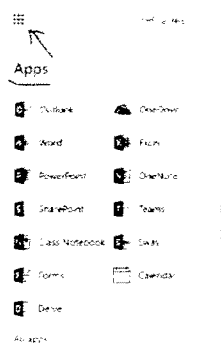# Cañada College Staff - 0365 Essentials

Your Office 0365 Cheat Sheet – **September 2019**

Most people log into their email and use outlook but are completely unaware of the toys/apps Microsoft is providing us. The truth is, you're busy, and there are not enough hours in the day to master all these tools.

This document was created to give you a simplified, high-level overview of the best features of 0365, and how you may want to use them with your department.

I. *Main Guy*

Outlook *(email)*
Microsoft Outlook is an application used in conjunction with Exchange Online, the hosted email service from Microsoft, to provide email and calendaring functionality to faculty and staff. Outlook enables SMCCCD employees to securely access email messages through the desktop app, mobile app, and web browser.

Note: SMCCCD Students use Gmail and the Google Apps for Education Suite. They have the Google version of these tools.

II. *Basics*

On 0365, each of these has an "ONLINE" version. It is a simplified version of the tool set that you can use in your browser and collaborate real-time with other users. You can view the document and see other users typing on the document with you.

PowerPoint
With PowerPoint, you can create presentations with images, videos, animation, and formatted text with templates or custom slide themes.

Word
Word is a word processing application in which you can format text, insert images and tables, and layout documents.

OneNote

OneNote provides a place to host notes, drawings, screen clippings and audio commentaries and the ability to collaborate with others on these files.
It's a place for you to create a digital notebook, or you can collaborate with a team to create a department, committee, taskforce, etc... notebook.

Common Use Cases:

- Share notebooks with common information with your department
- Use OneNote as an OCR tool
- Clip interesting items from the web
- Post audio or handwritten notes
- Use page templates to create agendas and take minutes for meetings
- Create notebooks for your classes and keep your class notes organized

Forms *(very similar to google forms)*

Microsoft Forms allows you to quickly and easily create custom surveys, questionnaires, registrations and more. When you create a quiz or form, you can invite others to respond to it using any web browser, even on mobile devices. As results are submitted, you can use built-in analytics to evaluate responses.

- Can get email notifications of each response
- Set start and end date
- Set it so anyone can respond or only people within your organization
- Only internal people then you can automatically capture their name or limit to one response per user
- Can set up branching so questions change depending on the previous response

Why use forms?

Anytime you want to collect data from your staff and have it automatically stored in a spreadsheet.

- Program Review
- Student Learning Outcomes
- Voting
- Event Registration *(no waitlist or enrollment caps)*
- Self-Assessment
- Email Efficiency - Think of anytime you reach out to all your employees via email and ask for them to all send you the same things. Maybe you ask for their summer schedules, flex information, emergency contact information, etc... You might as well create a form, have them all fill out the same fields and have it automatically store in a clean spreadsheet. Viola! Life is so much easier!

StaffHub

Microsoft StaffHub is a cloud-based platform designed to help managers create and manage schedules, share files, and communicate important information with team members. It comes with a web app for managers and mobile app for employees. The mobile app supports both iOS and Android.

- Does not tie into Banner (Cannot use it for end of month hour submission)
- Best use case would be a tutoring center or lab with student workers where you need to their work schedules to ensure coverage.

Note: Those students would need to create a free Microsoft account. One of the downsides of having out student in google apps and our employees in O365.

Stream *(a.k.a Microsoft version of YouTube)*

Microsoft Stream is a video hosting platform to securely share and discover video within the CSM, Cañada or Skyline.

- Smart searching and auto-created captioning for uploaded videos
- Create channels to showcase videos.
- Videos can be shared to all of campus or to just a smaller group (at this time public access to videos is not supported.) If you want to create a video for the college that is only available internally then this might be a good solution.

Common Use Cases

- Create a channel for your department or division to showcase what your area is doing.
- Host help videos for staff & faculty
- Follow channels and watch videos shared to campus

To-Do

Microsoft To-Do is a time management app that makes it easy to plan and manage your day. Microsoft To-Do delivers a personal and intuitive way to help people stay organized.

Extremely basic. It's just your own personal to-do list. I tend to like Planner more for my to-do lists because a majority of the time my to-dos are project based.

Kaizala

Microsoft Kaizala is a phone-number based, simple, and secure mobile chat app that enables you to connect and coordinate work across your network – your organization, vendors, partners, suppliers, and customers.

Note: *ITS is going to start promoting everyone use zoom and the chat built in it for districtwide desktop and mobile chatting.*

projects in a simple, visual way. Planner also has a chat feature to connect with other team members.

Common Use Cases
- Manage work for a department
- Manage small projects
- Plan for events

Tips and Tricks
- Use the checklist items to cover subtasks, and make them visible on the card for quick updates.
- If you don't use checklist items, then add the description to the card — help clarify for the team what the task is about.
- Use the views – calendar view in particular can make planning much easier.
- Add backing documentation to the task itself.
- Use the labels to denote metadata (importance, urgency, etc.)
- Use the plan that was created with your Team. Click the plus in a Team Channel to add a Planner
- Your plans are fully accessible to all team members, anyone can interact with any task, not just those they are assigned to.
- Planner cannot track dependencies between tasks. Try creating buckets to show dependency lines, or order the cards within a bucket to reflect the dependency track.

SharePoint

SharePoint allows you to share and manage content, knowledge, and applications. It provides the ability to quickly find information and seamlessly collaborate with others. SharePoint allows you to build intranet sites and create pages, document libraries, and create lists. Manage your daily routine with workflows, forms, and lists.
- OneDrive – Although it seems like a separate app, it is actually a piece of Sharepoint. Sharepoint Document Repositories = One Drive.
- Teams – Is an interactive interface that sits on top of Sharepoint. When you create a team, it creates a Sharepoint site behind-the-scenes.

As of March 2018, Microsoft removed the ability to make Sharepoint Sites Public. You can add users who are not smccd employees but they will need to create a free Microsoft account, and login before they can view the site.

Teams

Teams is a user-driven chat-based collaborative tool that provides a customizable team work space. As Teams is built on Office 365 Groups, whenever you create a team, it automatically comes with several additional Office 365 shared features: email, calendar, notebook with OneNote, OneDrive, Planner, SharePoint site and allows for chat and audio/video conferencing among team members.

Desktop: Provides support for audio, video, and content sharing for team meetings, group calling, and private one-on-one or private multi-party calls.

Mobile: Geared at users participating in chat-based conversations while on the go , and currently allows users to have peer-to-peer audio call.

Team Creation

When you create a SharePoint Team site it will create:

1) A new SharePoint Site behind the scenes
2) A New O365 Group
   a. O365 Groups show up in Outlook (as a folder)
   b. Everyone who is a member of your team, is now a member of your group so you can easily send them emails like it were a distribution list.

Team Roles

- **Owner**: person who creates the team or assigned the role.
  Responsible for managing team-wide settings and membership, including invitations

- **Team member**: the people that have been invited to join the team

- **Guests:** Office 365 users who are outside of your tenant can be added to the team by team owners (more info @ aka.ms/guestaccesshelp)

Sharepoint Teams Sections

- **Conversations** – A nice live chat tool where you can quickly collaborate with committee members from your desk between meetings. Everyone can join in and you have a history of the conversation. From the desktop app you will get little push notifications if someone is asking you a question in the chat.

  o **Virtual Meetings** - Conversations also has a very slick feature where you can do a virtual meeting and desktop sharing. If you find that you need to show the group something that is on your computer then this is by far the quickest way to initiate sharing your desktop with the team or having a quick impromptu meeting.

- **Files** – This is a front-end view of your backend SharePoint Document repository = OneDrive. *Confused?* That's okay, consider this a place for you to share files with your committee and collaborate on them together. Here are some ideas of ways you could collaborate and write document together online:
  o Committee Program Review Document
  o Committee Mission & Goals