Microsoft 365 Office Hours Session 1

AGENDA

App Comparison

App Deep Dive

Post Migration

Access

Resources

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First:

A Little Clarification

The only thing that will change is how and where you login to access your applications

If you feel there are additional workflows that may be impacted please revisit the survey. You may discover new information during these trainings that could provide clarification on the survey questions.

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Second:
A Request

Stay out of OneDrive and 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.

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App Comparison

Use, Collaboration, and Productivity

App Equivalents

Microsoft 365	Google Workspace
Outlook	Gmail/Calendar
OneDrive	My Drive
SharePoint	Shared Drives / Sites
Word	Docs
Excel	Sheets
PowerPoint	Slides
Teams	Meet
Forms	Forms
OneNote	Keep

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Outlook – Email Web

- Easily accessible from Chrome or Edge Browser.
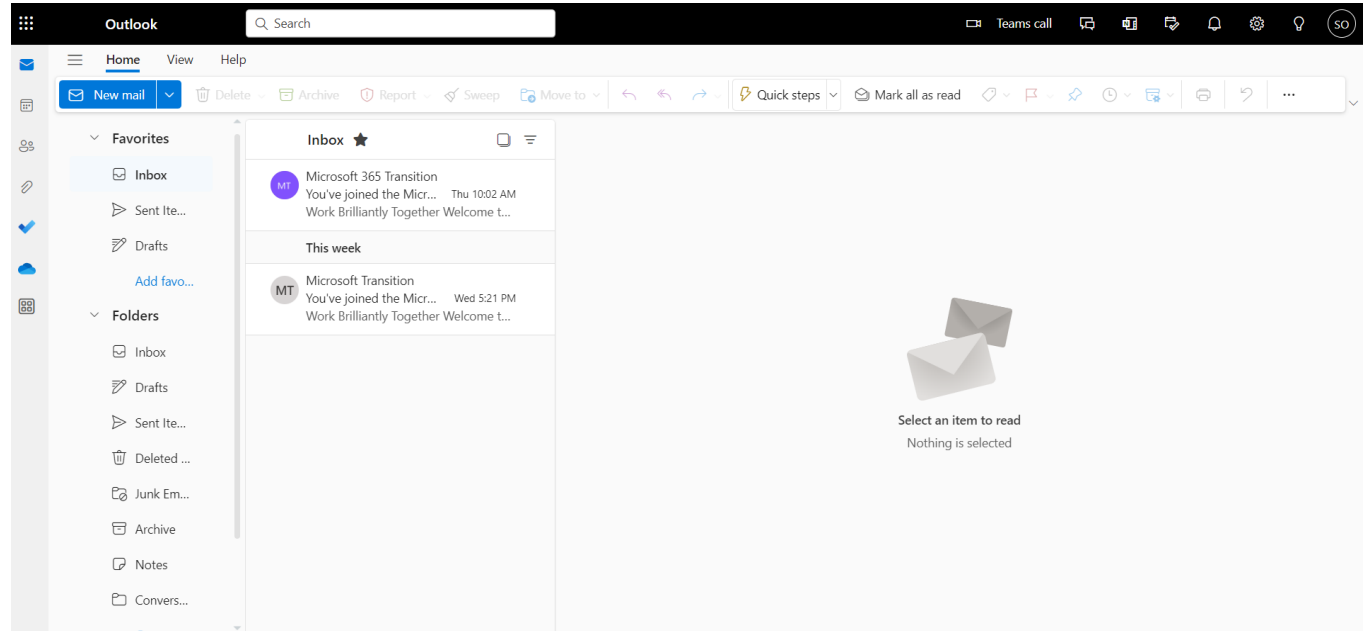
Outlook – Calendar aka Outlook's Best Friend

- Integrated with Outlook application and web portal.
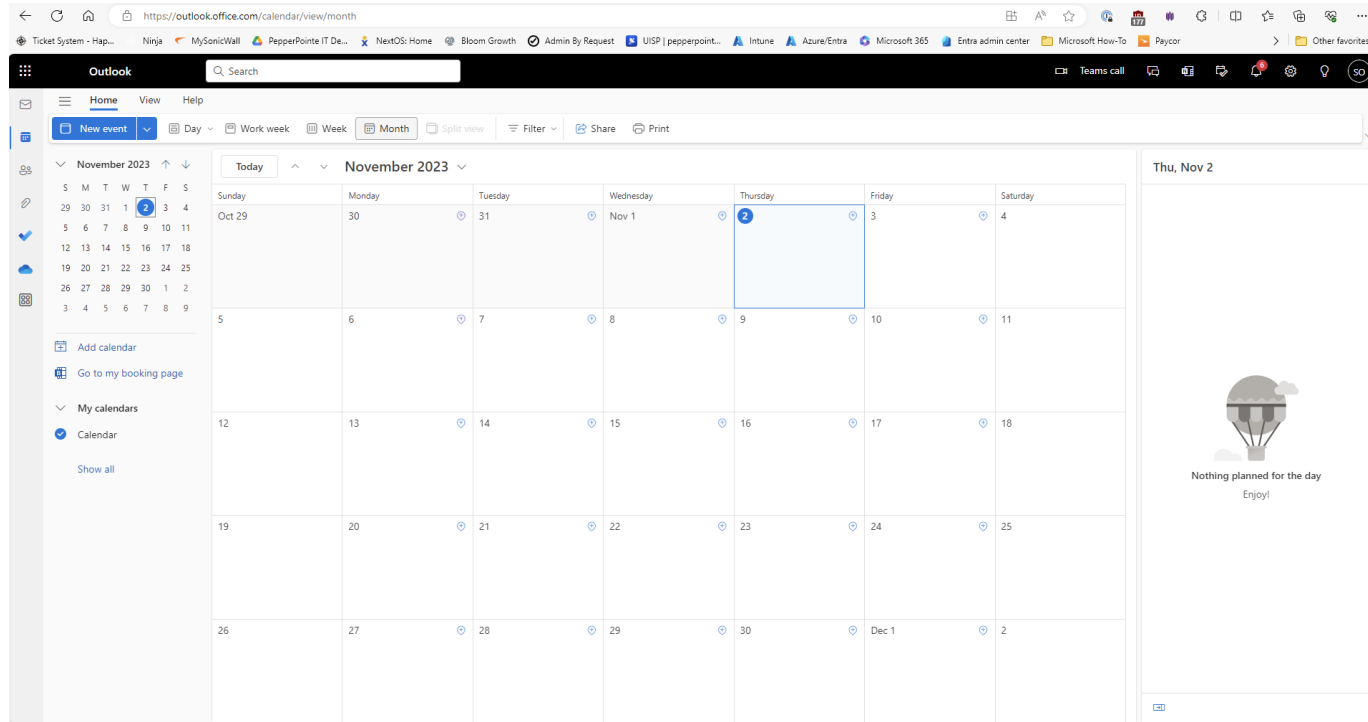
Outlook – Email & Calendar Mobile

- One App mail, calendar, and contacts.
- Available on all mobile platforms.
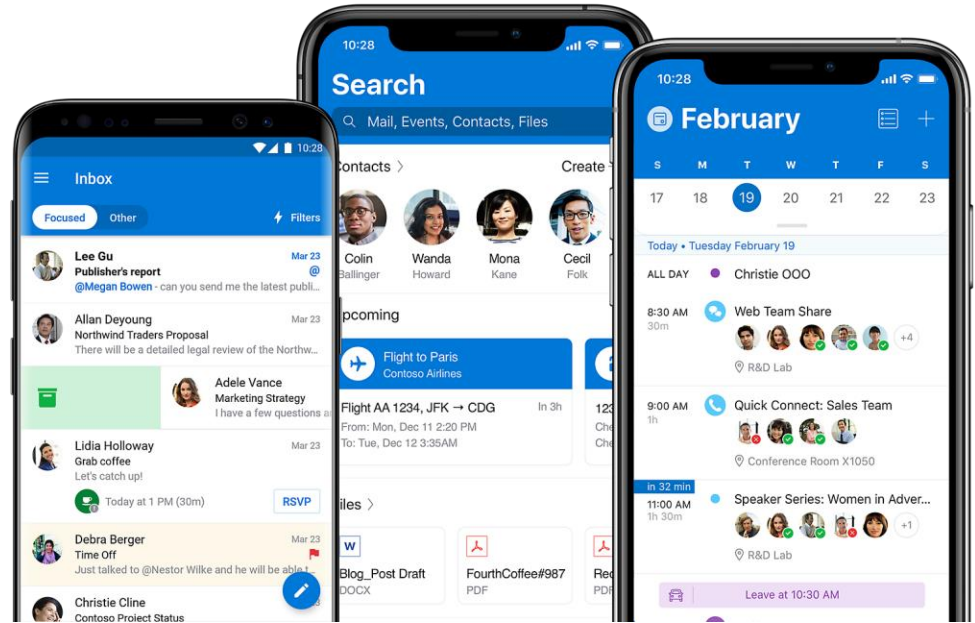
Teams – Messaging, Conferencing and Collaboration

- One App chats, a sync with outlook calendar, and connections to your team files.
- Available on all mobile platforms.
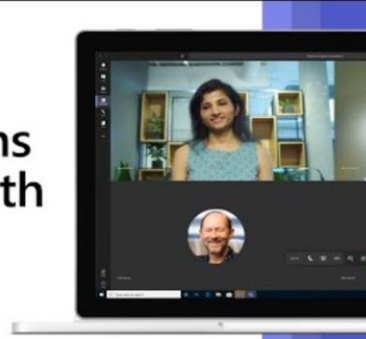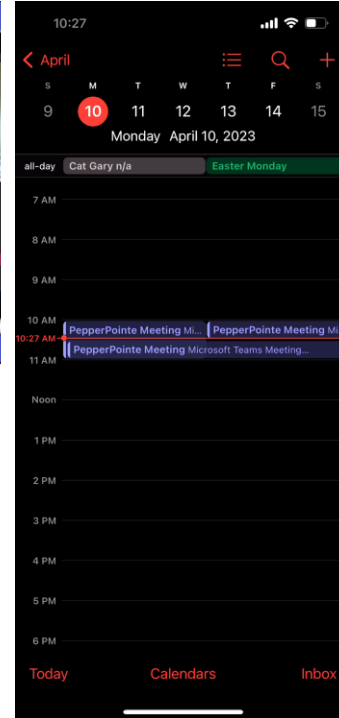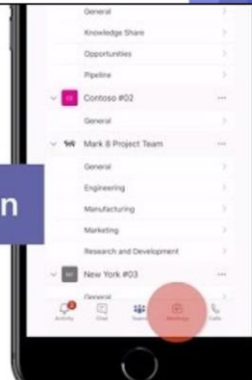
Teams

One location for:

- Collaboration
- Conversations/Interoffice Chat
- Meetings
- File Sharing
- Project Management

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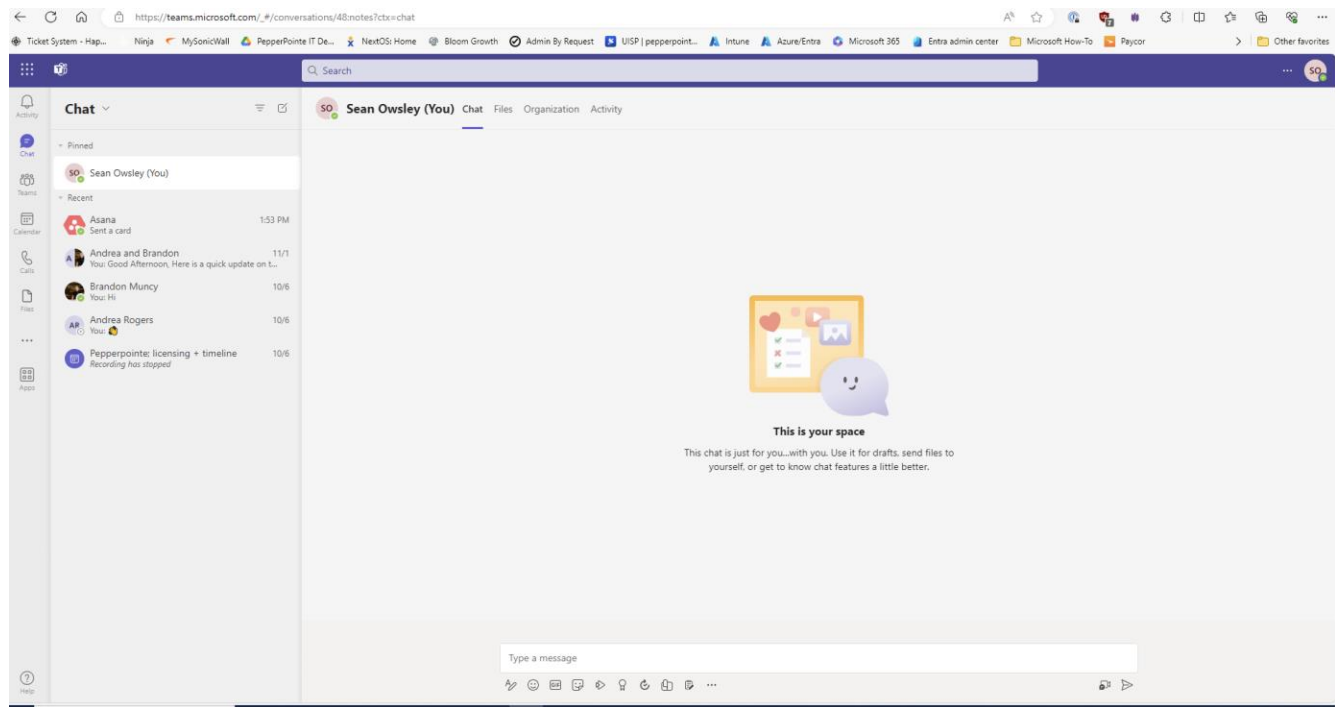
OneDrive – Cloud Storage

- Available on whatever device you're on.
- Continuous Backup - Changes automatically save and you will not lose your files from Google Drive
- Connects to documents on your computer.

SharePoint – The New Shared Drives

- A one stop shop for anything your team needs.
- Syncs and Connects with both Teams and OneDrive.
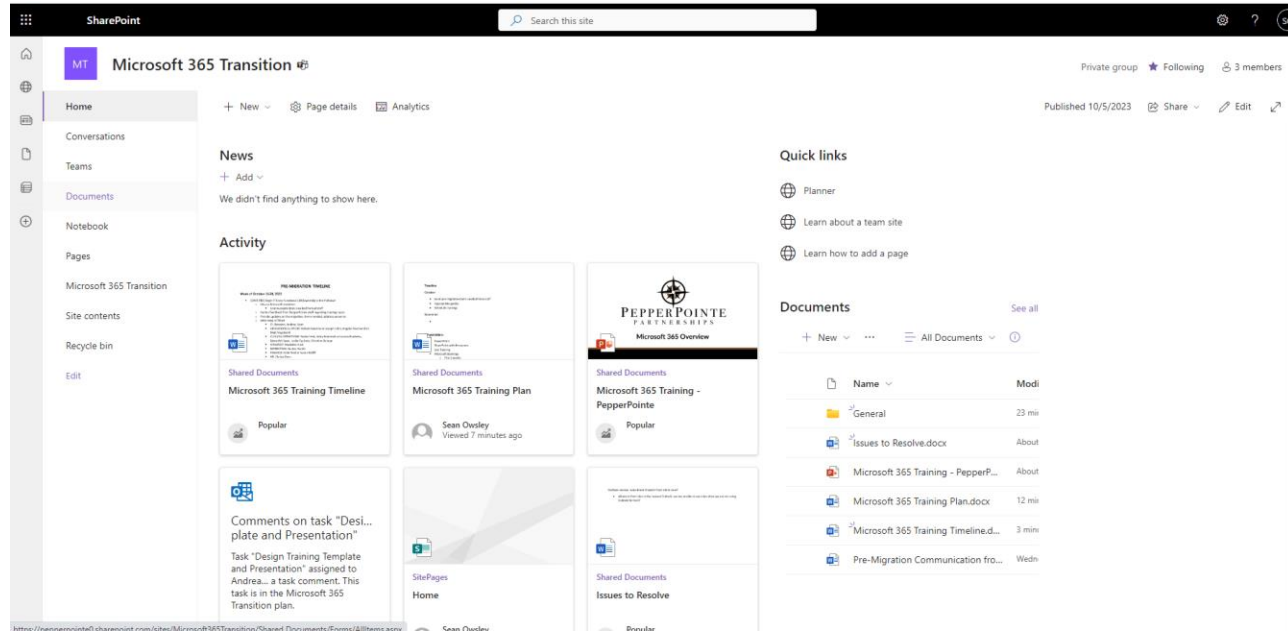
Excel

- Spreadsheets and data entry.
- Living document/ Collaborative
- Google Sheets equivalent
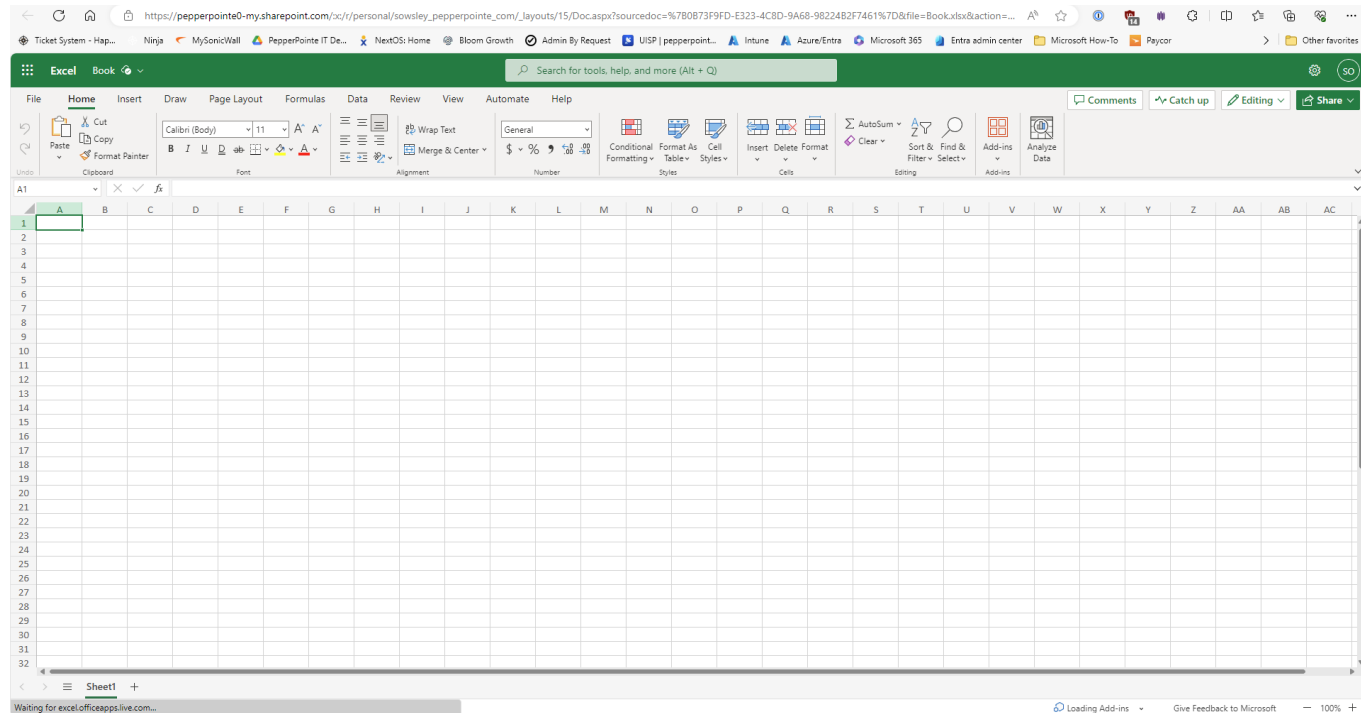
Word

- Document creation for all your needs.
- Collaborative.
- Google Docs equivalent

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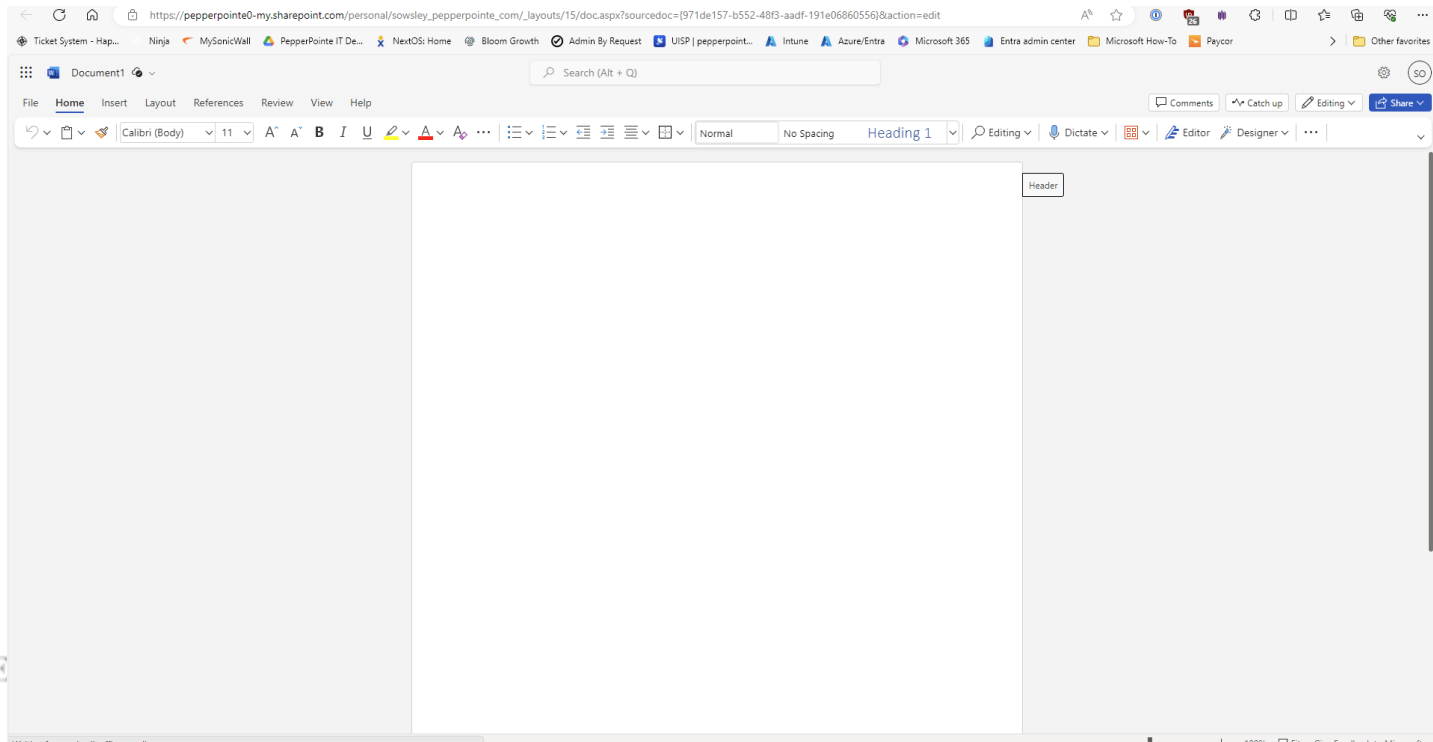
PowerPoint

- Presentations with flair.
- Fully Customizable.
- Collaborative.
- Google Slides equivalent
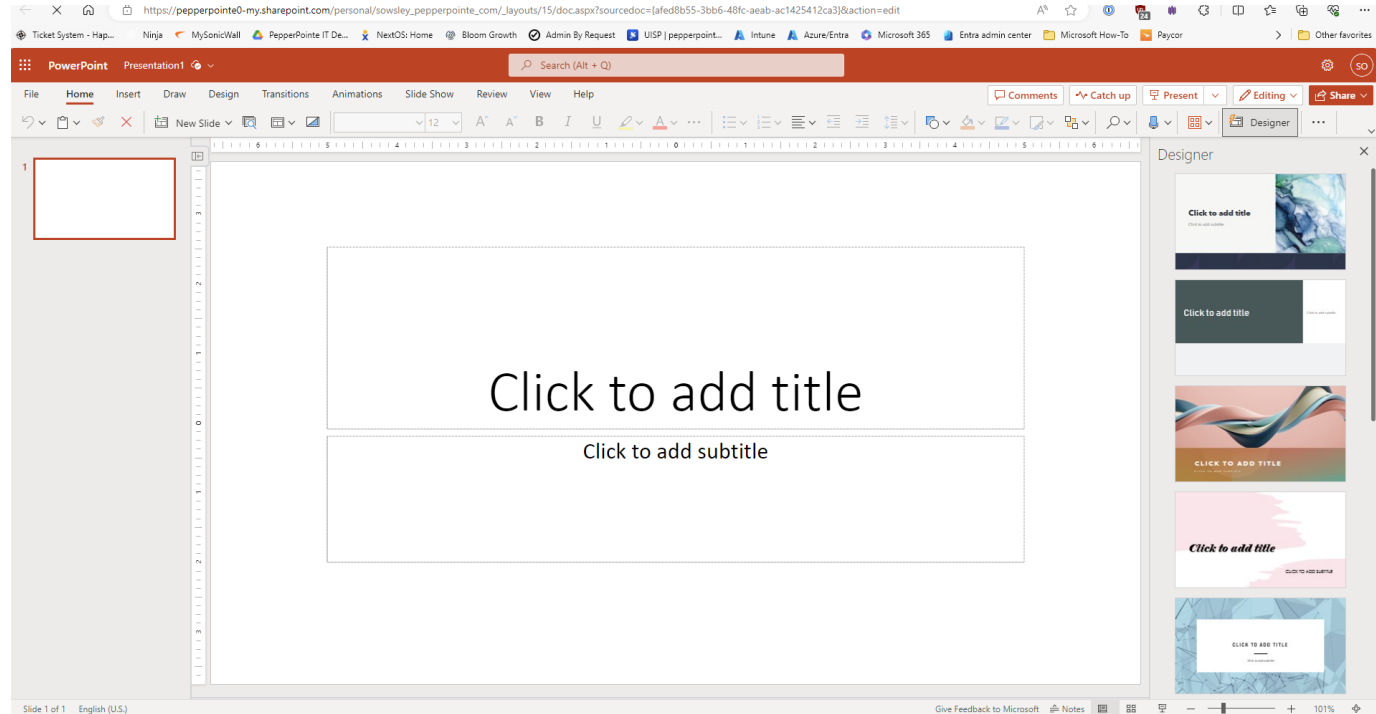
Version History

- Track changes by date, time, and author.
- Revert to previous version if needed.

Version history

Delete All Versions

No. ↓	Modified	Modified By	Size	Comments
29.0	10/8/2023 4:12 PM	☐ Sean Owsley	75.2 MB	
28.0	10/8/2023 3:54 PM	☐ Andrea Rogers	75.1 MB	
27.0	10/6/2023 2:12 PM	☐ Sean Owsley	75.2 MB	
26.0	10/6/2023 2:11 PM	☐ Sean Owsley	75.2 MB	
25.0	10/6/2023 2:01 PM	☐ Sean Owsley	75.2 MB	
24.0	10/6/2023 1:50 PM	☐ Sean Owsley	74.7 MB	
23.0	10/6/2023 1:40 PM	☐ Sean Owsley	74.4 MB	
22.0	10/6/2023 1:23 PM	☐ Sean Owsley	74.3 MB	
21.0	10/6/2023 1:11 PM	☐ Sean Owsley	74.3 MB	
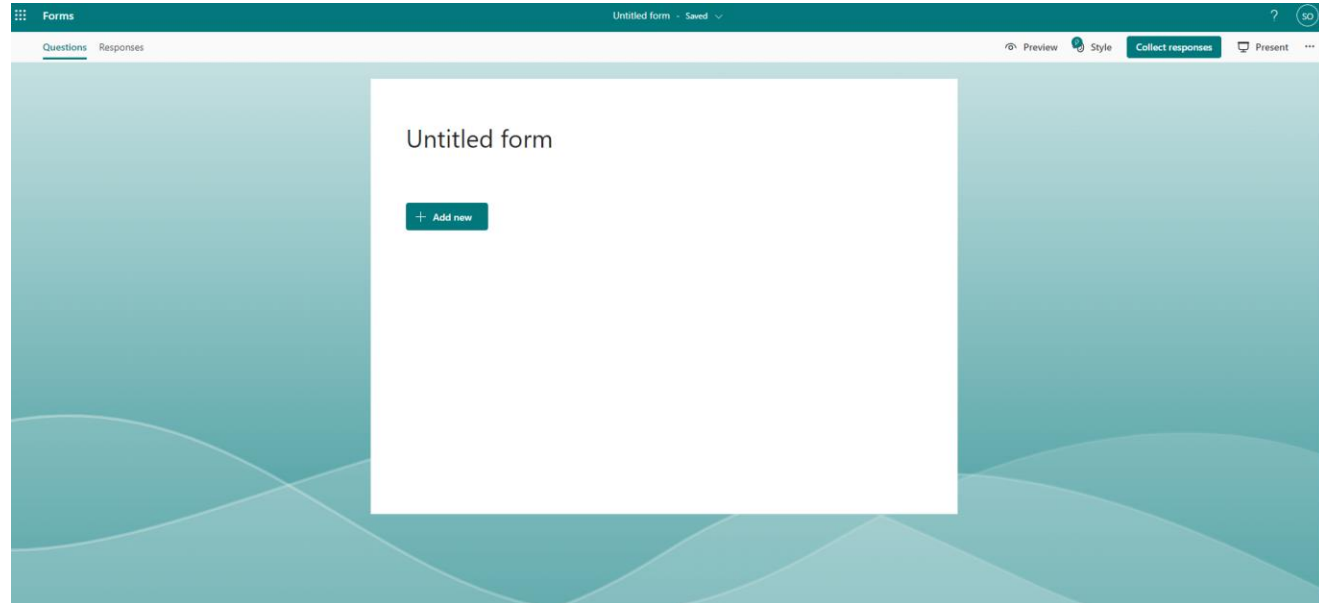
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Forms

- A quick and easy way to send surveys and gather metrics to be integrated into other files.
- Google Form equivalent

OneNote

- Note taking
- Sync
- Teams integration
- Multi-device friendly
- Google Keep equivalent
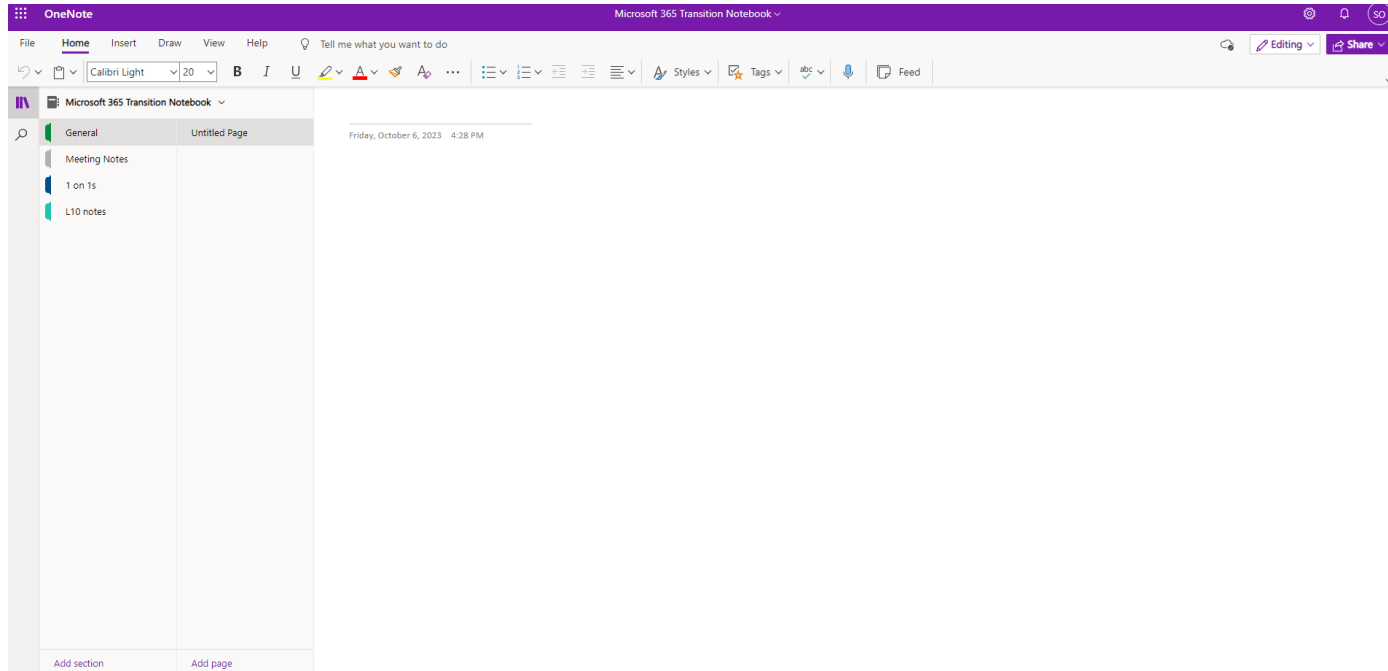
Additional Tools

- Planner
- Bookings
- Power Automate
- Power BI

These are additional tools available in Microsoft that were not available in Google Workspace/G Suite. These are more advanced features and we can provide additional training for those interested.

Microsoft Edge

Just like Chrome, but connected to everything Microsoft.

Microsoft Edge

- A quick and easy way to browse the internet and access your Microsoft apps and account.
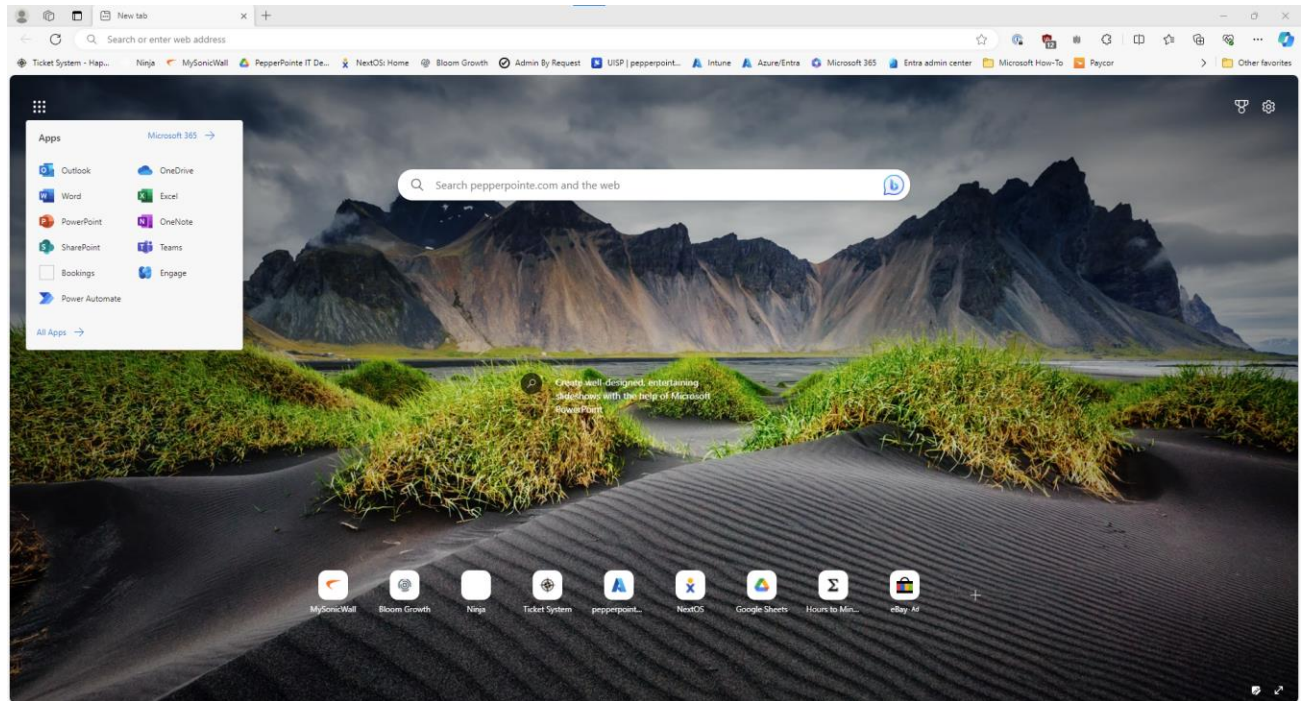
What Edge offers over Chrome

- 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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Google Chrome 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

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Post-Transition

What happens next?

What to Expect in January 2024

- Log into Microsoft on January 8th to begin accessing your data.
  - Email
  - Files in OneDrive
  - Teams for Meetings
- Transfer your information from Microsoft Edge back to Google Chrome.

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Logging in for the first time

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First Steps

Logging in –
https://portal.office.com

Self-Service password reset

MFA

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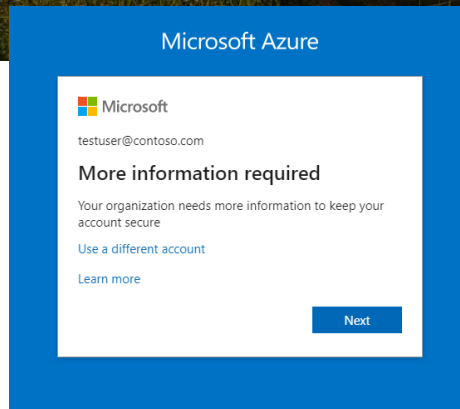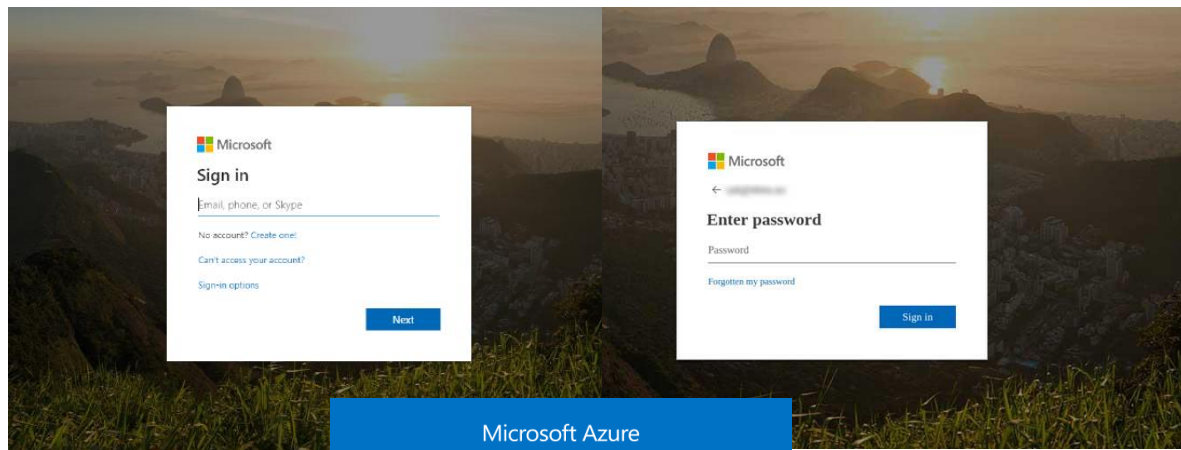
Your first time Password

- When you first login you'll use this password

  - ## Pepperp0!nt01

    - Then you will be immediately prompted to change the password.
    - Your new password must be eight or more characters and must contain at least one capital letter, at least one number, and a special character such as !,@,?,#,$, etc.
    - From here you'll need to setup Multifactor Authentication.

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Your Microsoft 365 Account

Accessing applications

Navigating 365 center

Logging in to applications- web, desktop, mobile
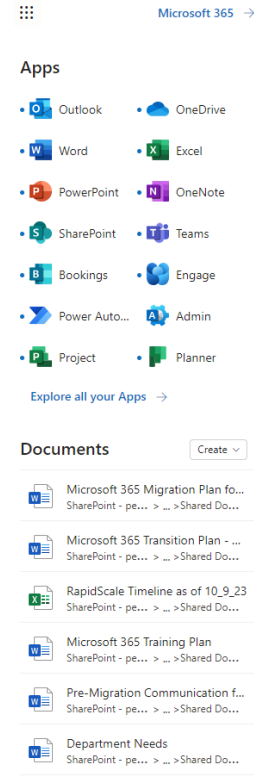
Final Reminder

Do not touch your
OneDrive files!

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

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Thank you!

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