



PEPPER POINTE
PARTNERSHIPS

Microsoft 365 Office Hours Session 1

AGENDA

App Comparison

App Deep Dive

Post Migration

Access

Resources





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.



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.























App Comparison

Use, Collaboration, and Productivity

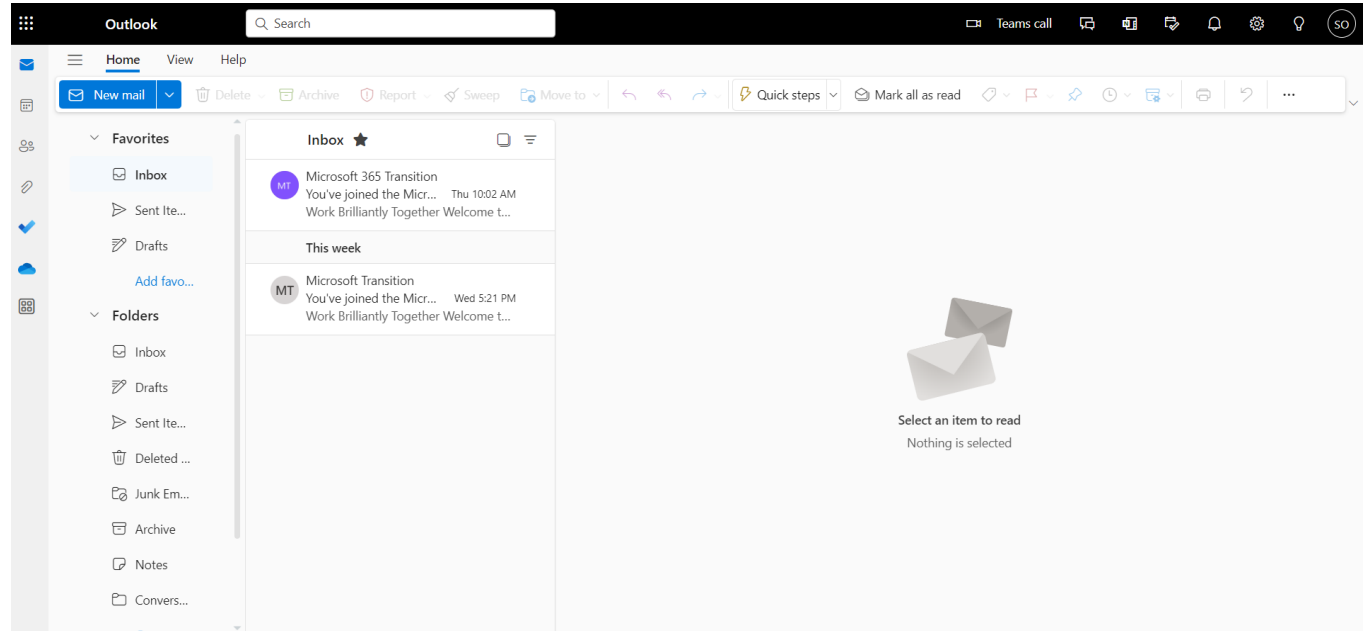


App Equivalents

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 

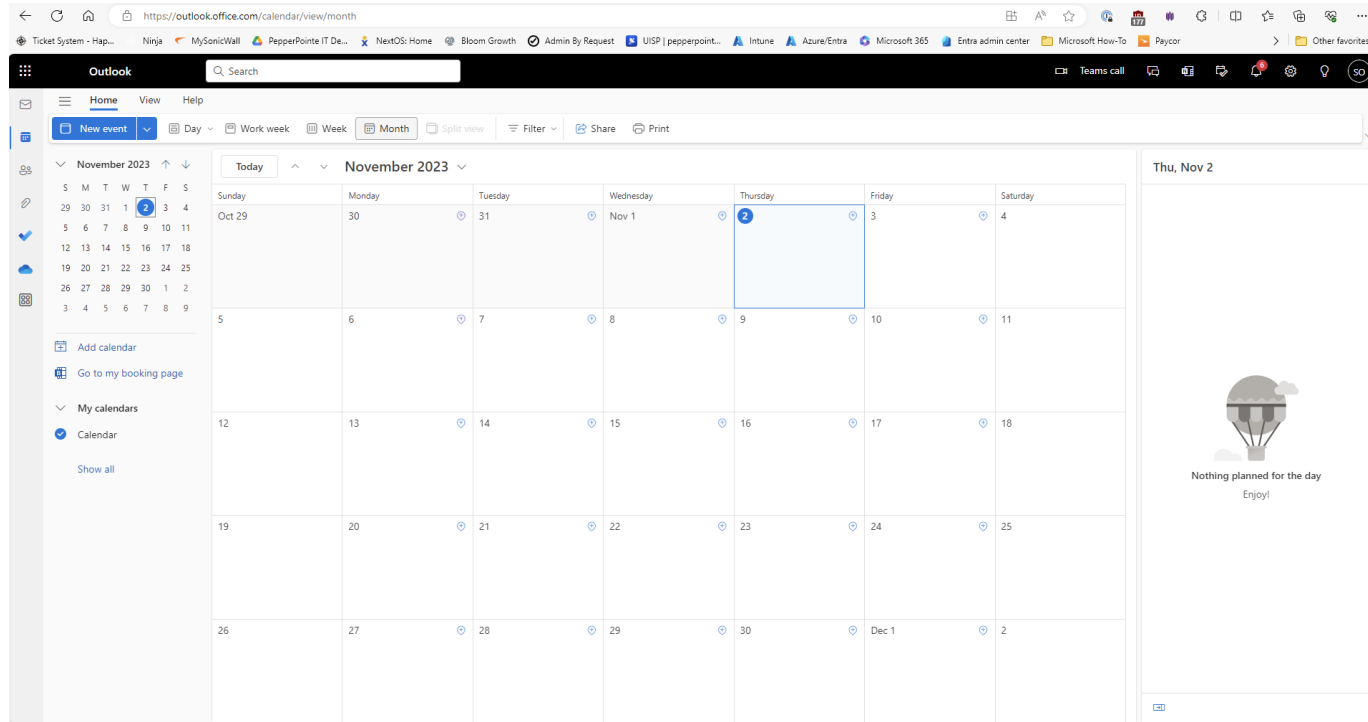
Outlook – Email Web

- Easily accessible from Chrome or Edge Browser.



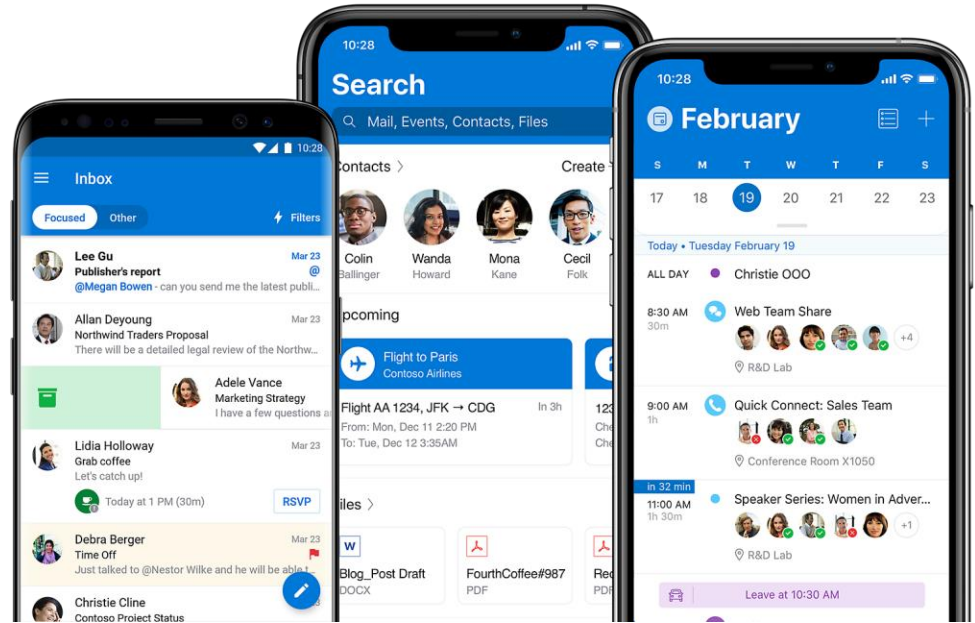
Outlook – Calendar aka Outlook's Best Friend

- Integrated with Outlook application and web portal.



Outlook – Email & Calendar Mobile

- One App mail, calendar, and contacts.
- Available on all mobile platforms.

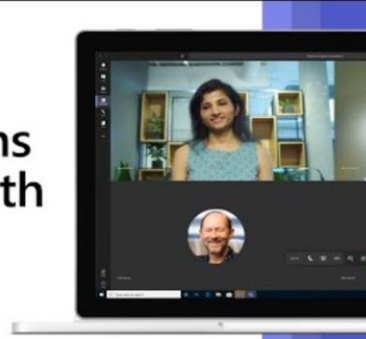


Teams – Messaging, Conferencing and Collaboration

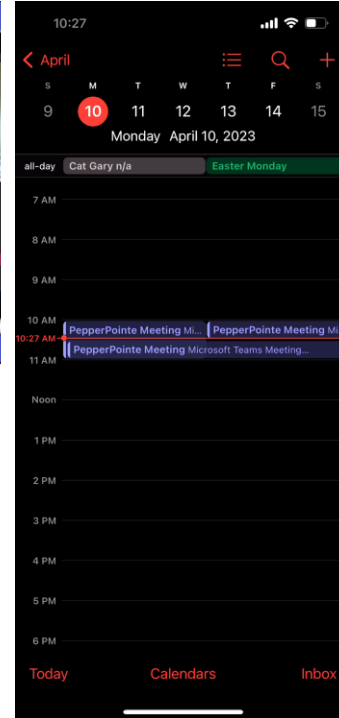
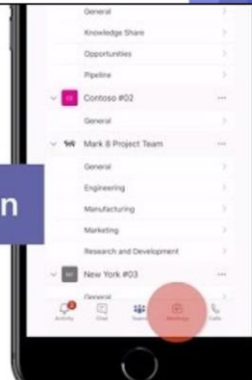
- One App chats, a sync with outlook calendar, and connections to your team files.
- Available on all mobile platforms.

Microsoft Teams

Join a Teams meeting with guests



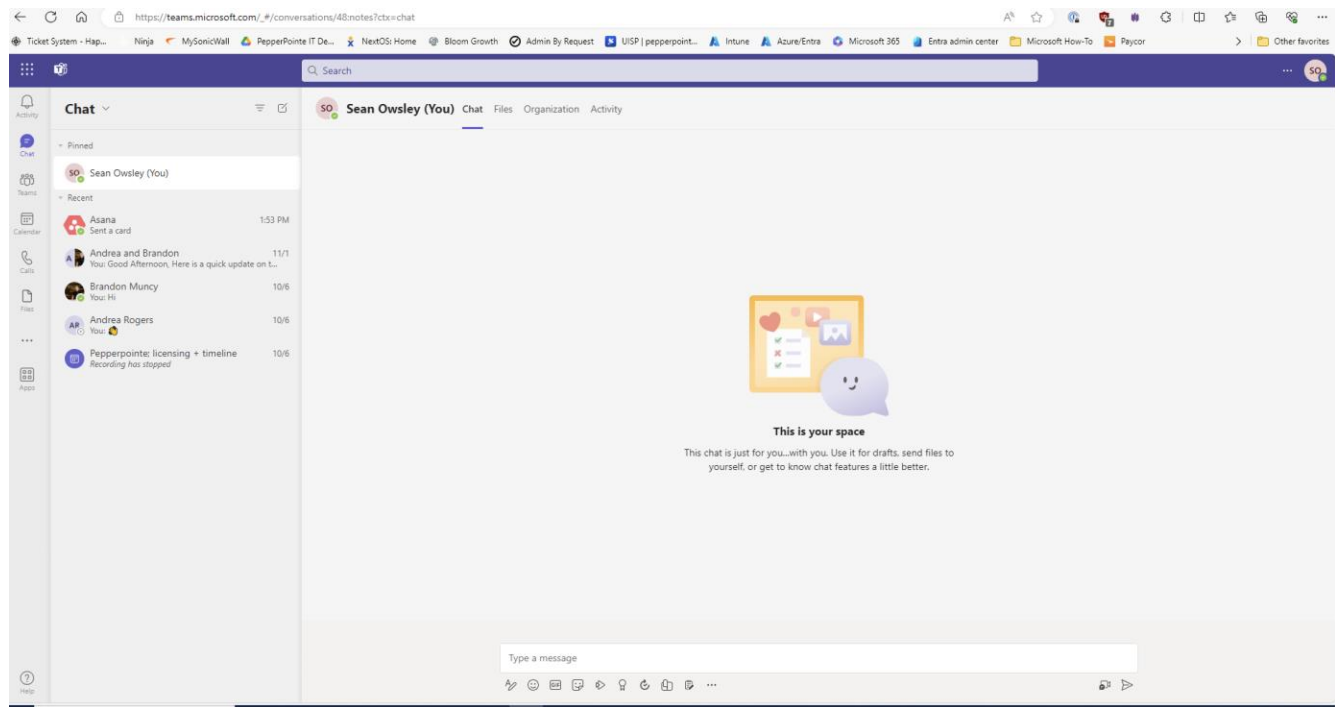
Tap Meetings > Join



Teams

One location for:

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



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.

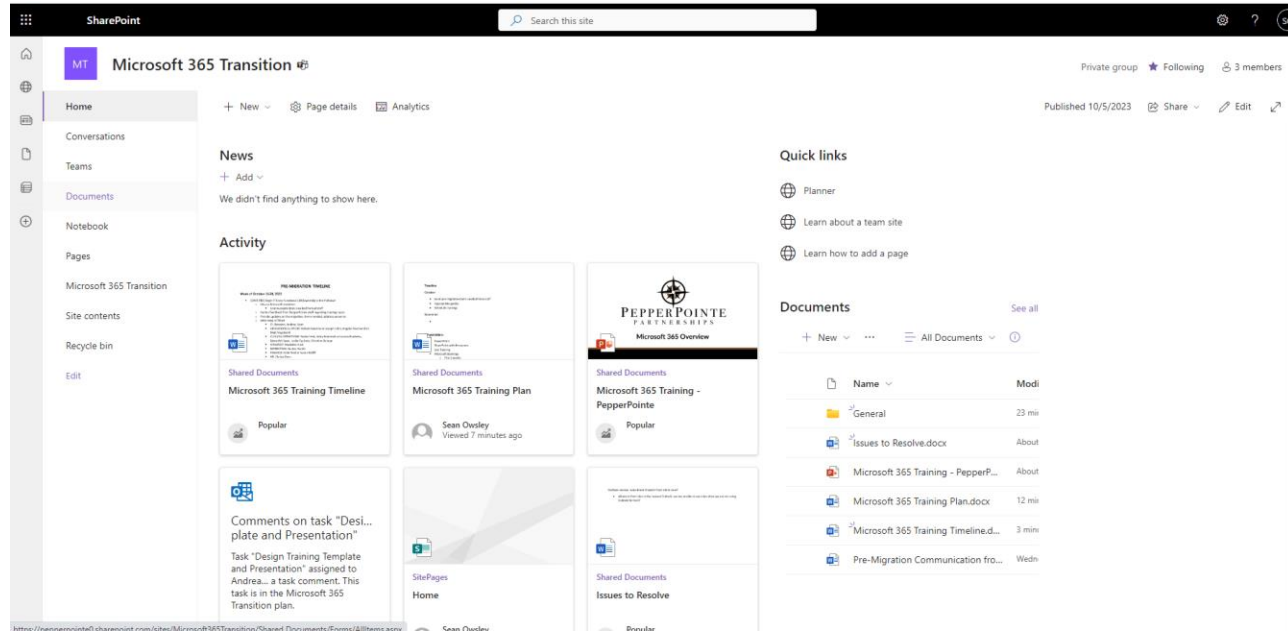


The screenshot shows the OneDrive web interface in a browser. The top navigation bar includes a search bar and various icons. The left sidebar shows the user's profile (Sean Owsley) and navigation options like Home, My files, Shared, Favorites, and Recycle bin. The main content area is titled "For you" and displays four cards: "Moving from Google Chrome to Microsoft Edge", "Office Hour Sessions Presentation", "Presentation", and "Document". Each card shows a preview and an "Open" button. Below these cards is a "Recent" section with a filter bar (All, Word, Excel, PowerPoint, PDF) and a table of recent 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 Q5 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

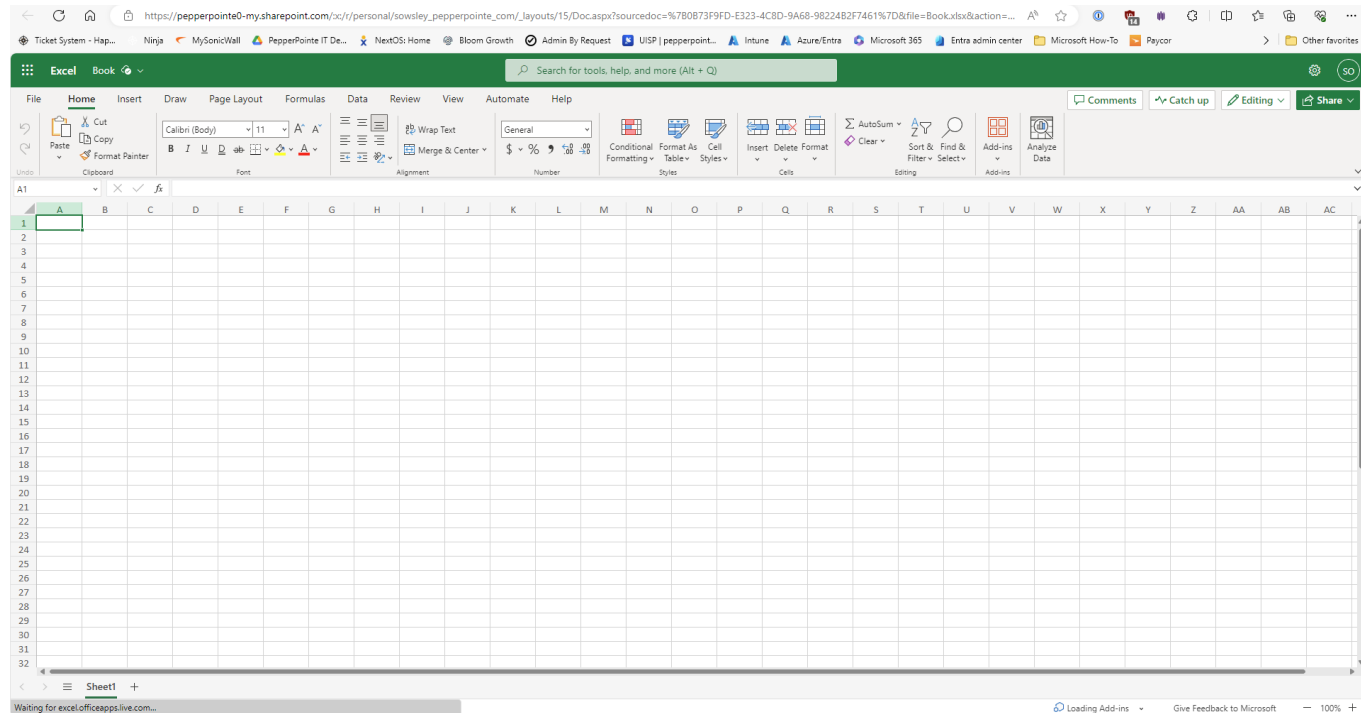
SharePoint – The New Shared Drives

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



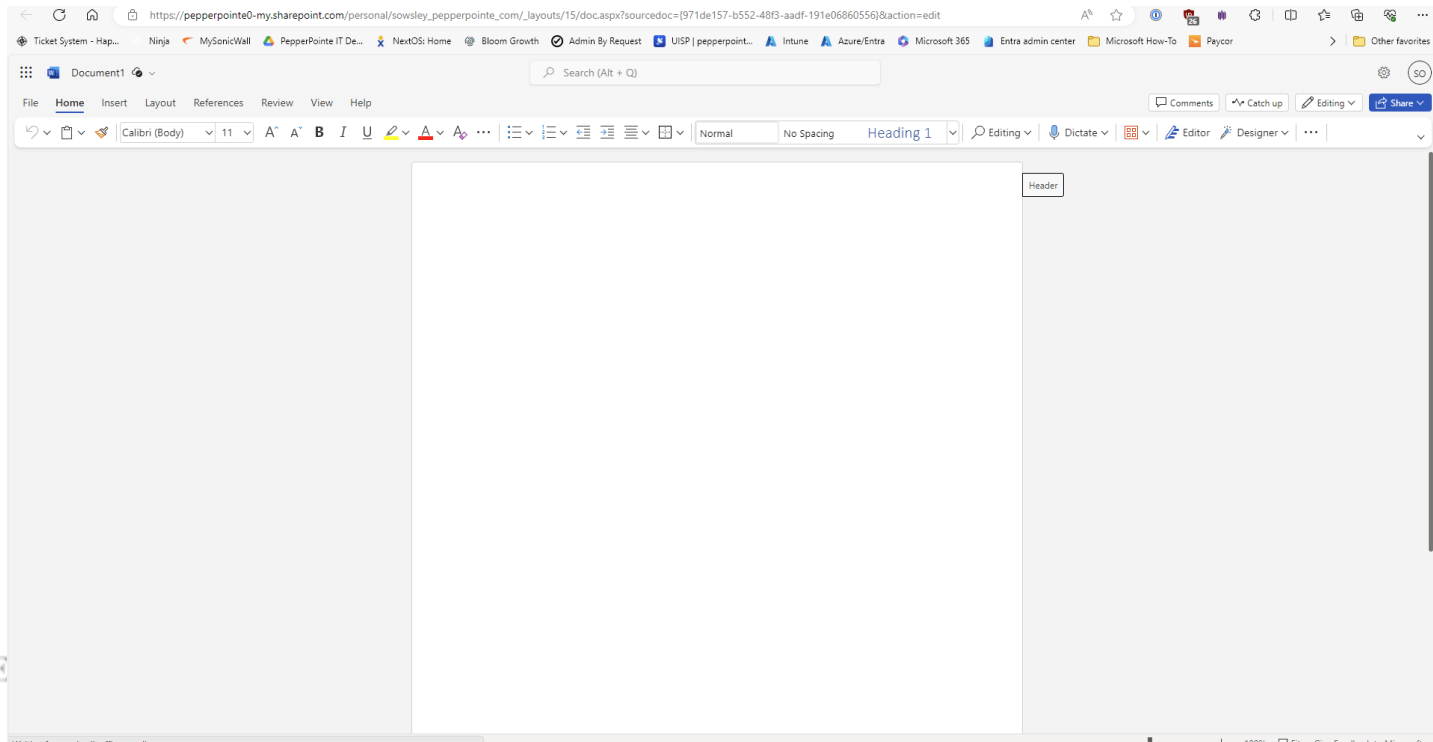
Excel

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



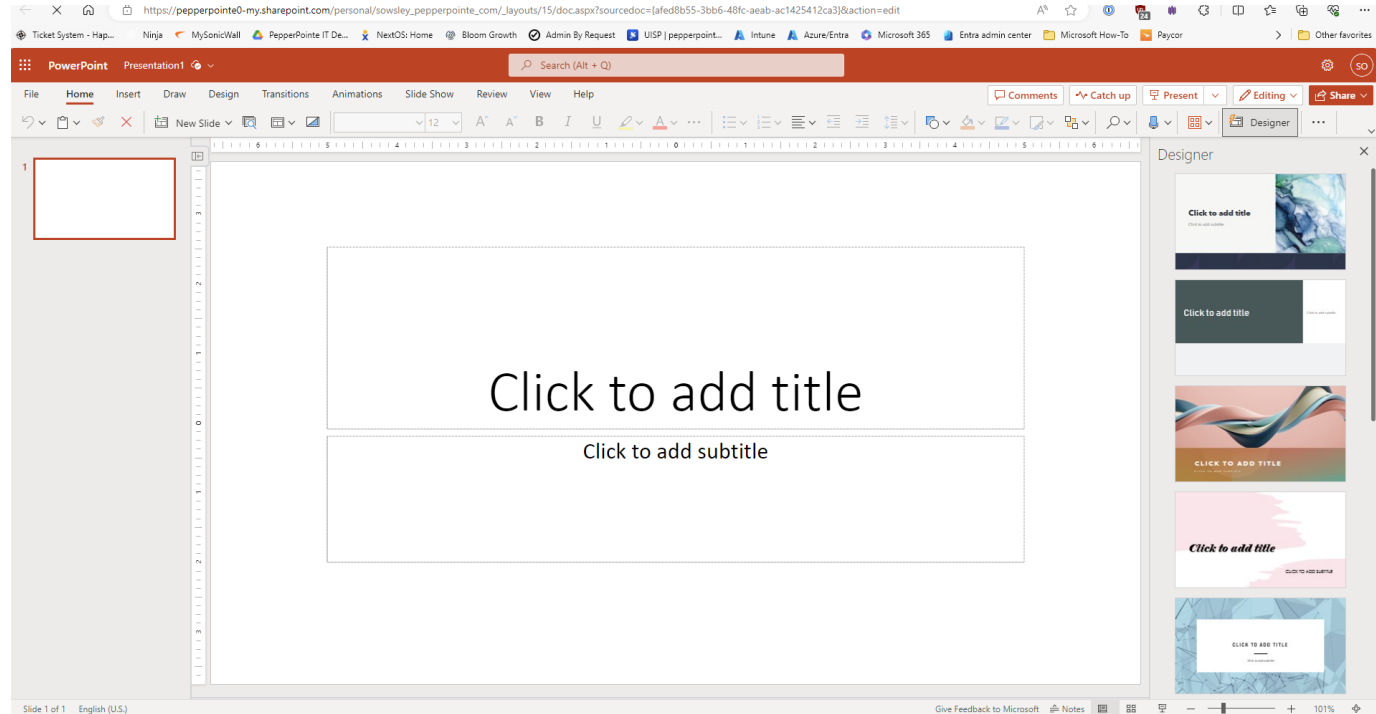
Word

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



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](#)

29.0 10/8/2023 4:12 PM

28.0 10/8/2023 3:54 PM

27.0 10/6/2023 2:12 PM

26.0 10/6/2023 2:11 PM

25.0 10/6/2023 2:01 PM

24.0 10/6/2023 1:50 PM

23.0 10/6/2023 1:40 PM

22.0 10/6/2023 1:23 PM

21.0 10/6/2023 1:11 PM

[Modified By](#)

☐ Sean Owsley

☐ Andrea Rogers

☐ Sean Owsley

☐ Sean Owsley

☐ Sean Owsley

☐ Sean Owsley

☐ Sean Owsley

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[Size](#)

75.2 MB

75.1 MB

75.2 MB

75.2 MB

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74.7 MB

74.4 MB

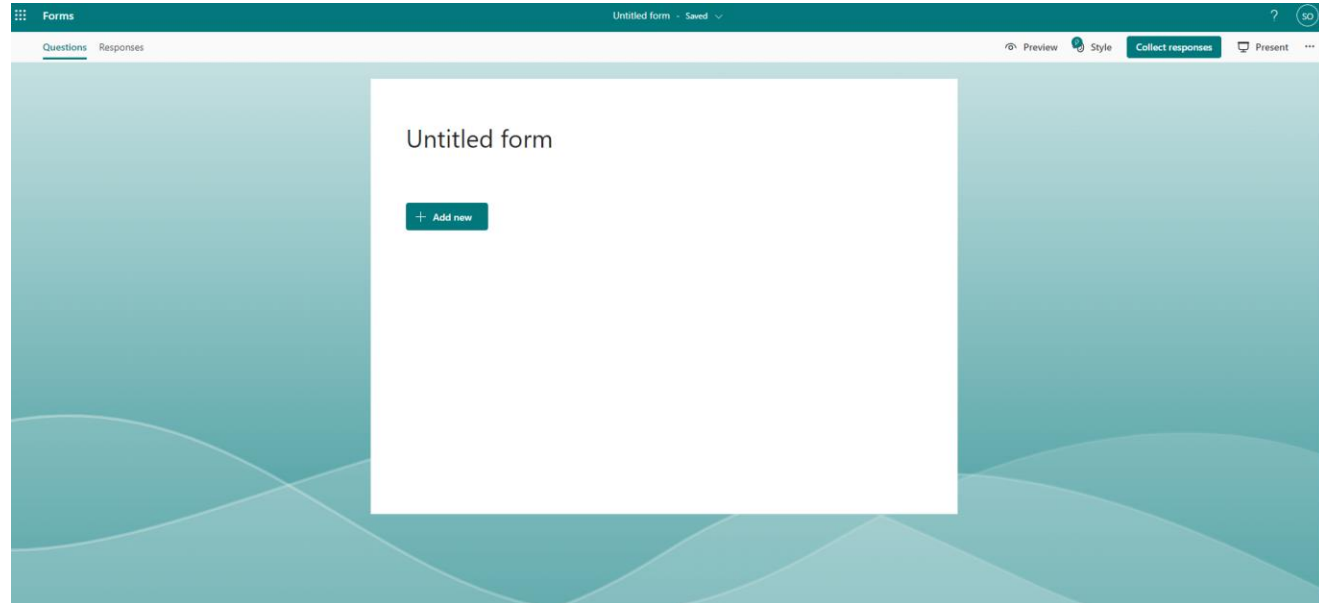
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[Comments](#)

Forms

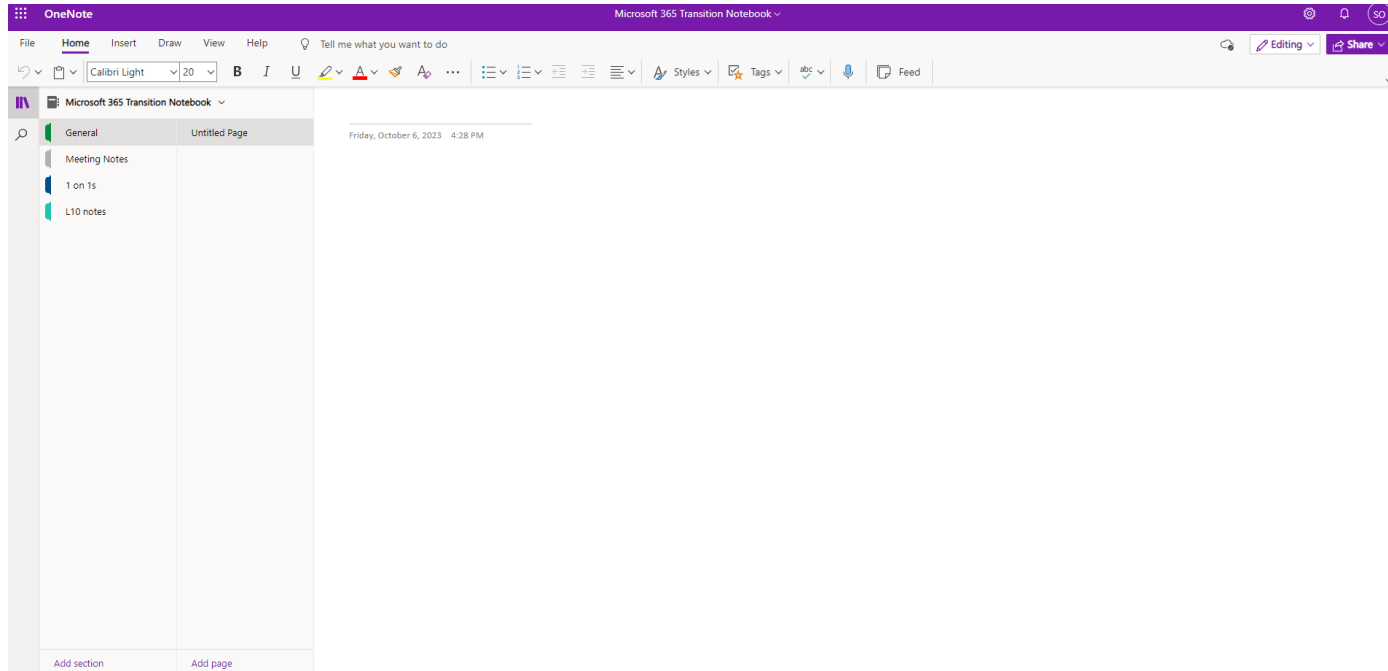
- A quick and easy way to send surveys and gather metrics to be integrated into other files.
- Google Form equivalent



The screenshot shows a web-based form editor interface. At the top, there is a teal header bar with the word "Forms" on the left, "Untitled form · Saved" in the center, and a help icon and a notification badge with the number "30" on the right. Below the header, there are two tabs: "Questions" (which is active) and "Responses". On the right side of the editor, there are buttons for "Preview", "Style", "Collect responses", and "Present". The main workspace is a large white rectangle titled "Untitled form" with a teal background. Inside this workspace, there is a teal button with a plus sign and the text "Add new". The overall background of the interface features a teal gradient with white wavy lines at the bottom.

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.



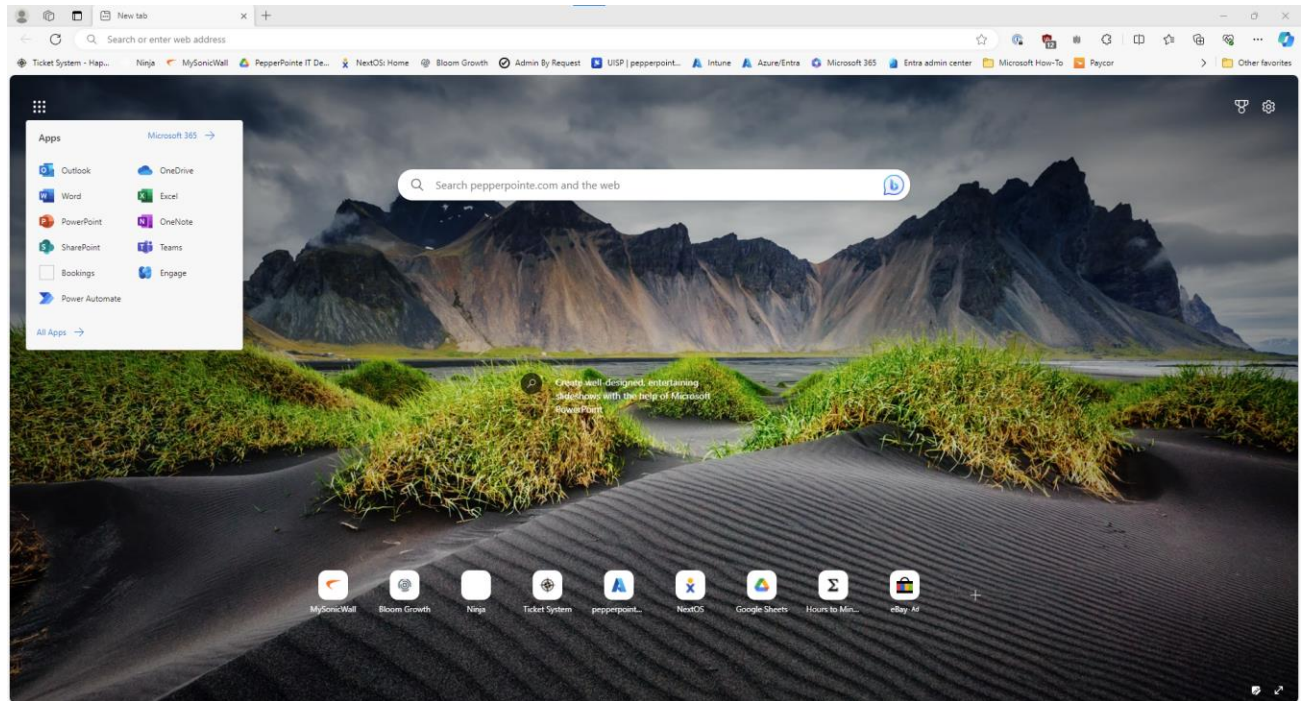
Microsoft Edge

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

Google Chrome to Microsoft Edge

- Import to Edge
- After migration request assistance in transitioning back via help@pepperpointhe.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



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



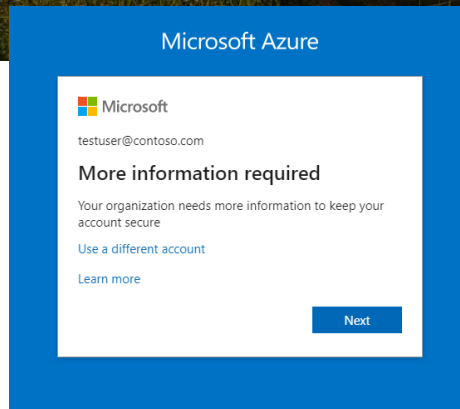
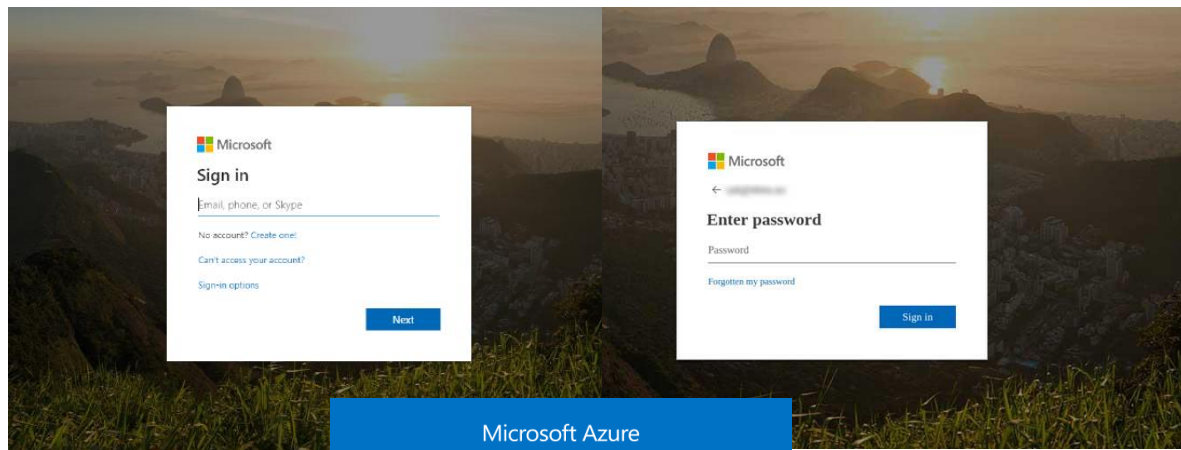
First Steps

Logging in –

<https://portal.office.com>

Self-Service password reset

MFA



Your first time Password

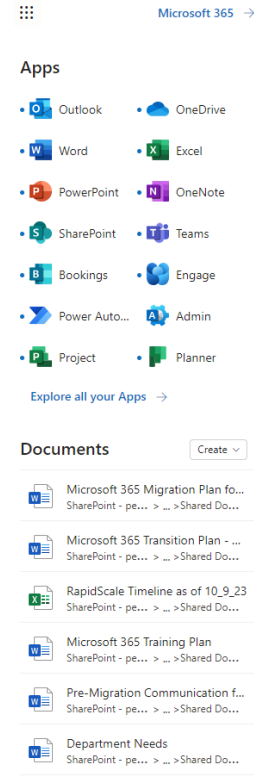
- When you first login you'll use this password
 - Pepperp0!nt01
 - Then you will be immediately prompted to change the password.
 - Your new password must be eight or more characters and must contain at least one capital letter, at least one number, and a special character such as !, @, ?, #, \$, etc.
 - From here you'll need to setup Multifactor Authentication.

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](#)

Thank you!



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