



Office 365 applications



Outlook

This is where you access your emails. Mail has great tools and one of our favourites is the Focused Inbox, which helps you focus on the emails that matter to you most.



Calendar

Office 365 syncs your calendar, email and contacts across all devices you are signed into and it's live which means it's always up to date. You can share your calendar with others which is great if your team need to see your schedule.

People



This is where your contacts are stored. It's linked to your outlook and calendar. It lists people you frequently contact and lists people you have in your calendar for that particular day. It also shows you emails you have no responded to yet. You can pin sections which are most useful to the top of the page.



Yammer

A private social network where you can have open conversations, create groups and view conversation threads. The look is very similar to the social media platforms you may already use. You can post and others will have the options to like, reply or share.



OneDrive

A cloud based storage platform where you can sync, store and share files and access them from any device. Adding files is simple, just drag & drop, you can also organise them in folders.



SharePoint

SharePoint is like an intranet for your organisation. You can upload, store, organise, share and access information from any device you sign into. It's synced with Outlook, calendar and the office apps, meaning you can view meetings, emails and open Word, Excel and PowerPoint.



Planner

This app offers a simple and visually effective way of organising. You can assign tasks, share files, chat about projects and show their progress. Each task (or card as they are known as) can have deadlines, files or pictures attached to them from SharePoint or OneDrive. Planner will also link all of the apps in O365 that you use.

Tasks



This tool is linked to your Outlook and will show all of your flagged emails. You can see the status of the task, the date it is completed, assign tasks to other people and many other useful settings. Tasks that are overdue will turn red. To remove a task, simply unflag the email.



Delve

Use Delve to manage your O365 profile and organise the things that are most important to you. It will show you a list of your recent files, and you can also favourite important documents, and it comes with a really useful search feature.



Video

This app is like your internal YouTube and is a great way of keeping people in your company engaged and informed. You can upload content, create channels and the whole process is encrypted, which means that your content stays private.



Office (Word, Excel, PowerPoint)

O365 provides you with the most up to date webmail versions of Word, Excel and PowerPoint. The interface of these apps look similar to the desktop applications however they are slightly lighter versions. When you save a document, it will save to SharePoint rather than your PC.



OneNote

This is your digital notebook – you can make a to-do list, keep meeting notes, arrange client files and so much more. It syncs with the desktop and mobile versions, so you're always up-to-date. The searchability feature is amazing, and it's a great app for collaborative working.



Sway

It's like a modern day PowerPoint, with a more creative flair. it helps you creates professionally designed blog posts, presentations and newsletters. You can share anything created in Sway internally, to your colleagues, or to clients and customers by sending a link.



Power Apps

This tool allows you to do more with your data. You can create apps to connect your system and create new data. You can build apps without writing code, which can be shared with team members and accessed at any time on any device. Team members can access, change and comment on data and information. It's a brilliant way of keeping track of projects.



Forms

This app allows you to create surveys, polls, forms and quizzes and easily see the results when they come in and use the built-in analytics to evaluate the responses. It has a simple interface which is easy to edit. You can personalise the background image before sharing the form with other people and invite them to respond.

Flow



This app helps you automate the data from your applications and save them to SharePoint. It's a great way to capture data within your organisation. For example, your marketing team could create a flow which records all the times you're mentioned on twitter and places it in an excel document. Another flow could automatically email this spreadsheet to everyone in the company at the end of each month.

Teams



Teams helps you bring everything together across O365 and keep it organised. It's a well organised instant messaging service which enables you to send files, meeting requests and organise them into different groups. You can keep up to date with projects and team members can add their comments and feedback in a continuous stream of dialogue, rather than having to search through your inbox.



Stream

You can use Stream to upload videos, create channels and browse trending content within your organisation. The difference between Stream and Video is that Stream is available as a desktop application for business, regardless of whether or not you have O365.

Dynamics 365



This is a cloud service that acts as a CRM, with specific, purpose-built apps for each key business function, such as sales, finance and customer service. You would need to have it customised to match your business processes. The interface is easy to navigate, and the home page shows your application as tiles, so you can easily click through them.



Power BI

Power BI is a dashboard for your business. It will pull and display data across O365 and external apps and allows you to view your business analytics. It operates with real time streaming which means the data you're looking at is always up to date. At management level, it is a great way to see how things are performing across the board.

As you can see, Office 365 has a lot to offer and is designed to encourage collaborative working and make your work life easier.