



PEPPERPOINTE
P A R T N E R S H I P S

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.



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App Comparison

Use, Collaboration, and Productivity

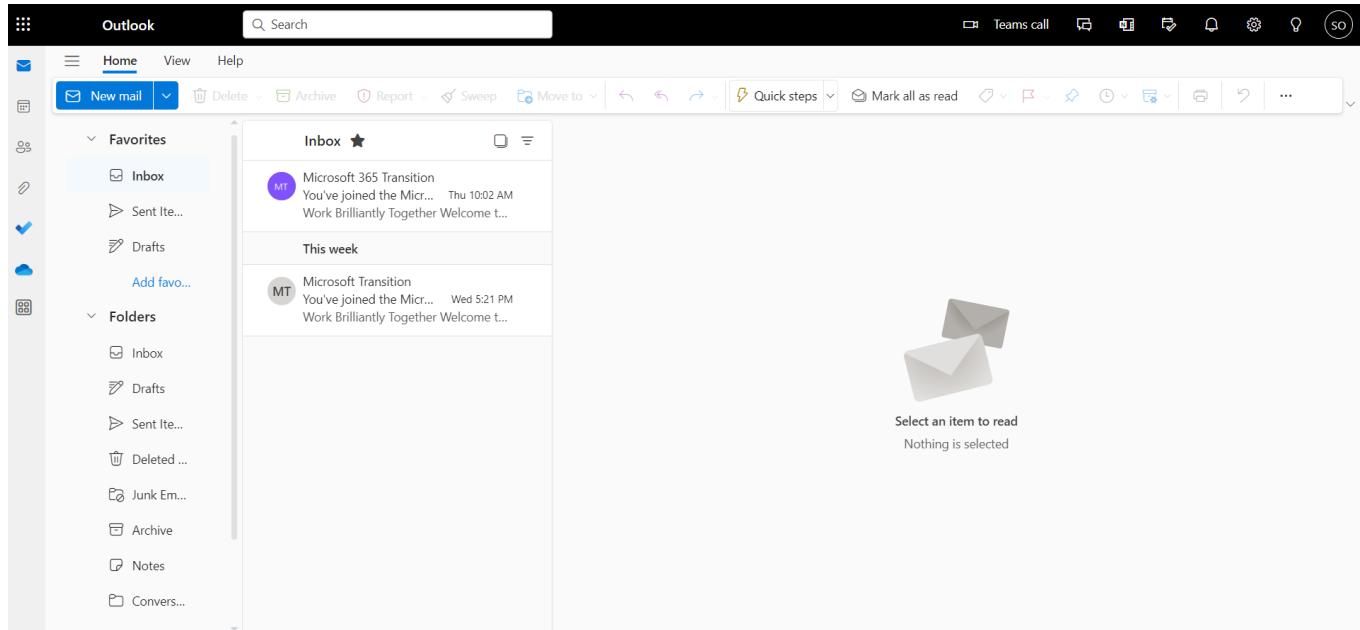


App Equivalents

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

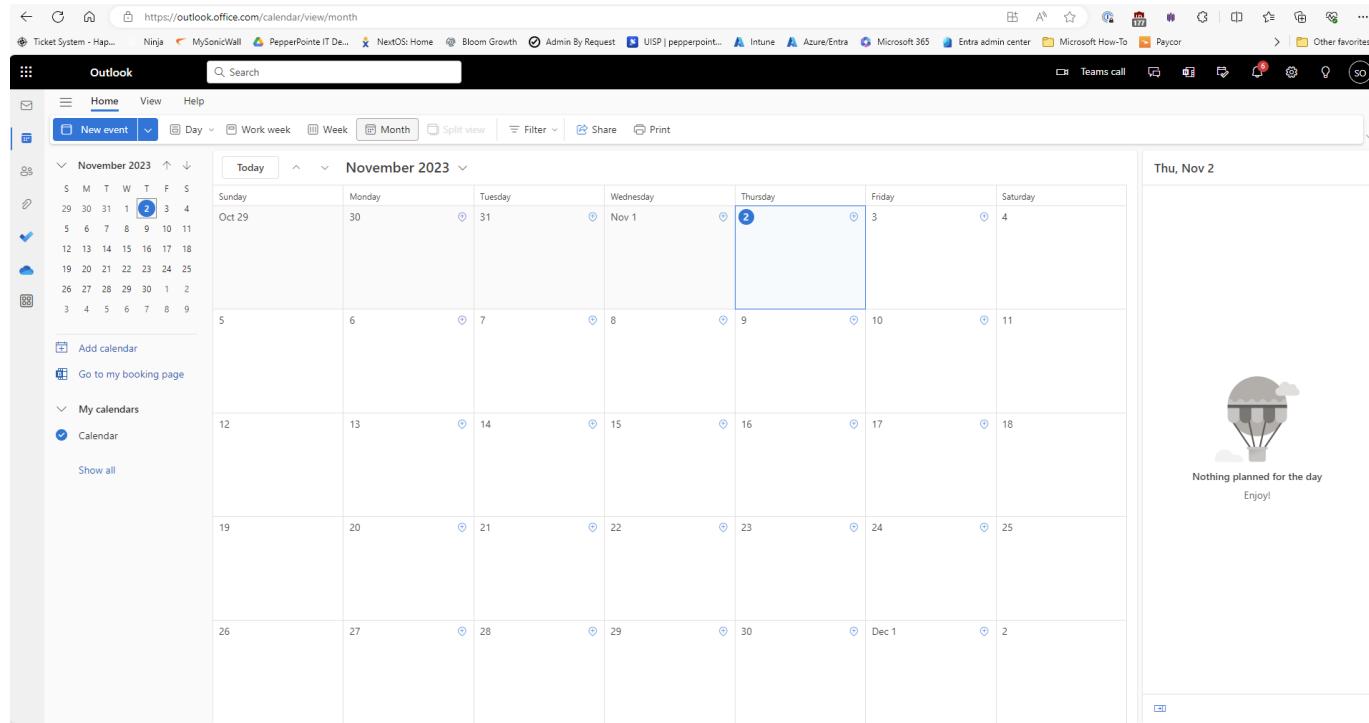
Outlook – Email Web

- Easily accessible from Chrome or Edge Browser.



Outlook – Calendar aka Outlook's Best Friend

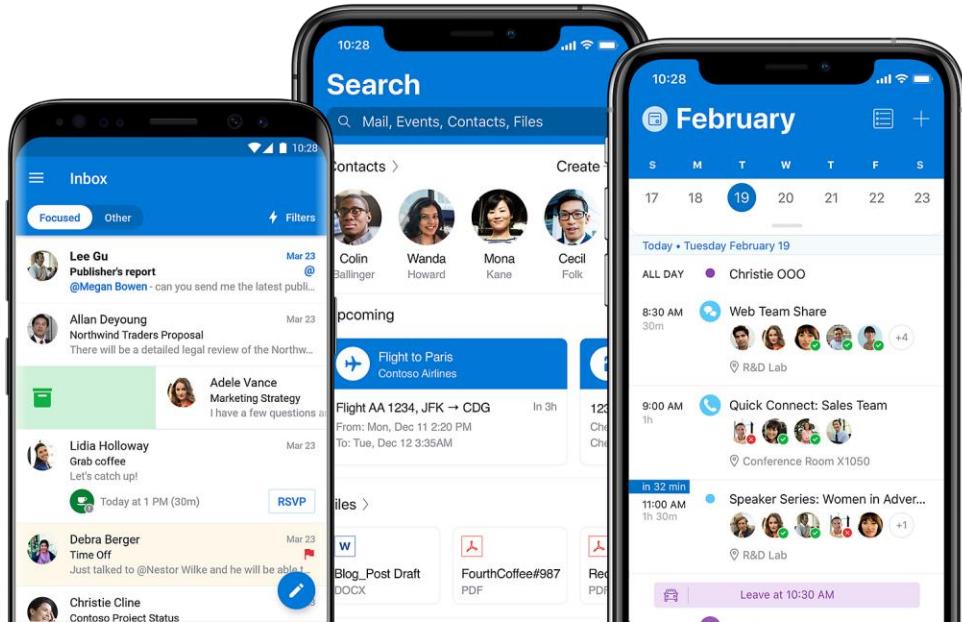
- Integrated with Outlook application and web portal.



The screenshot shows the Microsoft Outlook web interface for the month of November 2023. The calendar is displayed in a grid format with days from Sunday to Saturday. The 2nd of November is highlighted with a blue box, indicating a selected date. The sidebar on the left shows the month navigation, a list of calendar icons, and a 'My calendars' section with a single entry for 'Calendar'. The top navigation bar includes links for Home, View, Help, and various Microsoft services. The bottom right corner features a small hot air balloon icon and the text 'Nothing planned for the day Enjoy!'. The URL in the address bar is <https://outlook.office.com/calendar/view/month>.

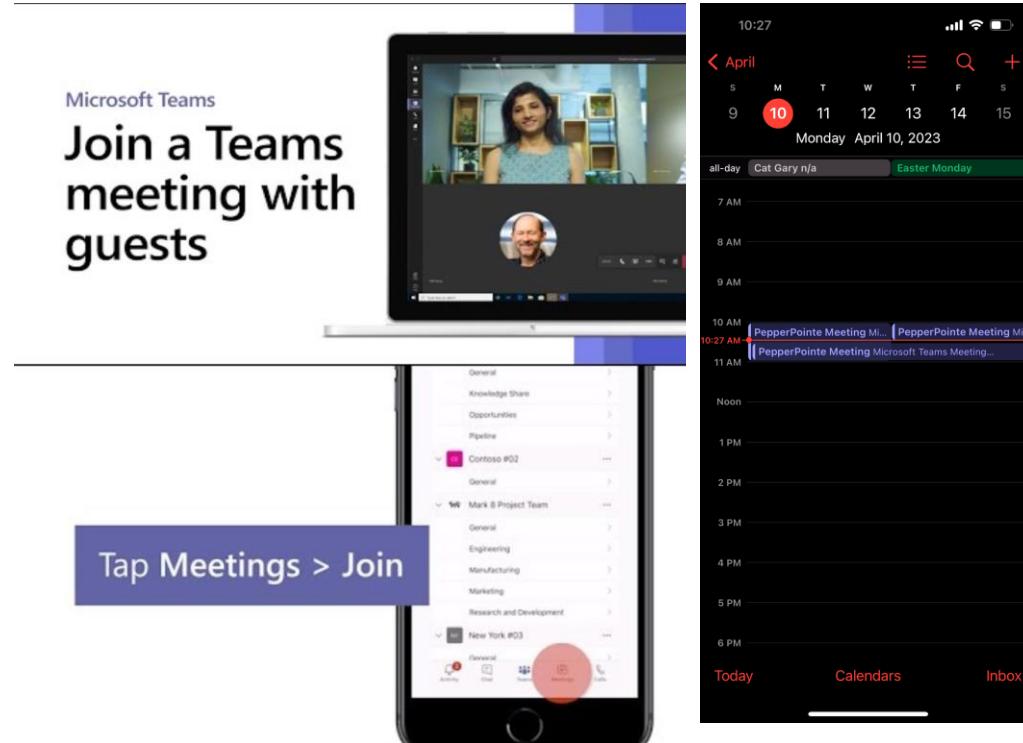
Outlook – Email & Calendar Mobile

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



Teams – Messaging, Conferencing and Collaboration

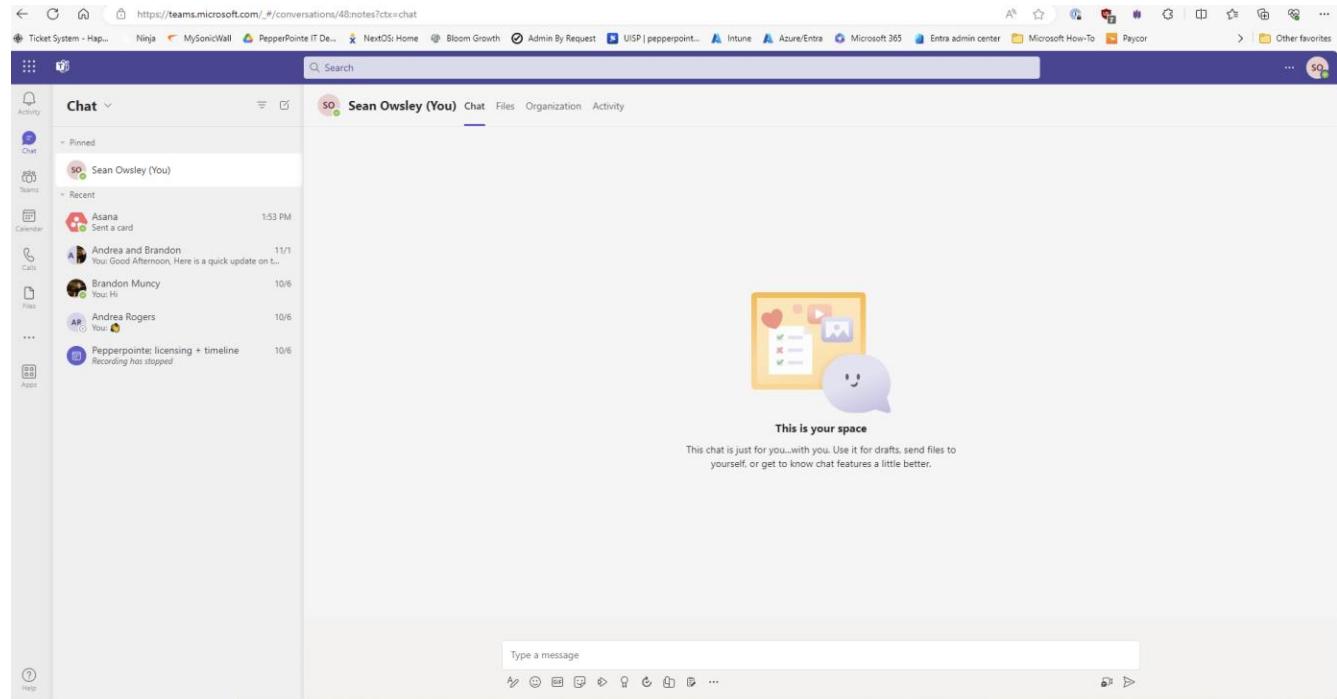
- One App chats, a sync with outlook calendar, and connections to your team files.
- Available on all mobile platforms.



Teams

One location for:

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



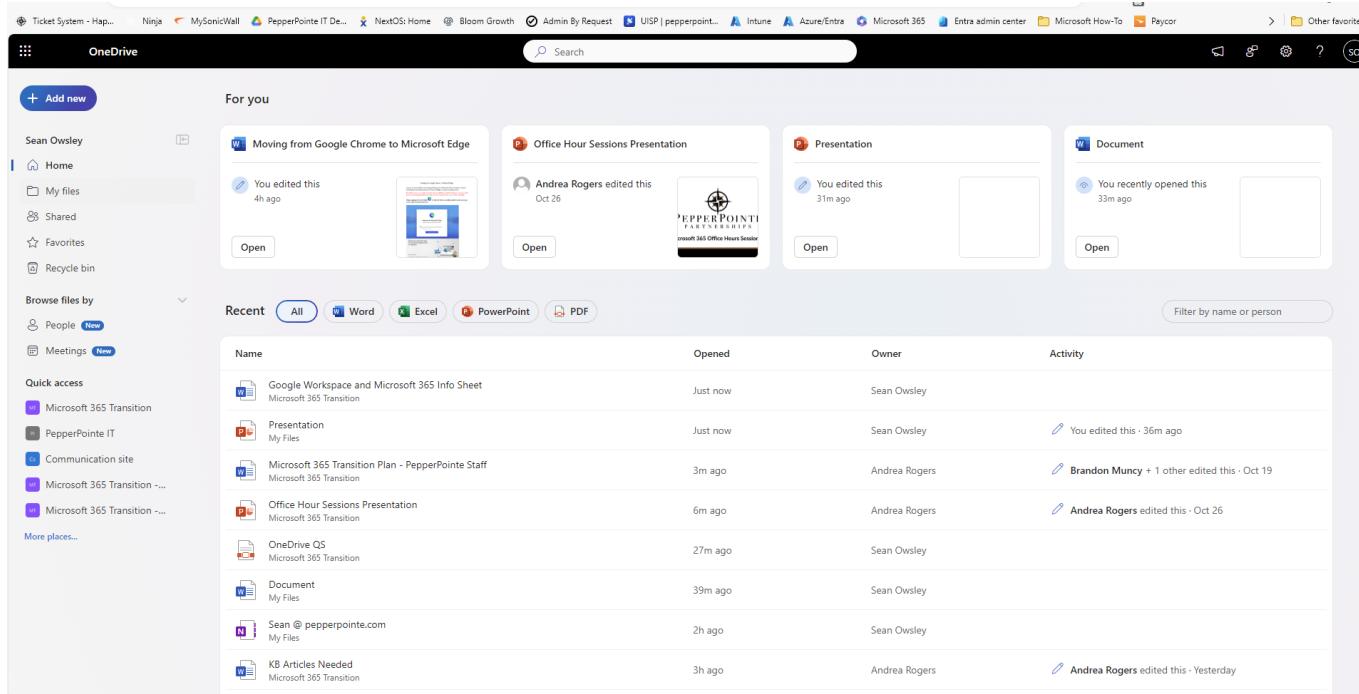
The screenshot shows the Microsoft Teams Chat interface. The left sidebar includes Activity, Chat (selected), Teams, Calendar, Calls, Files, and Apps. The Chat tab shows a list of recent conversations:

- Pinned: Sean Owsley (You)
- Recent: Asana (Sent a card), Andrea and Brandon (11/1), Brandon Muncy (You: Hi), Andrea Rogers (You), Pepperpointe: licensing + timeline (Recording has stopped, 10/6)

The main area displays a message from Sean Owsley: "You. Good Afternoon. Here is a quick update on t...". Below the message is a decorative graphic of a speech bubble and a notepad with icons. A text overlay reads: "This is your space. This chat is just for you...with you. Use it for drafts, send files to yourself, or get to know chat features a little better." At the bottom, there is a message input field with the placeholder "Type a message" and a toolbar with various icons.

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.

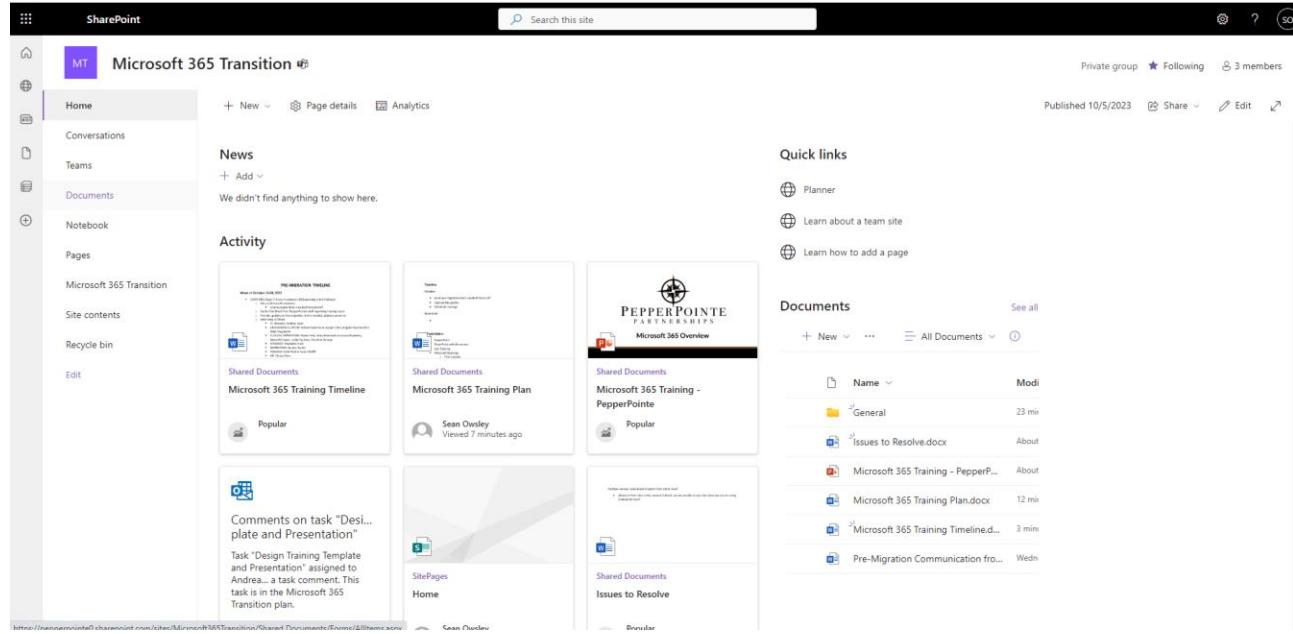


The screenshot shows the OneDrive web interface. On the left, there's a sidebar with navigation links: Home, My files, Shared, Favorites, and Recycle bin. Below that are sections for 'Browse files by People' and 'Quick access' (listing Microsoft 365 Transition, PepperPointe IT, Communication site, etc.). The main area is titled 'For you' and shows a grid of recent items. Each item has a thumbnail, the name, the last edited date, and an 'Open' button. Below this is a 'Recent' section with a table of files. The table has columns for Name, Opened, Owner, and Activity. Each file entry shows the name, the date it was opened, the owner, and any recent activity (e.g., 'You edited this - 36m ago').

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 QS	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

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



The screenshot shows a SharePoint site titled "Microsoft 365 Transition". The left navigation bar includes Home, Conversations, Teams, Documents, Notebook, and Pages. 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 showing a task from "Shared Documents" and a comment from "Comments on task 'Design Training Template and Presentation'". The right side has a "Quick links" section with Planner, Learn about a team site, and a link to add a page. The "Documents" section lists several files, including "General", "Issues to Resolve.docx", "Microsoft 365 Training - PepperPointe", "Microsoft 365 Training Plan.docx", "Microsoft 365 Training Timeline.docx", and "Pre-Migration Communication fro...".

Microsoft 365 Transition

News

Activity

Shared Documents

Shared Documents

Shared Documents

Comments on task "Design Training Template and Presentation"

SitePages

Shared Documents

Documents

General

Issues to Resolve.docx

Microsoft 365 Training - PepperPointe

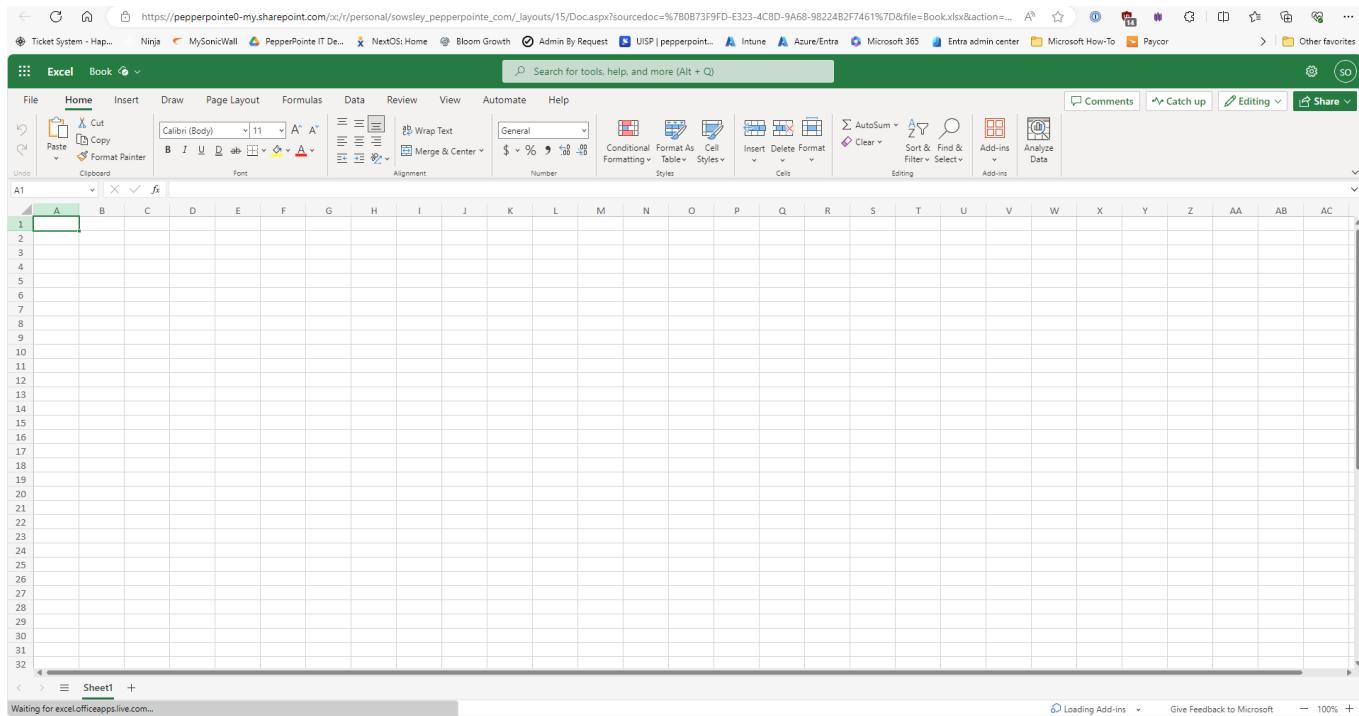
Microsoft 365 Training Plan.docx

Microsoft 365 Training Timeline.docx

Pre-Migration Communication fro...

Excel

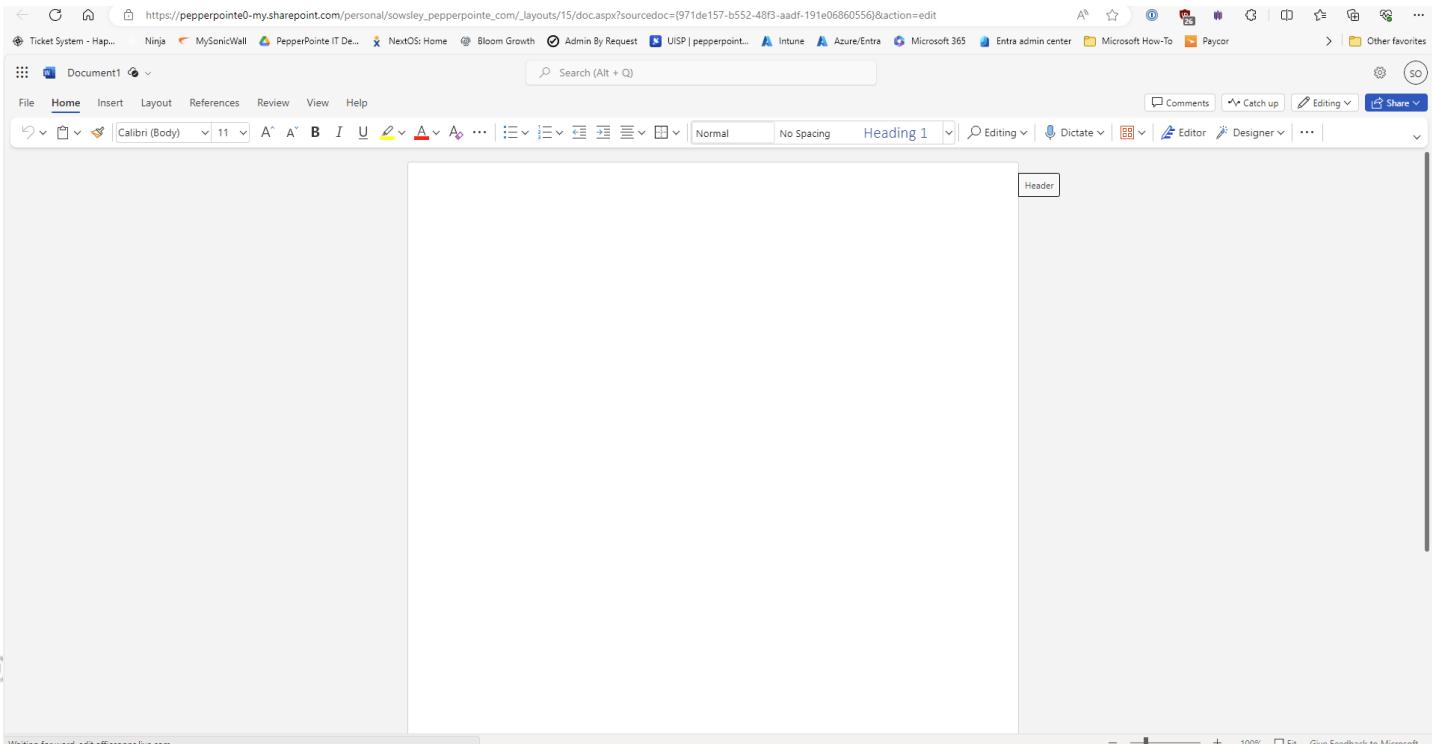
- Spreadsheets and data entry.
- Living document/ Collaborative
- Google Sheets equivalent



A screenshot of the Microsoft Excel application interface. The window title is 'Excel Book'. The ribbon menu is visible with tabs: File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Help. The 'Home' tab is selected. The toolbar below the ribbon includes standard functions like Cut, Copy, Paste, and Format Painter. The main workspace shows a blank spreadsheet with a green header row (row 1) and a white body (rows 2-32). The columns are labeled A through AC. The status bar at the bottom indicates 'Waiting for excel.officeapps.live.com...' and shows system information like 'Loading Add-ins' and 'Give Feedback to Microsoft'.

Word

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



PowerPoint

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

Click to add title

Click to add subtitle

1

Slide 1 of 1 English (U.S.)

Give Feedback to Microsoft Notes 101%

Version History

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

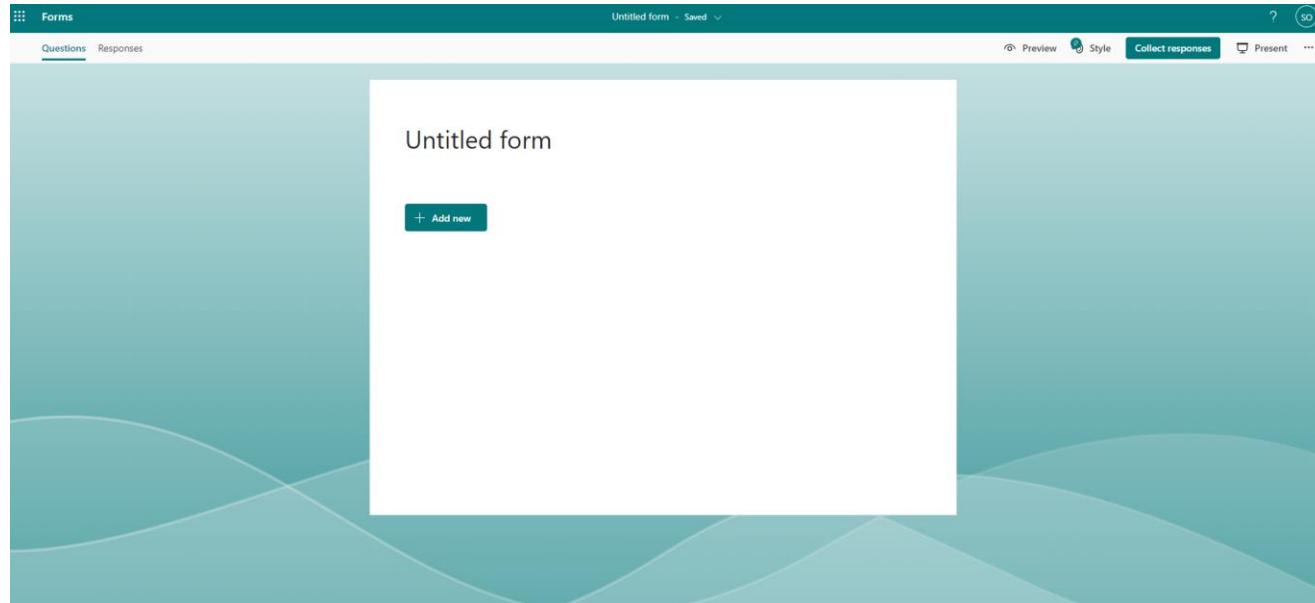
Version history

Delete All Versions

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

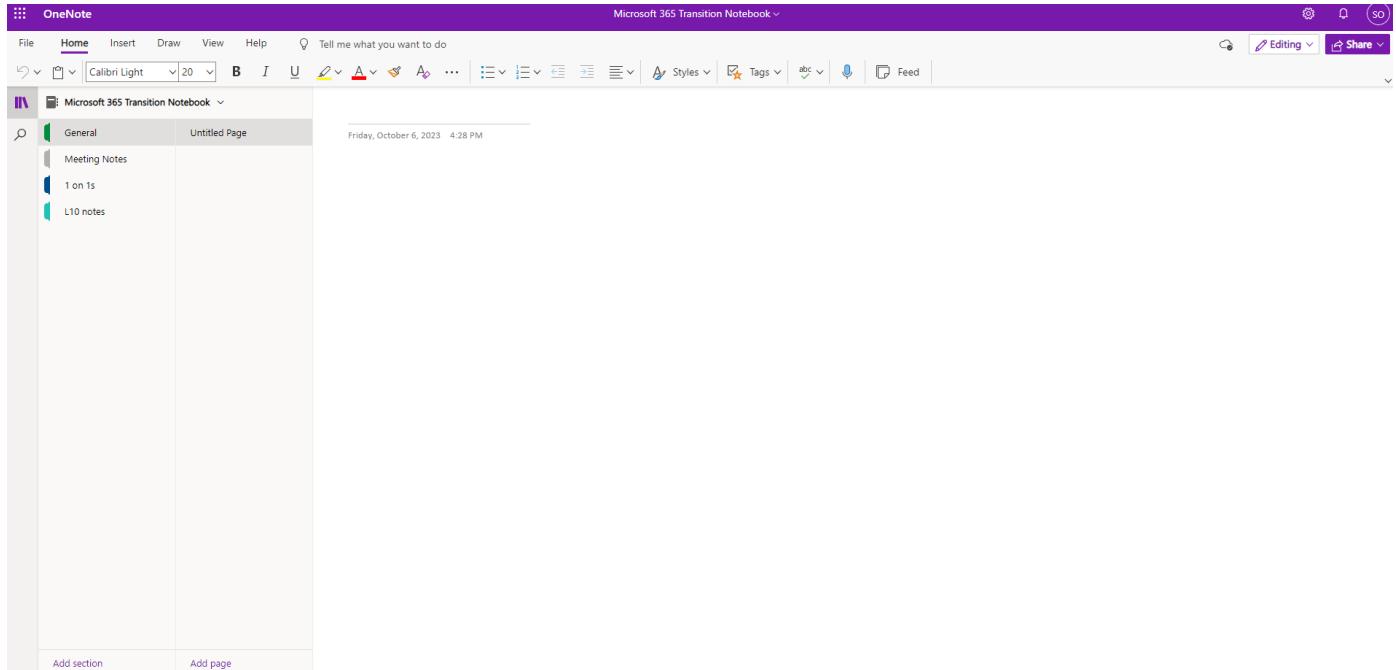
Forms

- 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.



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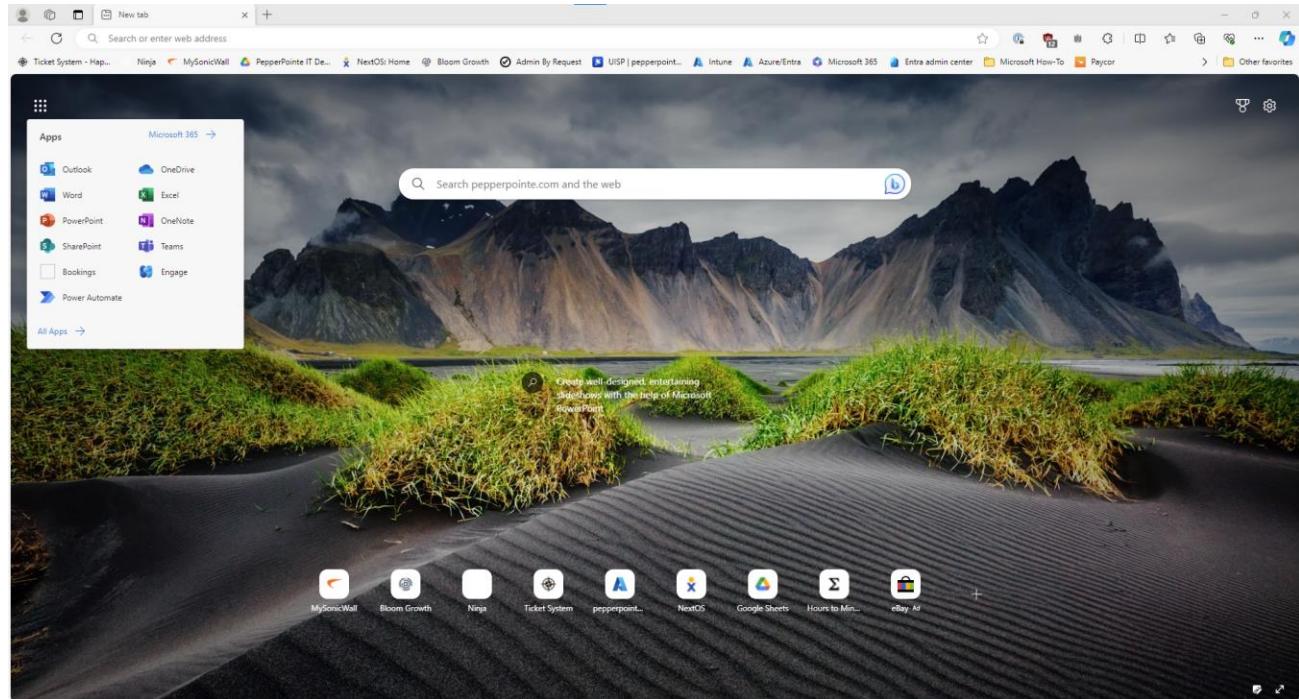
Microsoft Edge

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@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



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

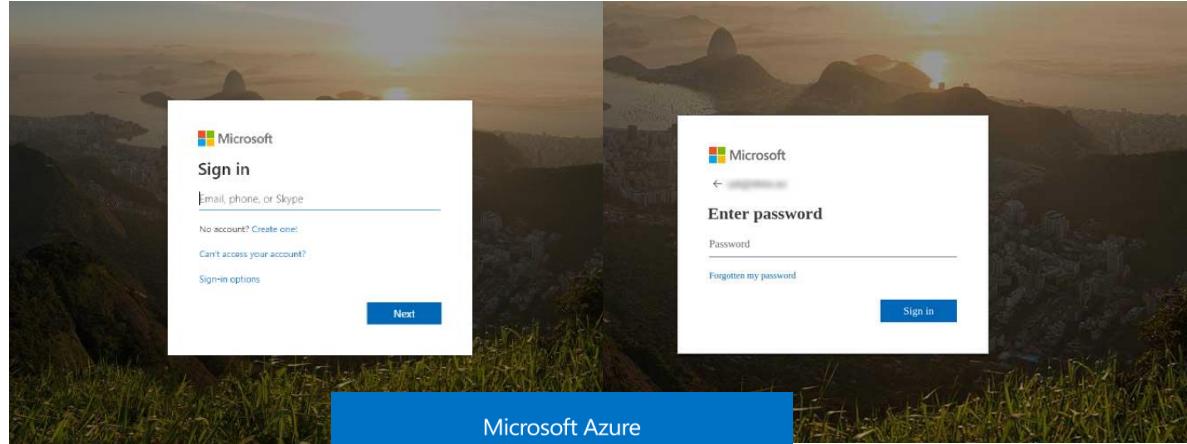


First Steps

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

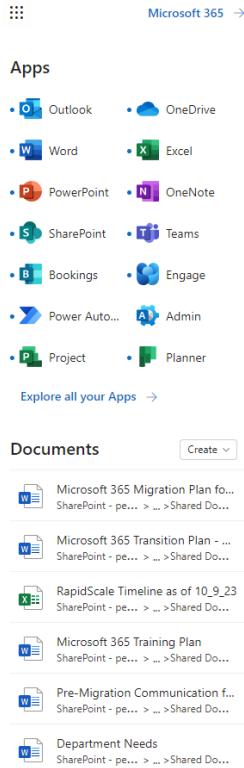
- Then you will be immediately prompted to change the password.
 - Your new password must be eight or more characters and must contain at least one capital letter, at least one number, and a special character such as !,@,?,#, \$, etc.
 - From here you'll need to setup Multifactor Authentication.

Your Microsoft 365 Account

Accessing applications

Navigating 365 center

Logging in to applications- web, desktop, mobile



The screenshot shows the Microsoft 365 Home page. At the top right, it says "Microsoft 365" with a dropdown arrow. Below that is a grid of application icons labeled "Apps". To the right of the grid is a vertical scrollbar. Below the grid is a link "Explore all your Apps". Under "Documents", there is a "Create" button with a dropdown arrow. Below that is a list of document items, each with a file icon, the document name, and a "SharePoint - pe... > ... > Shared Do..." link.

Icon	Document Name	Link
Word	Microsoft 365 Migration Plan fo...	SharePoint - pe... > ... > Shared Do...
Word	Microsoft 365 Transition Plan ...	SharePoint - pe... > ... > Shared Do...
Excel	RapidScale Timeline as of 10_9_23	SharePoint - pe... > ... > Shared Do...
Word	Microsoft 365 Training Plan	SharePoint - pe... > ... > Shared Do...
Word	Pre-Migration Communication f...	SharePoint - pe... > ... > Shared Do...
Word	Department Needs	SharePoint - pe... > ... > Shared Do...



Final Reminder

Do not touch your
OneDrive files!





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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!



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