Office 365 & What's New in 2013

What is **Office 365** ?

A CLOUD-BASED (INTERNET) SOFTWARE SOLUTION

– New personalized portal site: **https://portal.office.com**

– Updated Microsoft application software suite, 2013

– Internet is NOT needed to run MS applications like Word

– D̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶ or store to Internet locations like ̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶̶ortal yet -**continue saving to network drives.**

Measure • Communicate • Act™

Initial Rollout - Office 365

- **Why move all email accounts to Outlook 2013?**
  - Centralized calendars; can see when people are available.
  - Use Outlook's *Resource* function for room bookings (rollout TBD, not yet available).

- Everyone uses the same desktop suite version, 2013

- Includes **LYNC** for faster communication
  - ~~███████████████~~ ~~plications~~ *are approved/available for*

Word   Excel   PowerPoint   OneNote   Access   Publisher   Outlook   Lync   InfoPath

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QUICK LOOKS

- The following slides are only quick looks of the desktop versions of Word, Excel, PowerPoint, and Outlook (online and desktop).

- Use **File > Options** to customize any of the 2013 applications.

  Remember these emails:
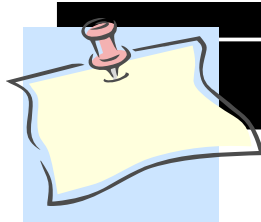 - *for bug crashes, technical help*
  - *eral use questions*

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Portal for Remote Access

https://webmail⊗beyondonline.net
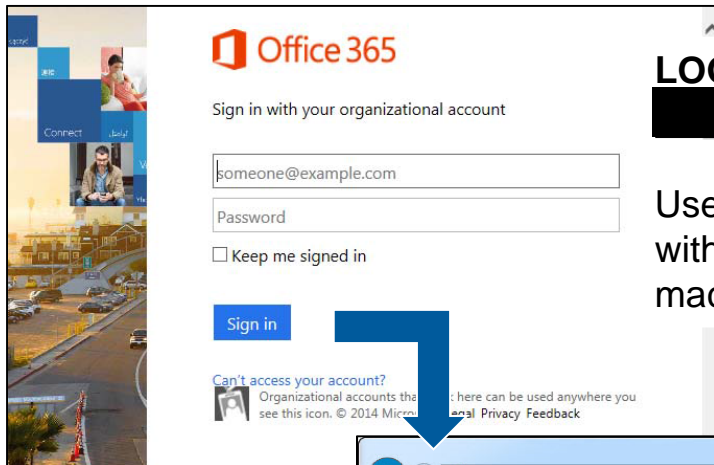
New Internet Portal link:

- Continue to get email remotely & set Out of Office status.
- **Not at this time** - Online "web apps" & software downloads.

icon > Options to update your ee which group alias's you belong to, forward emails, see mailbox usage - 49 GB is available, etc.).

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Portal "Home" Page

LOG IN:

Use your email address with your Windows machine password

- Click **Photo** to sign-out & update your Profile info–Contact HR if Badge photo is too out of date to use
- Click **Gear** to set *Office 365* preferences like default screen

Office 365

Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in

Can't access your account?
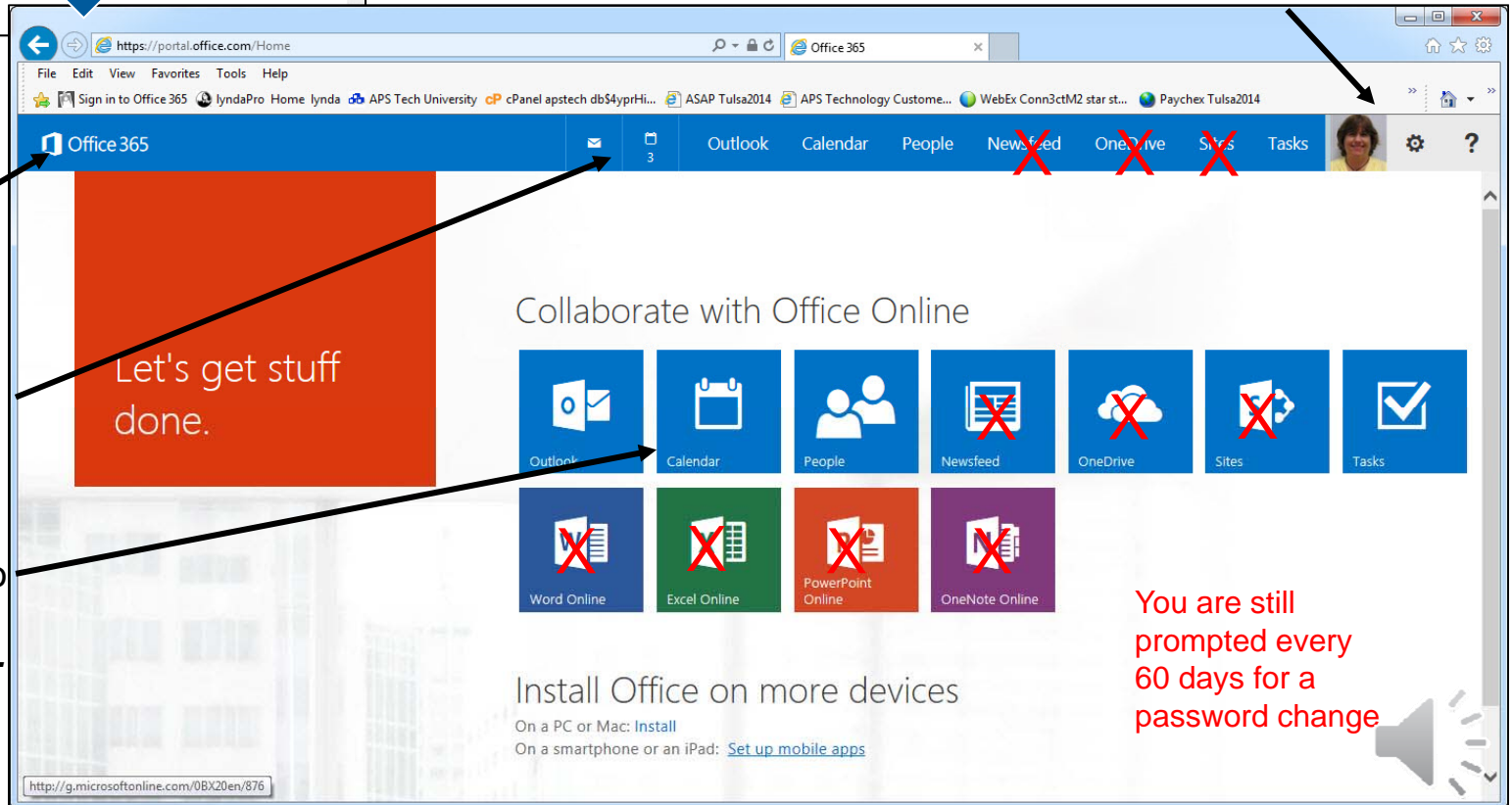
Organizational accounts that ...ct here can be used anywhere you see this icon. © 2014 Micros...gal Privacy Feedback

- **Office 365** = this Home page
- Click **New Email** Icon & see reminders
- Click **Outlook** to open application
- Click **Calendar** to see meetings or *Do not use web-version of software at this time*

Collaborate with Office Online

Let's get stuff done.

Outlook   Calendar   People   Newsfeed   OneDrive   Sites   Tasks

Word Online   Excel Online   PowerPoint Online   OneNote Online

Install Office on more devices
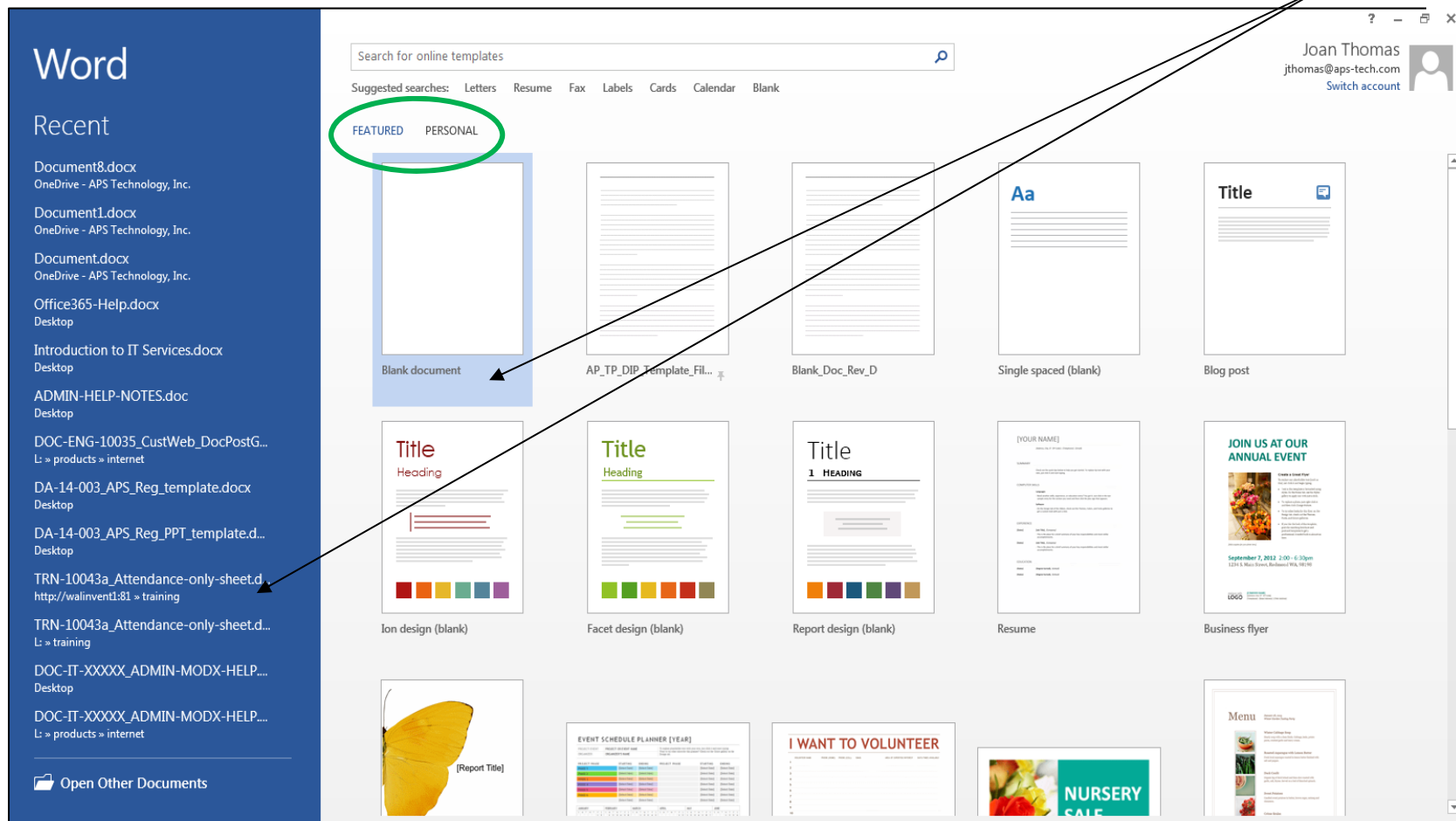
On a PC or Mac: Install
On a smartphone or an iPad: Set up mobile apps

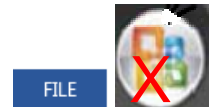You are still prompted every 60 days for a password change

6

Open Desktop Apps 2013 Backstage View (File > New)

- Same layout across applications – backstage & ribbon
- New way to access templates (see TRN-10120 if you don't see Personal)
- Pin-it fu█████n to bring favorite files & locations to top of the list

Word 2013 Desktop View

- Use Maintain Compatibility View checkbox when saving
- Open unsecured PDF and convert to a Word document
- Quick Access toolbar (QAT) for shortcuts to *your* frequently used options
- Import the ▮▮▮▮ QAT that includes Quick Parts option (a customizable 'clipboard')
- New **Remove Background** feature for photos not anchored in drawing canvas box
- **Ctrl A** to select all text works now; request TRN-10046 for detailed Word Training

FILE

- *Ribbon – double click tabs to show/hide*
- *Use heading styles to create clickable reference list & hyperlinked bookmarks in PDFs*

Navigation

Search document

HEADINGS PAGES RESULTS

1.0 PURPOSE
2.0 REFERENCES
3.0 TOOLS
4.0 MATERIALS AND SUPPLIES
5.0 SAFETY CONSIDERATIONS
6.0 PROCEDURES
6.1 Perform an Inventory Check for the ___ Asse...
6.2 Start Here
7.0 DOCUMENT REVISION HISTORY

Document1 [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER ACROBAT   Joan Thomas

Arial | 1 | a) AaBb(AaBbCc[AaBbCc[AaBbCc[Find | Replace | Select | Sign and Encrypt

abc Audience... Body BodyIndent

Clipboard | Font | Paragraph | Styles | Editing | Privacy

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TITLE

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☒ R&D	☐ Production	☐ Repair & Maintenan

1.0   PURPOSE