



Welcome to the T11A QuickGuide for Office 365

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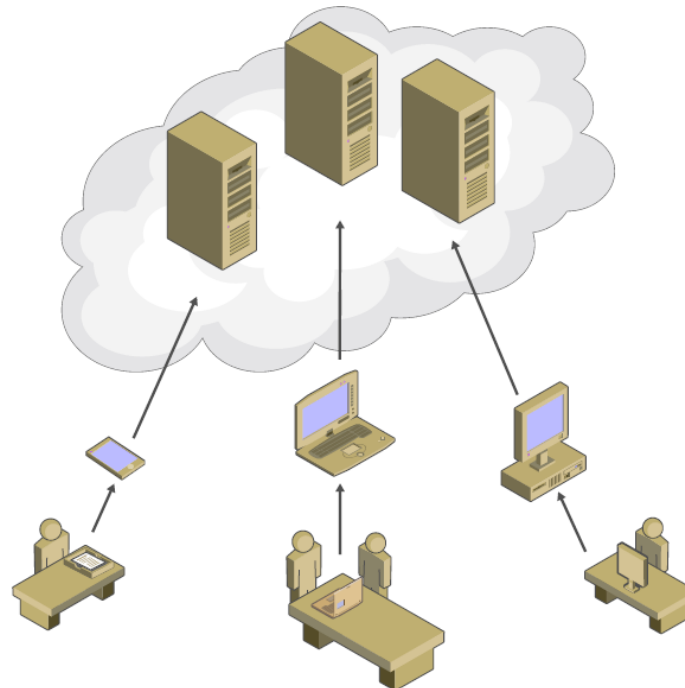


What is Office 365?

Office 365 is a web-based suite of programs that makes using Microsoft Office in the 'cloud' simple, natural, and intuitive. Office 365 makes the most of services you're familiar with, and extends them with the technology you're already using.

Advancements in technology now enable us to work faster, more productively, and with more flexibility than ever. Now, you can pull together the resources you need from one easily accessible source. Update documents in your local version of Word, or collaborate with a co-worker on an Excel spreadsheet and save them directly to the Team Site. Use Office 365 to edit docs remotely using Office web apps on your smartphone or laptop from virtually anywhere in the world.

Office 365 brings together Word, Excel, PowerPoint, OneNote, Outlook and Lync into one powerful, on-the-go package for a more productive, greener solution to our exciting, expanding communication revolution.





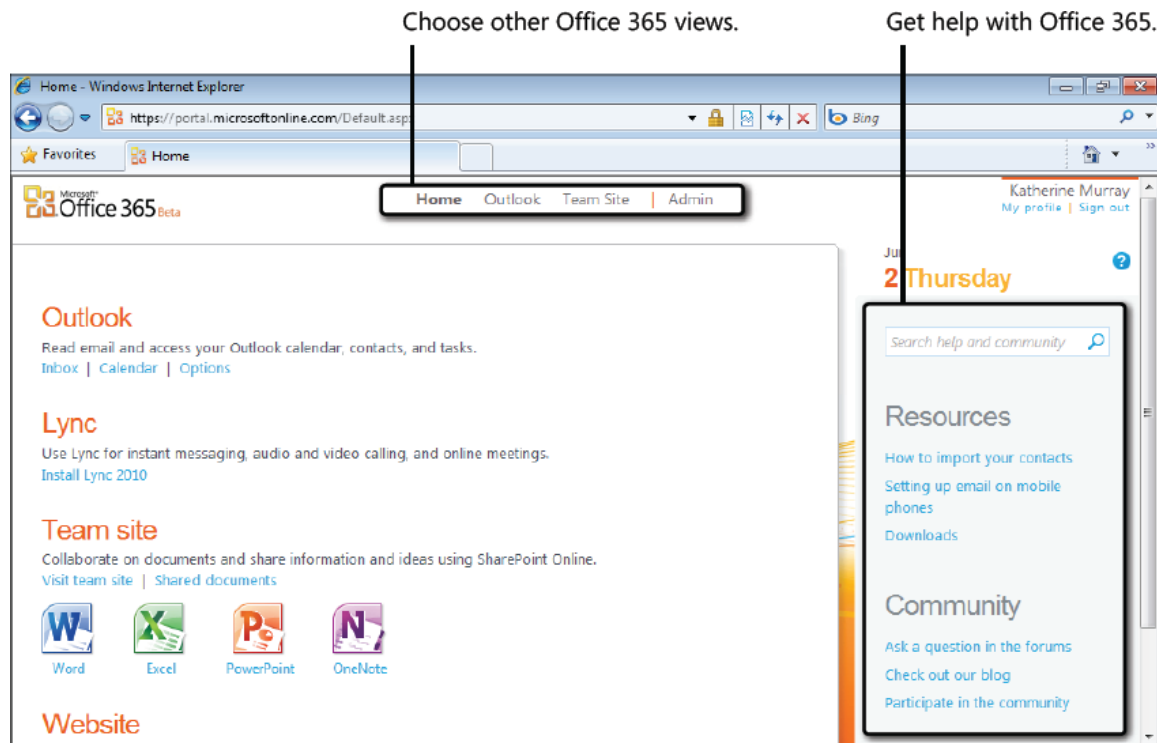
What are the benefits of Office 365?

- Seamless integration between Office 2010 and Office 365 with Office Web Apps.
- The ability to check everyone's availability and schedule online meetings.
- Connect instantly by instant messaging, email, or video calls.
- Keep files and user accounts secure, and keep e-mail safe.
- Create documents, worksheets, presentations, and notebooks, and share, collaborate and edit them online from virtually anywhere.
- Always work with current updates of Office 365 software.
- Create a private team website for client resource exchange and asset upload/download.
- Business continuity and disaster recovery.
- Data mining and warehousing.
- Secure, long-term data archiving.
- A dynamic web and deployment testing environment infrastructure.
- Audio/video/web conferencing.
- A guaranteed 99.9% uptime Service Level Agreement.
- Data centers with SAS 70 and ISO 27001 certification.
- Geo-redundant, enterprise-grade reliability and disaster recovery.
- Multiple data centers and automatic failovers to ensure your data is safeguarded.
- Up-to-date antivirus and anti-spam protection.
- A modern, 'green' solution – effectively lowering operating costs and energy consumption.



Getting Started

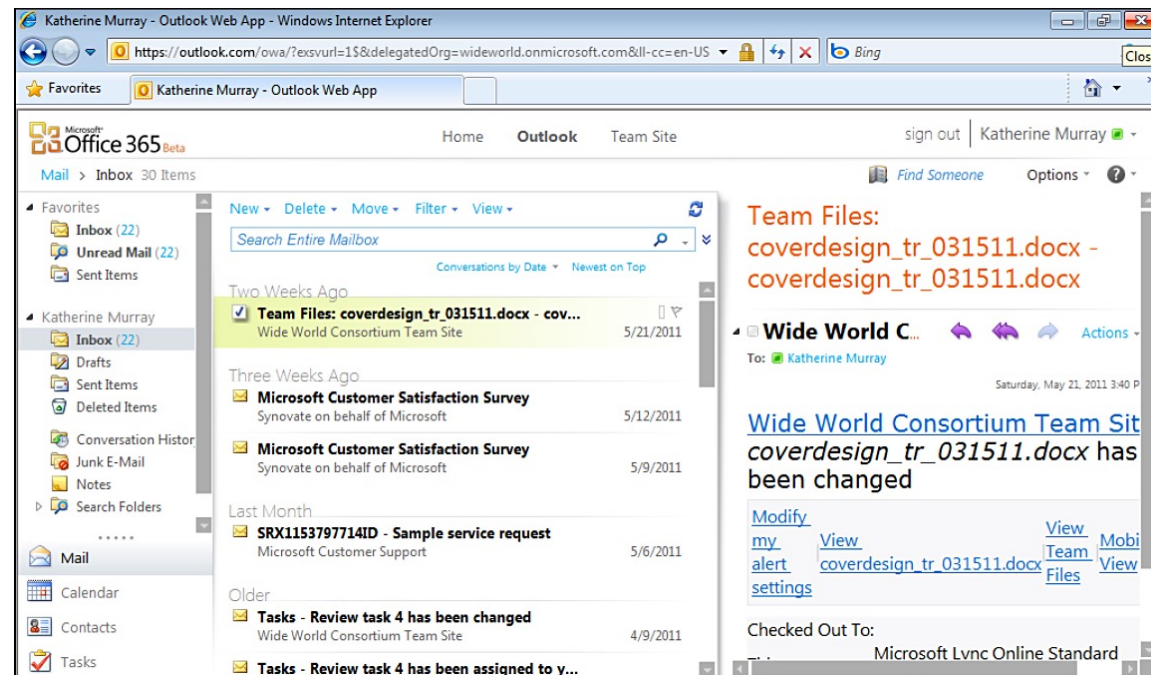
When you first log in to Office 365, you are greeted by the home page that shows you how to get started with the tools you want to use (*contact your Office 365 Administrator if you do not know your login*). On this page are the various tools you'll use in Office 365. The navigation bar at the top of the window gives you easy access to the primary views in Office 365. Click Outlook to work with mail, schedules, and tasks; or you can click Team Site to display your SharePoint team site.





Outlook View

When you click Outlook at the top of the Office 365 window, you are taken to the Outlook view, where you can check email, compose new messages, organize your mail, add appointments to your calendar, create notes, and add tasks. If you have used Outlook Web App before, Outlook in Office 365 will look very familiar to you.





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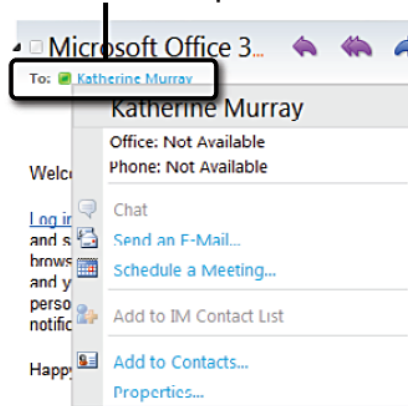
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Outlook View continued

The folder view on the left side of the screen is where you manage and file your e-mail. You can create new folders and subfolders as needed, just like you do in your desktop version of Outlook.

Also in the Outlook view, you can use the presence icon of a contact (located to the left of that person's name) to see his or her online availability. If the icon is green, your contact is available online. When you click the icon, a list of contact options appears, giving you a range of choices for contacting the person. You can send an email message, schedule a meeting, invite the person to chat, and more.

Click the presence icon for direct contact options.





Connecting to Your Devices

You can set up your mobile device to access and work with Office 365 data in a number of ways. After you connect your phone, you can check and send email, check your calendar, schedule appointments, and update your contacts information. You can also use Office 2010 Mobile Apps—for Word, Excel, PowerPoint, and OneNote—to carry on the work you started in Office 365.



To set up your mobile phone to work with Office 365, follow these steps:

1. On your Office 365 Home page, click **Setting Up Email** on Mobile Phones in the Resources column on the right side of the window.
2. In the window that appears, click **Mobile Phone Setup Wizard**.
3. Begin by clicking the arrow and choosing your mobile phone operating system.
4. Finally, choose what you want to be able to do with your phone.



Setting Up POP and IMAP E-mail

If you want to check your Office 365 email by using a POP or IMAP email account (*which is the default if you don't use Microsoft Exchange*), you can easily set up the account on your phone by following these steps (note: *the instructions below were written for the Windows 7 HTC HD 7 and might change slightly for different phones*):

1. On your phone, tap **Settings**
2. Tap **E-mail & Accounts**
3. Tap **Add An Account**, and tap **Other Account**
4. Enter your Office 365 email address and password
5. Click **Sign In**

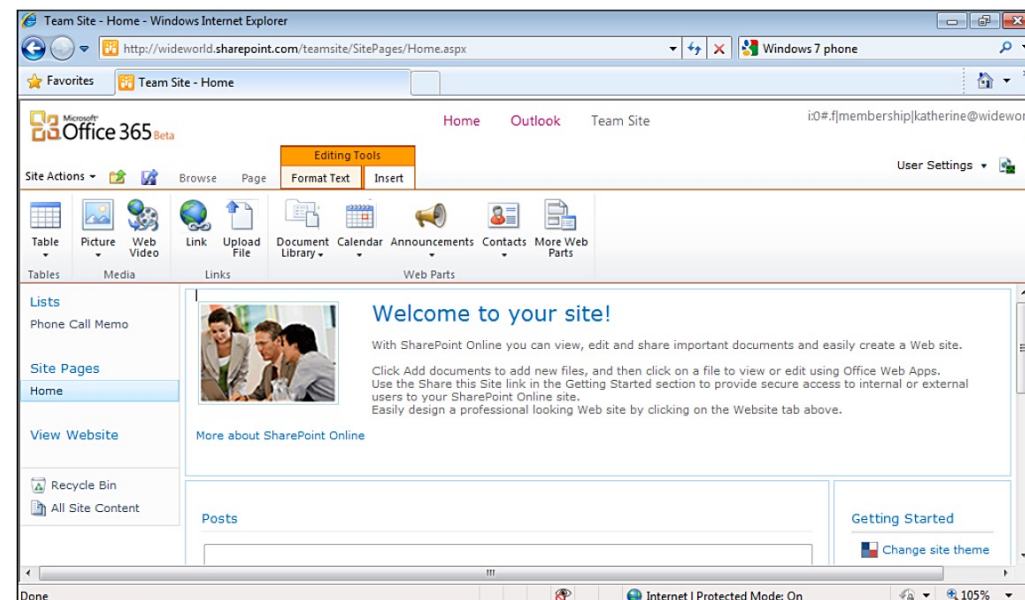
The new account opens, and Windows 7 Mobile checks all your settings. After a moment, the email is synchronized and you will be able to check and send email from your mobile phone.



The Team Site

One of the challenges of working with a remote team is that there's no common space to share files, gather for meetings, or brainstorm about new ideas. Now Office 365 enables you to access a shared site where you can keep in touch with your fellow team members, create workflows to track your projects, add project resources, schedule meetings, and much more.

You can easily open, edit, and share the documents saved in your team site in SharePoint Online. When you choose to work with a file — a Word document, for example — it opens in Word Web App. You can choose to edit the document if you like, which opens the file in your version of Word while still keeping the file on the SharePoint server.





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Using Lync

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Managing Files

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