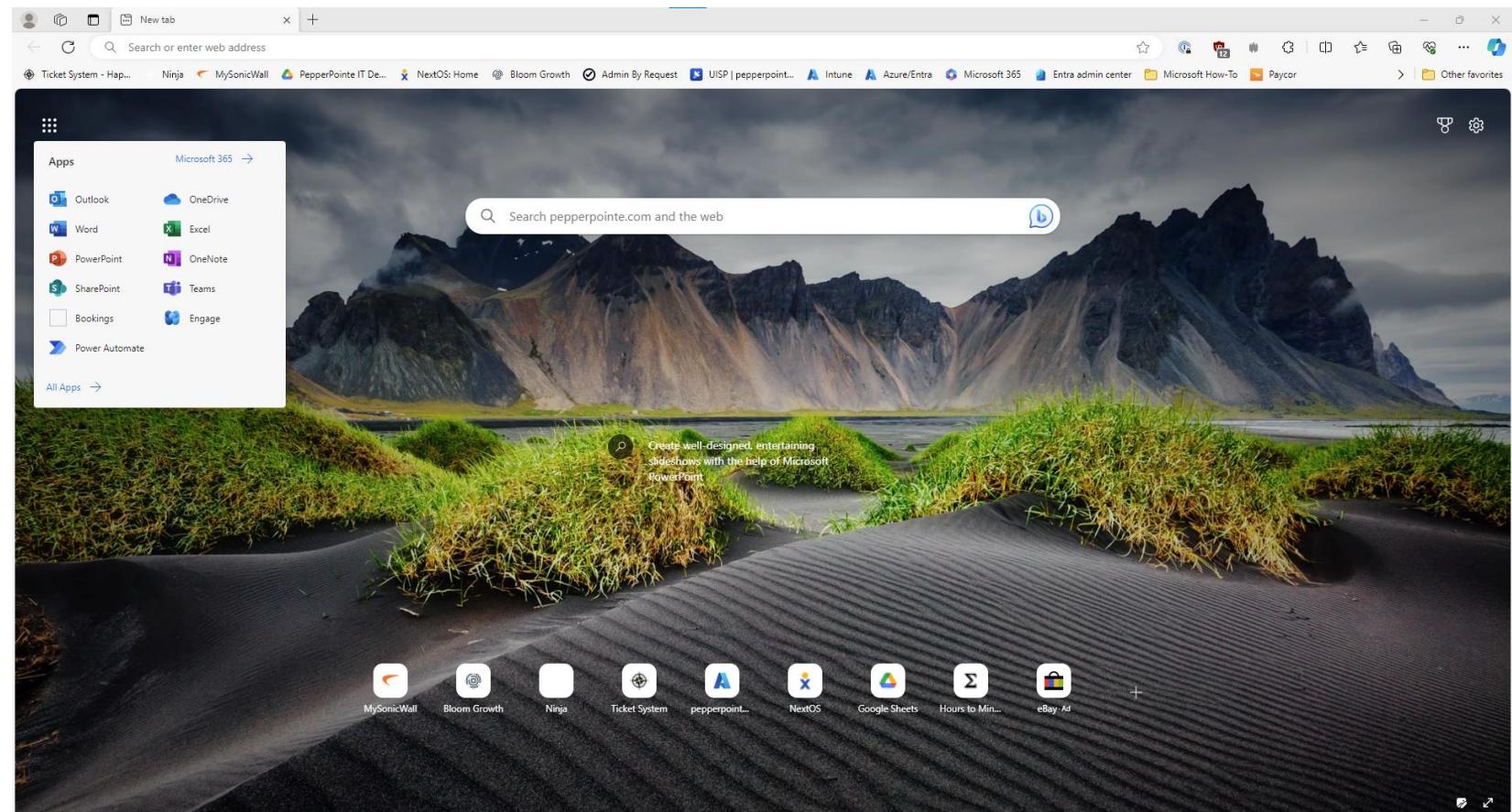
Explore Microsoft Edge

Browse faster with Microsoft Edge

Start browsing

Microsoft Edge

- Import from Chrome
- Creating Shortcuts
- Bookmarks/Favorites
- Syncing
- Navigating to Microsoft
- Tab Groups
- Collections
- Workspaces



What Edge offers over Chrome

- Similar feel and features to Chrome
 - Bookmark, history, and open tab sync.
- Quicker access to Apps and documents
- Some web applications require that Chrome be used instead of Edge
 - Dentrix Ascend only works in Chrome
 - Cloud 9 functions best in Chrome but does work in Safari and Edge
 - Paycor functions best in Chrome



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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!
