



OR: HOW I LEARNED TO STOP WORRYING AND  THE CLOUD

1. Overview

1. Intro

- About me
- About this training
- Slide lay-out explanation

2. Theory

- Office 365 Explained
 - Cloud

3. Practical

- Portal
- Applications

4. Mobile Applications

5. Recap





1.1 About me

Diederik Kuijper

Technology Department

Help Desk Technician

- Contact:
 - kuijpedi@qps.org
 - <https://www.yammer.com/qps.org/users/kuijpedi>
 - 217 228 7179

1.2 About this training

Theory

Talking

- What is Office 365
- How does it work?
- Who can use it?
- How does it help you?
- How can you use it?

Practice

Hands On

- Getting started
- Portal
- Mail / Outlook
- Calendar
- People
- Yammer
- OneDrive
- Sites
- Tasks
- Word Online
- Excel Online
- PowerPoint Online
- Sway
- OneNote Online
- Delve
- Skype
- Video

1.3 Slide lay-out explanation



What is stuff?

Header

What is different stuff?

Information about stuff
More information about stuff

Information about different but related stuff
More information about different but related stuff

*Tips and tricks will go in
this format! Look for
these at the corners and
bottom of slides!*



Picture of a cat

Picture

Picture caption

2. Theory



Office 365 allows you to view and edit files on any internet connected device.

2.1 Office 365 explained

What is Office 365?

- Office 365 is a approach to productivity that's not location or device based, but rather as a “cloud” or internet based service. Previously, office software needed to be installed on a PC workstation.

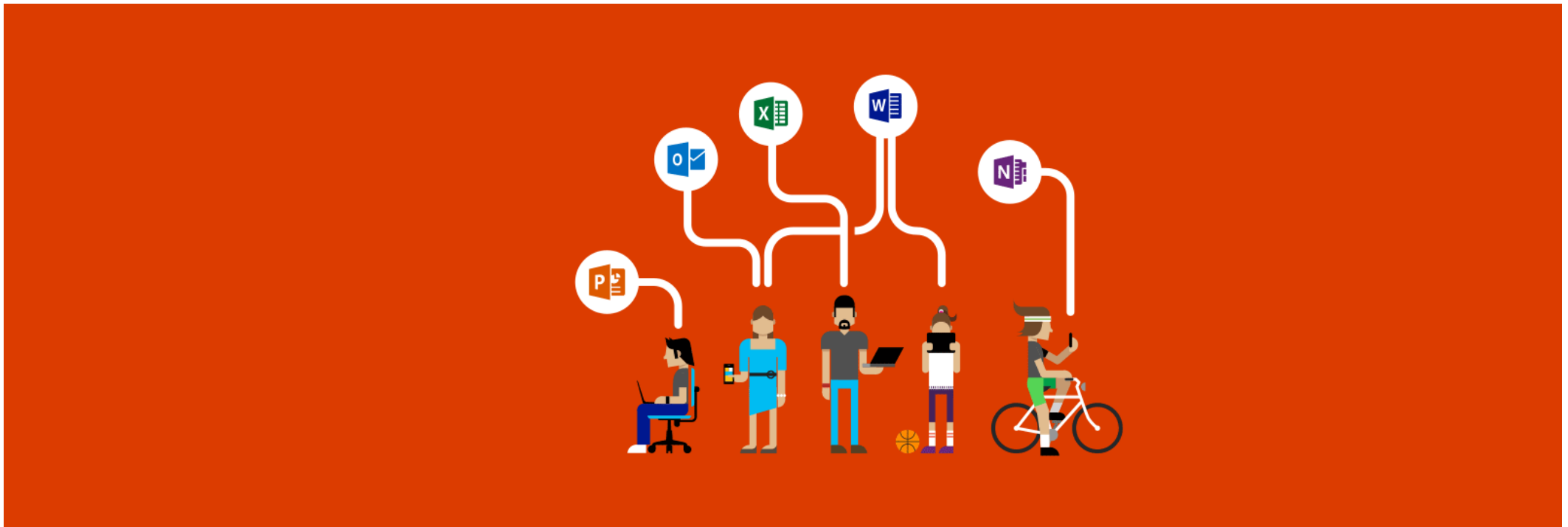
How is Office 365 different from regular Office?

- On demand productivity
- Platform/device independent*
- Web based technology & front end
- Full OneDrive Integration
- Multi-User collaboration
- Rolling releases

Who can use Office 365?

All QPS staff with valid login credentials.

3. Practice



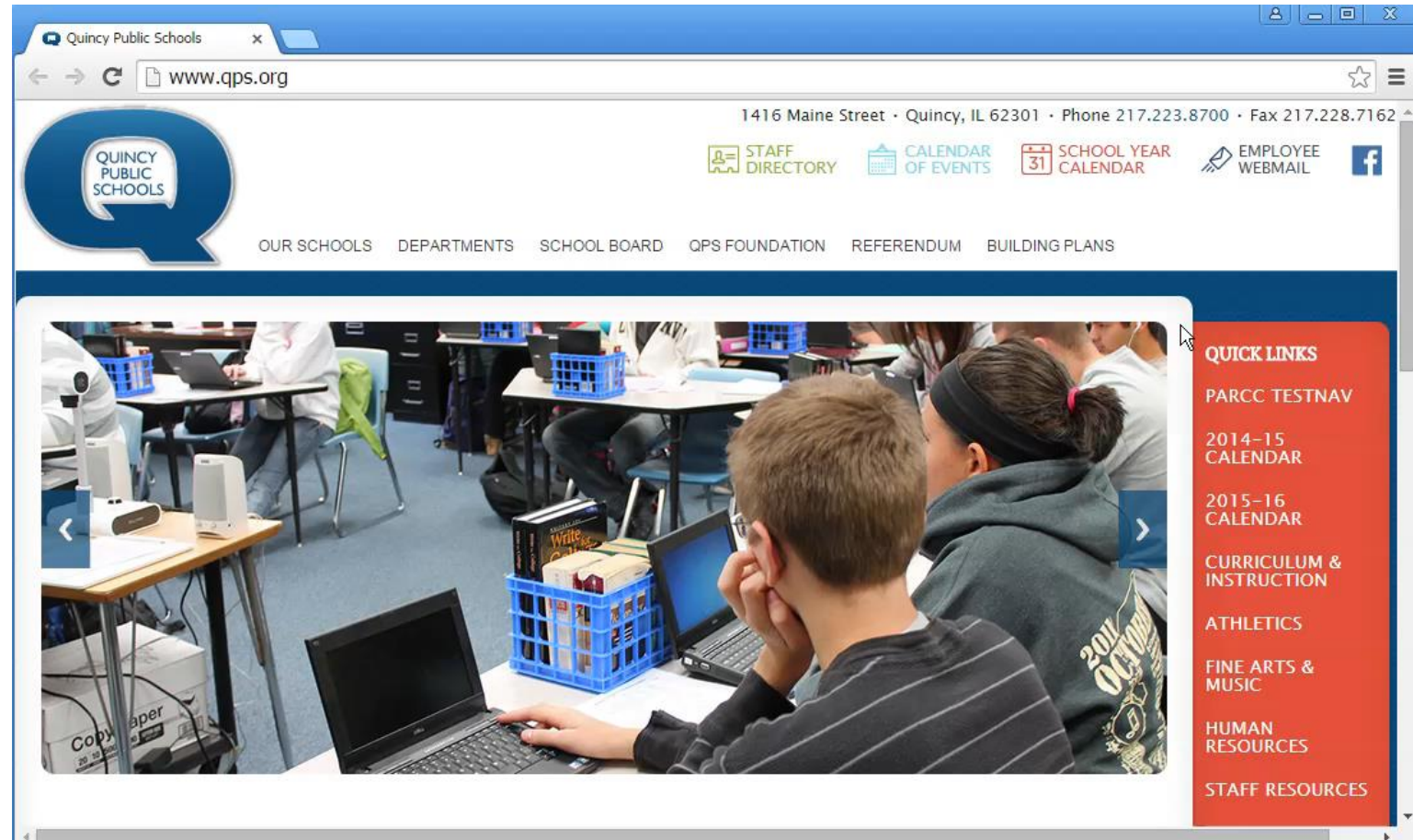
Office 365 gives users the ability to collaborate from anywhere at any time.

3.1 Getting started

How to log in.

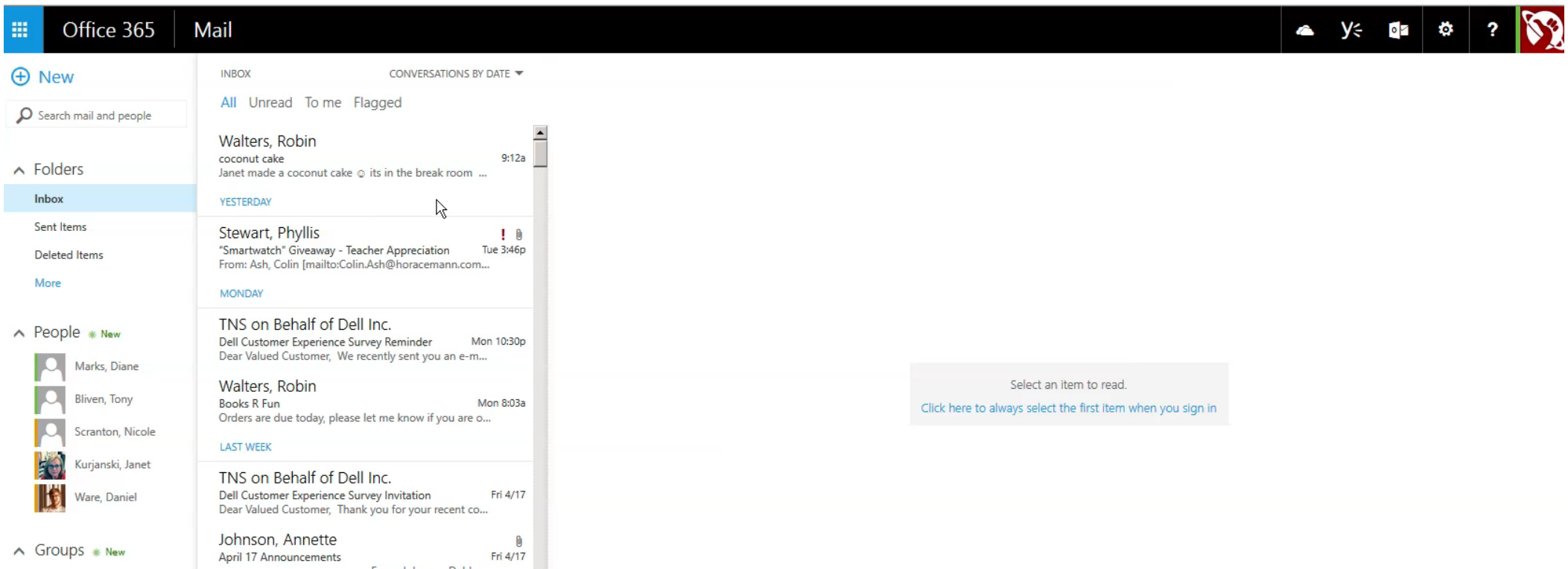
1. Start Browser.
2. Goto QPS.org
3. Employee Webmail.
4. Enter credentials
5. Done!

*Don't know your login or password?
Call the Technology department!
(217) 228 7179*





3.2a Portal



Office 365 Mail

+ New

Search mail and people

Folders

- Inbox
- Sent Items
- Deleted Items
- More

People New

- Marks, Diane
- Bliven, Tony
- Scranton, Nicole
- Kurjanski, Janet
- Ware, Daniel

Groups New

INBOX CONVERSATIONS BY DATE ▼

All Unread To me Flagged

Walters, Robin
coconut cake 9:12a
Janet made a coconut cake ☺ its in the break room ...

YESTERDAY

Stewart, Phyllis
"Smartwatch" Giveaway - Teacher Appreciation Tue 3:46p
From: Ash, Colin [mailto:Colin.Ash@horacemann.com...]

MONDAY

TNS on Behalf of Dell Inc.
Dell Customer Experience Survey Reminder Mon 10:30p
Dear Valued Customer, We recently sent you an e-m...

Walters, Robin
Books R Fun Mon 8:03a
Orders are due today, please let me know if you are o...

LAST WEEK

TNS on Behalf of Dell Inc.
Dell Customer Experience Survey Invitation Fri 4/17
Dear Valued Customer, Thank you for your recent co...

Johnson, Annette
April 17 Announcements Fri 4/17
From: Johnson, Debbie

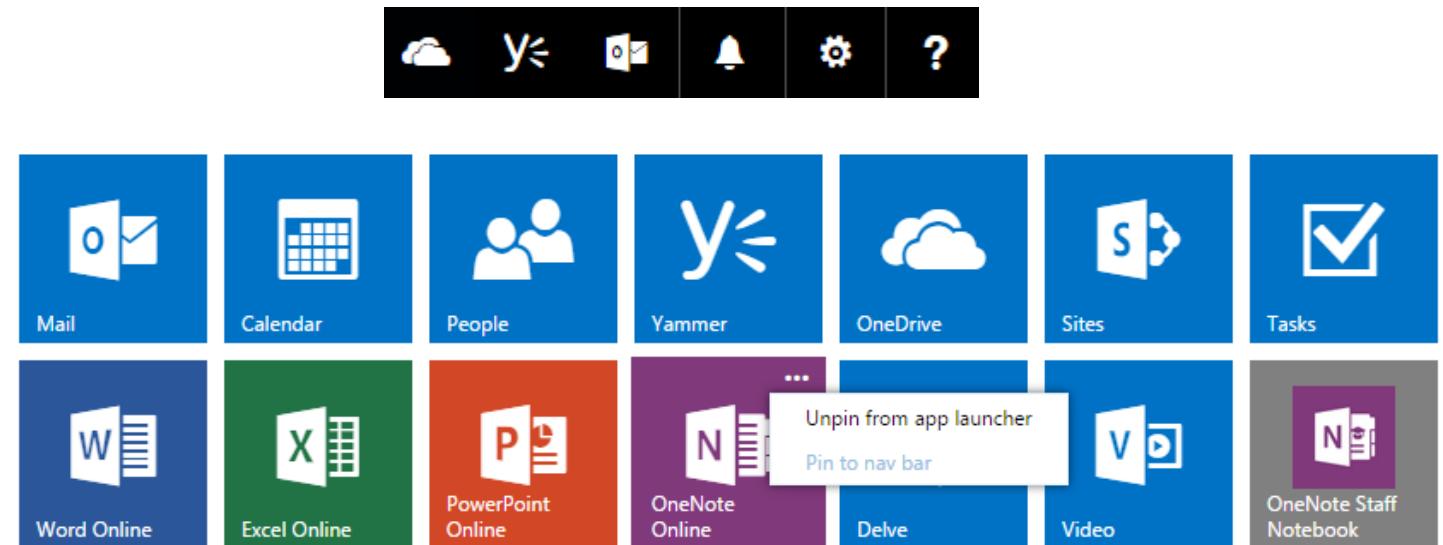
Select an item to read.
[Click here to always select the first item when you sign in](#)

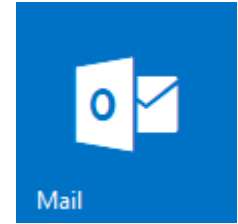


3.2b Portal

In the portal you can:

- Launch applications from the app launcher
- Adjust/customize settings for your Office 365 environment
 - Add items to app drawer
 - Change themes
 - Alter settings
- Download Office 2013 for up to 5 devices
 - Personal computers are allowed!
 - Students too!





3.3a Mail / Outlook

What is Mail / Outlook?

Web-based [e-mail client](#).

Works off QPS [exchange](#) account system.

Look up entire QPS directory to find addresses and people.

Does Mail / Outlook replace Outlook 2010/2013/2016 software?

No.

3.3b Mail / Outlook

Working with
Mail/Outlook.

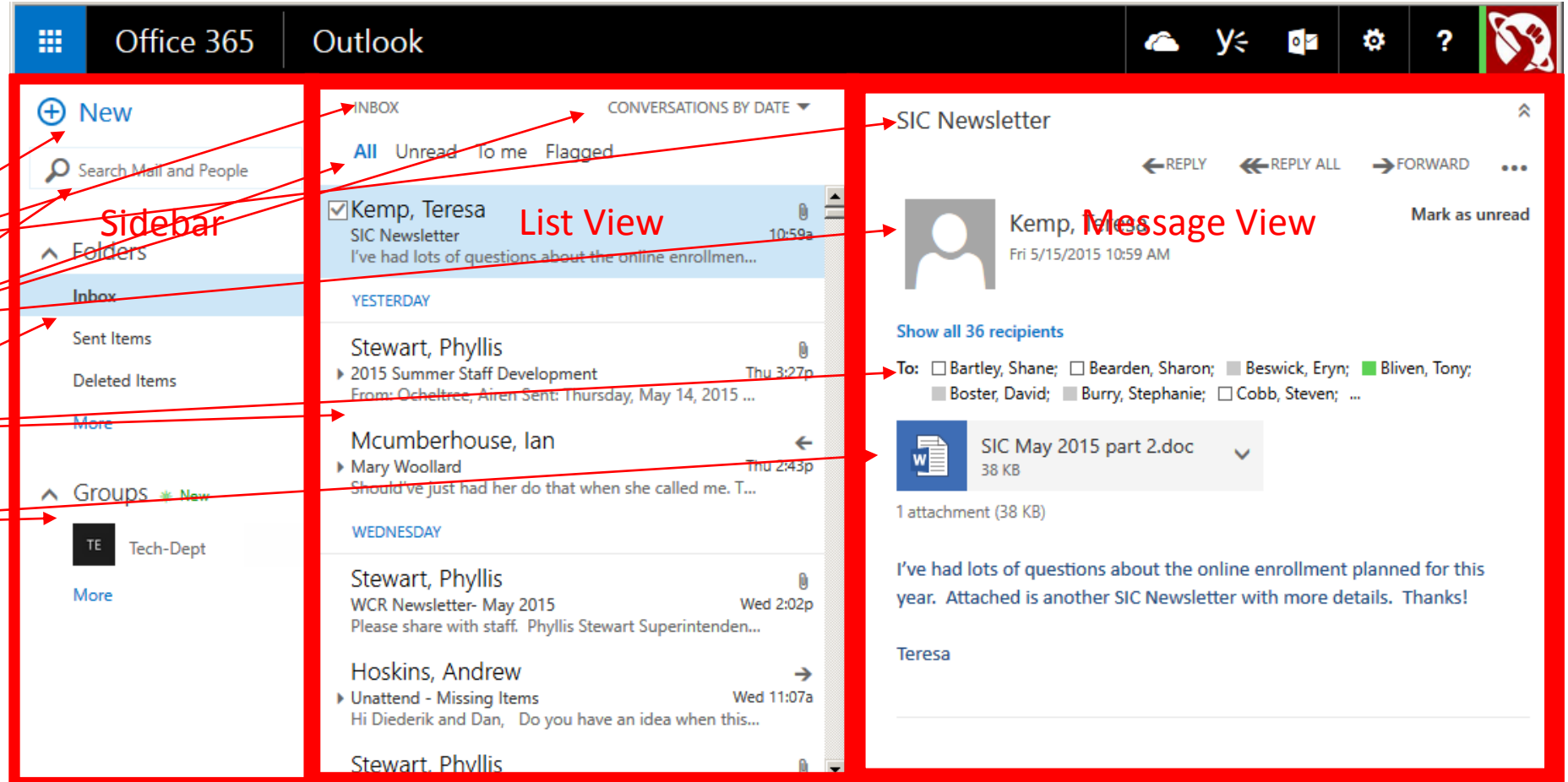
Identifying the tools.

Subject line

Sender's name

Recipient's email

Attachments



Office 365 Outlook

Sidebar:

- New
- Search Mail and People
- Folders
 - Inbox
 - Sent Items
 - Deleted Items
 - More
- Groups
 - TE Tech-Dept
 - More

List View:

INBOX

All Unread To me Flagged

Kemp, Teresa
SIC Newsletter
I've had lots of questions about the online enrollmen... 10:59a

YESTERDAY

Stewart, Phyllis
2015 Summer Staff Development Thu 3:27p
From: Ocheltree, Airen Sent: Thursday, May 14, 2015 ...

Mcumberhouse, Ian
Mary Woollard Thu 2:43p
Should've just had her do that when she called me. T...

WEDNESDAY

Stewart, Phyllis
WCR Newsletter- May 2015 Wed 2:02p
Please share with staff. Phyllis Stewart Superintenden...

Hoskins, Andrew
Unattend - Missing Items Wed 11:07a
Hi Diederik and Dan, Do you have an idea when this...

Stewart, Phyllis

Message View:

SIC Newsletter

← REPLY ← REPLY ALL → FORWARD ...

Kemp, Teresa
Fri 5/15/2015 10:59 AM

Show all 36 recipients

To: ☐ Bartley, Shane; ☐ Bearden, Sharon; ☐ Beswick, Eryn; ☒ Bliven, Tony; ☐ Boster, David; ☐ Burry, Stephanie; ☐ Cobb, Steven; ...

SIC May 2015 part 2.doc 38 KB


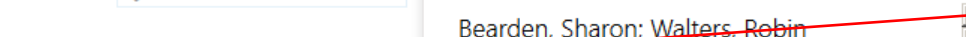
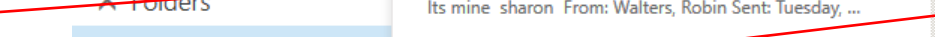

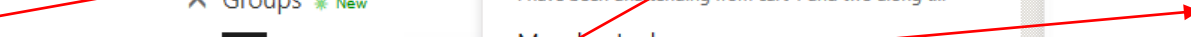
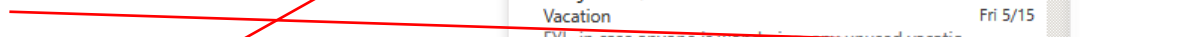
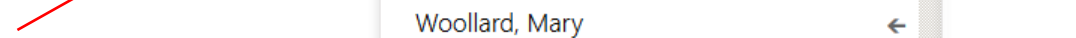
1 attachment (38 KB)

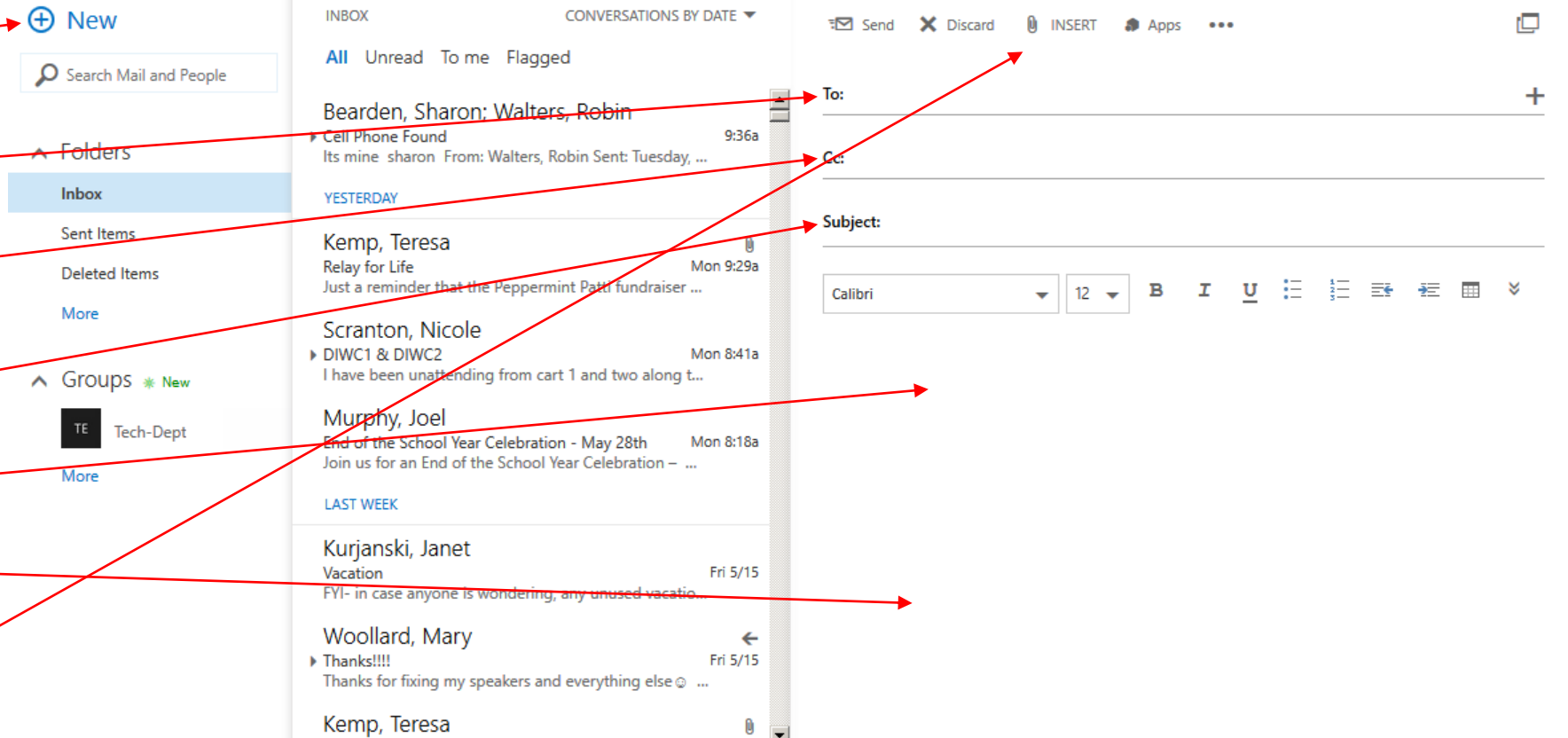
I've had lots of questions about the online enrollment planned for this year. Attached is another SIC Newsletter with more details. Thanks!

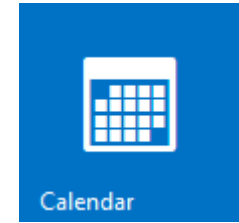
Teresa

3.3c Mail / Outlook

Sending Email

- Click + New 
- Enter the recipient's name or email address. 
- Enter carbon copy or blind carbon copy recipients if needed. 
- Enter Subject. 
- Enter your message. 
- Add signature. 
- Add attachments if needed 





3.4a Calendar

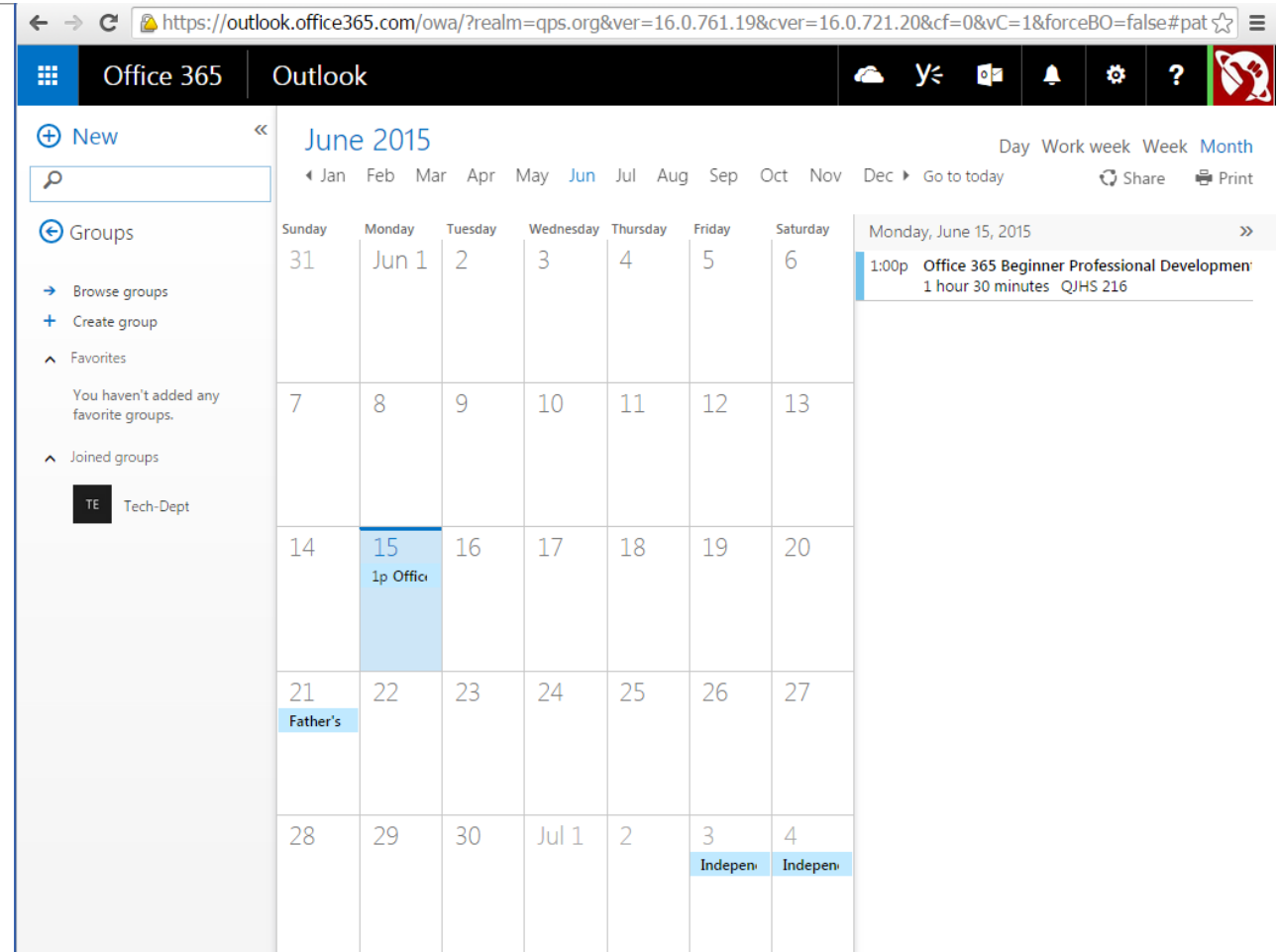
What is Calendar?

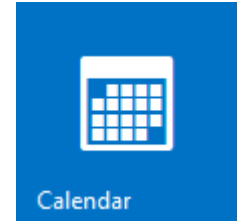
Your digital dateplanner.

Create calendar.
Create Events
Reminders

Share calendars.

Works with Exchange, changes and updates are synced across devices.





3.4b Calendar

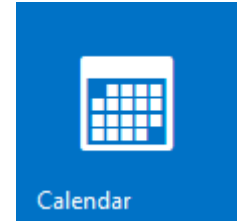
Sharing vs Publishing calendars.

Sharing a calendar means you give somebody permission to view and/or edit your calendar.

Only works with exchange accounts.

Publishing a calendar creates a link for others to subscribe to.

Everyone with the link can only see your calendar.
Remember to set permissions appropriately!



3.4c Calendar

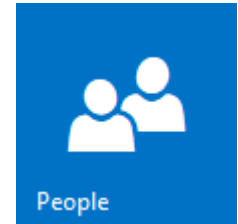
To share a calendar:

1. Go to calendar in outlook.
2. Right click the calendar you wish to share.
3. Click "Share calendar".
4. Input the email address of the person you'd like to share with.

Your calendar, if they choose to accept, will now show up in their calendar view.

To publish a calendar:

1. Go to Calendar options.
2. Select "Publish calendar".
3. Select the calendar you want to share and set the permissions.
4. Save.
5. Send the link to whoever you want to share.



3.5 People

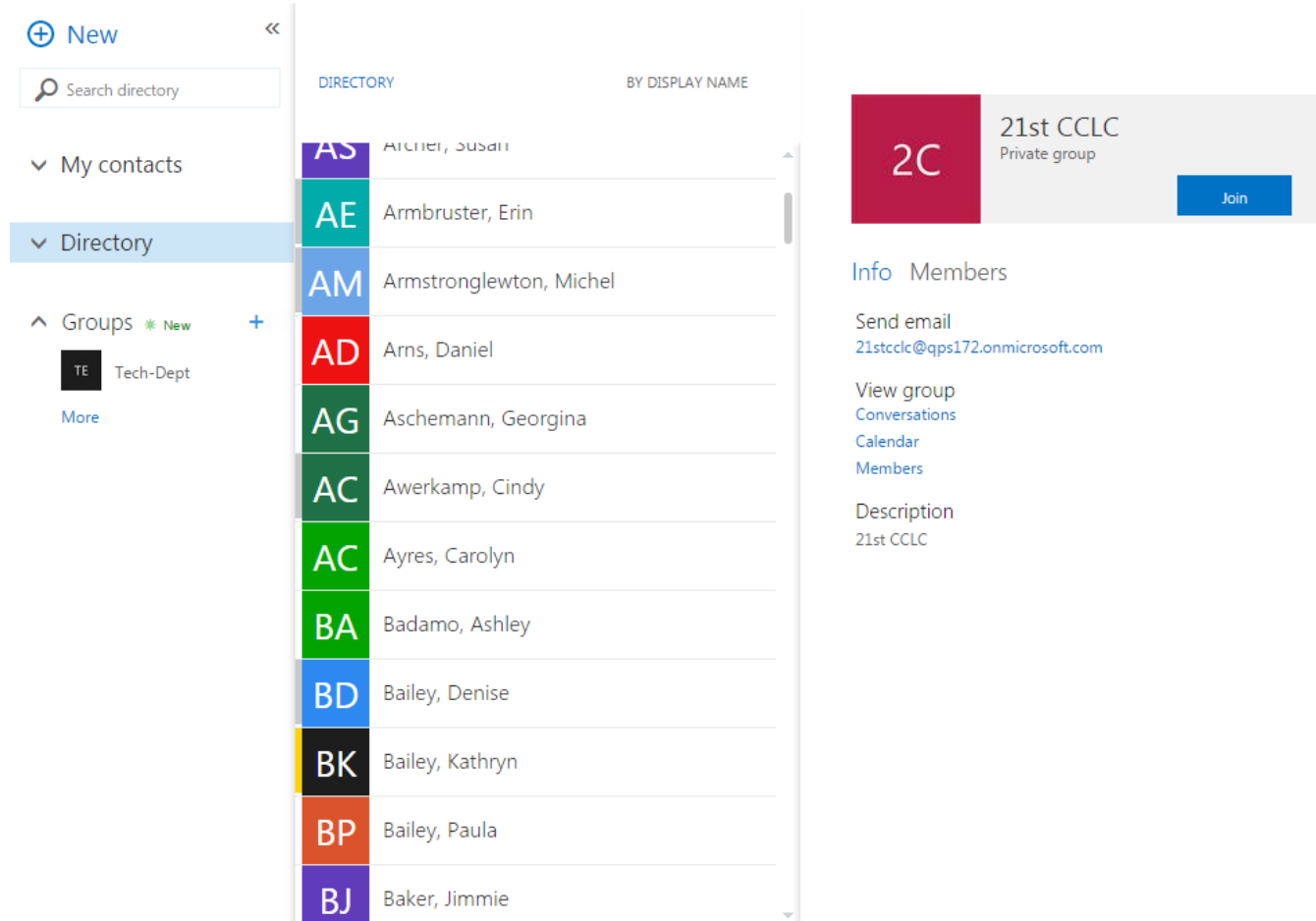
What is People?

Contacts and groups!

My Contacts gathers all contacts from your correspondence and remembers them for quick use.

Directory lists all QPS Employees.

Create groups for quick communication and sharing.



The screenshot shows the Office 365 People interface. On the left, there's a navigation pane with 'New', 'Search directory', 'My contacts', 'Directory', 'Groups' (with a 'New' button), and 'Tech-Dept' (with a 'More' link). The main area displays the 'Directory' list, sorted by 'Display Name'. The list includes entries like 'Archer, Susan', 'Armbruster, Erin', 'Armstrongleuton, Michel', 'Arns, Daniel', 'Aschemann, Georgina', 'Awerkamp, Cindy', 'Ayres, Carolyn', 'Badamo, Ashley', 'Bailey, Denise', 'Bailey, Kathryn', 'Bailey, Paula', and 'Baker, Jimmie'. On the right, there's a group card for '21st CCLC' (Private group) with a 'Join' button. Below the group card, there are links for 'Info', 'Members', 'Send email' (with the email address '21stcclc@qps172.onmicrosoft.com'), 'View group', 'Conversations', 'Calendar', 'Members', and 'Description' (with the description '21st CCLC').

3.6a Yammer!

What is Yammer?

Casual social communication, sharing and collaboration tool.
“Facebook for work”.
Yammer is in-district only, not public.



How does Yammer help me?

- Ties in with OneDrive for quick and easy sharing.
- Casual messaging.
- Gives quick updates on who's doing what.
- Apps give easy access from any device.

3.6b Yammer!

Signing in for the first time.

Create account

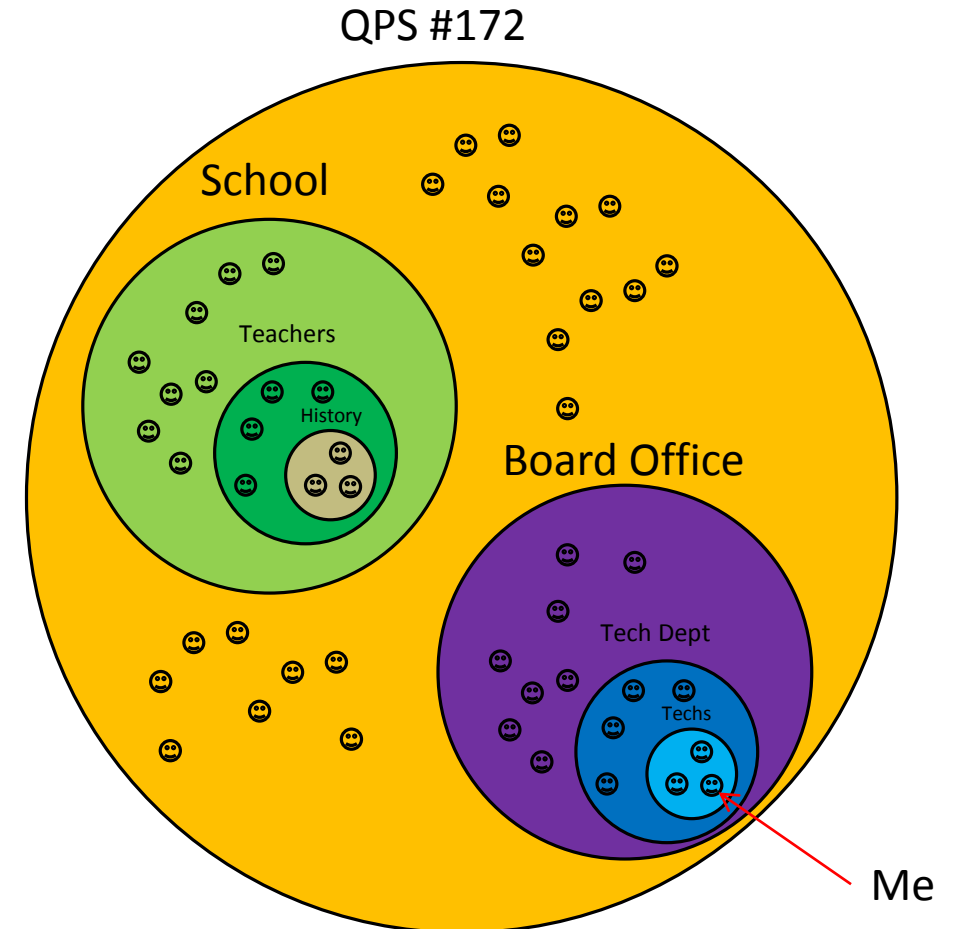
- Use proper capitalization.
- Make sure to spell your name right.
- Set your job title.

Subscribe to people and join groups

- Don't just join any! Pick from professional interests.
E.g. QJHS Teacher joins QJHS group
Check before creating a group!

Customize settings!

- Turn off email notifications



3.6c Yammer!

What is AUP?

The acceptable use policy is a document outlining rules and restrictions regarding the QPS district network .

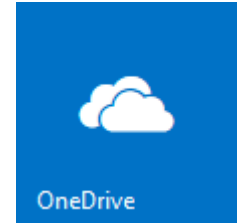
Sending messages:

- Update
- Poll
- Praise

Keep it professional.
Tag it properly.
Check your audience.
Check spelling.



Hashtags will automatically create tags for easy retrieval!



3.5 OneDrive

What is OneDrive?

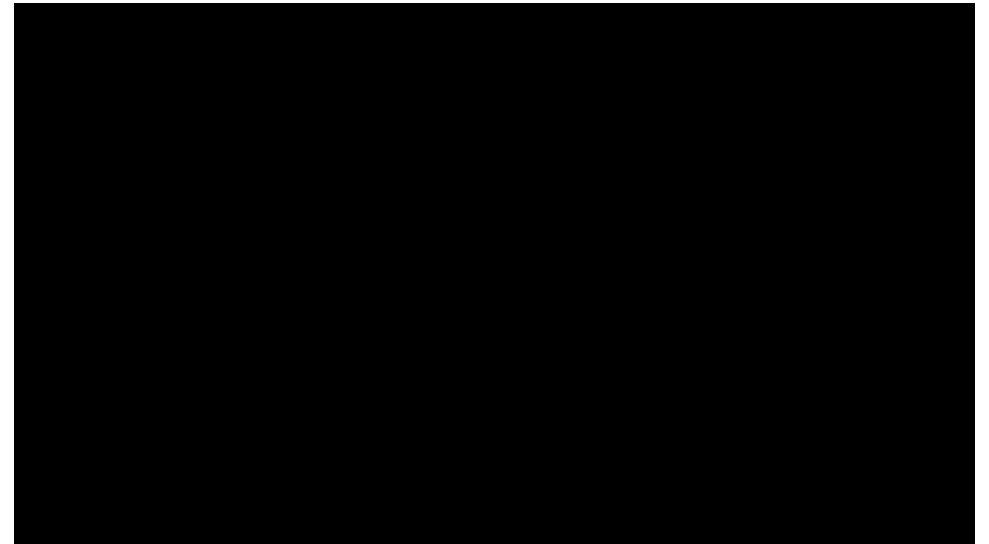
Online storage system.

Cloud.

1st time logging in sets up account. Takes about 2 minutes.

Create files & folders, organize items.

Compatible with Office software suite from Office 2010 onwards.



*Don't have Office 2013
installed yet? Put in a tech
request!*

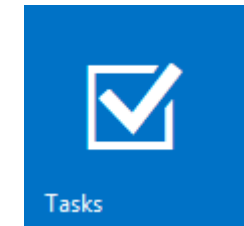
3.6 Sites

What is Sites?

Sharepoint sites are part of a web application platform. Sites allows you to create your own sites and web applications.

Interested in learning how?

Contact Dan Ware at 221-7179 or wareda@qps.org.



What is Tasks?

To-Do lists!

- Create tasks
- Organize tasks
- Categorize tasks

+ New task
Items by Due date ▾

FLAGGED ITEMS AND TASKS

All **Active** Overdue Completed

<<

▲ My tasks

Flagged items and tasks

Tasks

Today

☒ Give Office 365 presentation
Monday, June 15, 2015

Tomorrow

Pick up projector from room 340
Tuesday, June 16, 2015

Give Office 365 presentation

Due Monday, June 15, 2015

Edit Complete ⋮

- Due today.

Status	Not started
% complete	0
Start date	6/15/2015
Priority	High
Date complete	None
Companies	QPS172
Owner:	Kuijper, Diederik
Total work	0 hours
Actual work	0 hours
Mileage	None
Billing	None

☐ Reminder

None ▾

☐ Mark private

Repetition Never

Give a presentation on Office 365. Make it awesome.

3.8 Word Online

What is Word?

Word processing software.

What is Word Online?

Text processing software online.

Difference between Word Online & Word 2010/2013

Online has basic features.

Allows multi-user collaboration.

PECUNIA NON AULET

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi optio cumque nihil impedit quo minus id quod maxime placeat facere possimus, omnis voluptas assumenda est,

3.9 Excel Online

What is Excel?

Spreadsheet software.

Condense data to readable formats through sorting and graphs.

What is Excel Online?

Lightweight version of Excel

Create Spreadsheet

Create Survey

Allows multi-user collaboration.

Column A	Column B	Column C
Data A2	Data B2	Data C2
Data A3	Data B3	Data C3
Data A4	Data B4	Data C4
Data A5	Data B5	Data C5
Data A6	Data B6	Data C6
Data A7	Data B7	Data C7
Data A8	Data B8	Data C8
Data A9	Data B9	Data C9
Data A10	Data B10	Data C10

3.10 PowerPoint Online

What is PowerPoint?

Presentation Software!

Create content rich presentations/lessons/training.

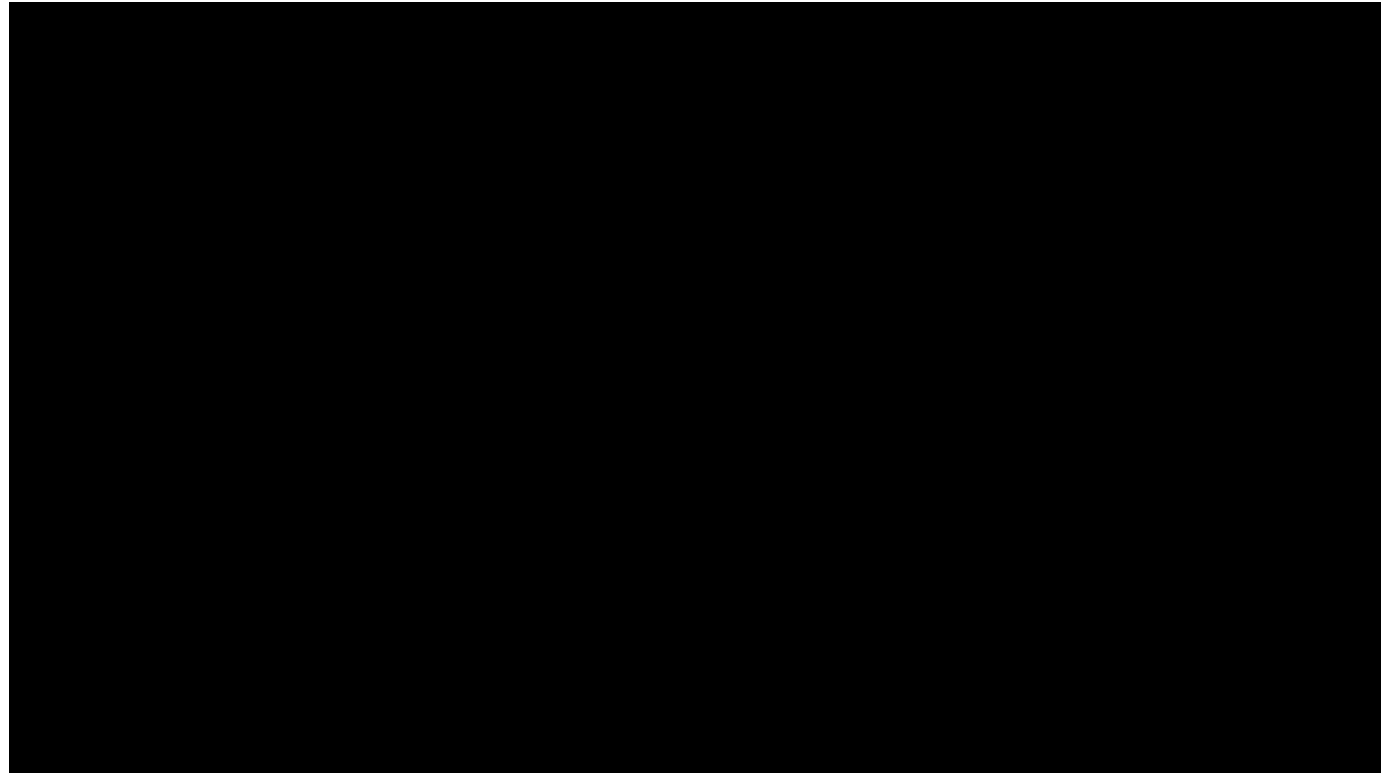
Easily combine text/audio/video resources to make attractive slides and convey information to an audience.

Allows multi-user collaboration.



3.11 Sway

What is Sway?



3.12 OneNote Online

What is OneNote?

Versatile note-taking software.

Always free on any device (does not require subscription)

More information and guides:

[OneNote.com](https://onenote.com)

[For Students.](#)

[For Teachers.](#)

[For Administrators.](#)



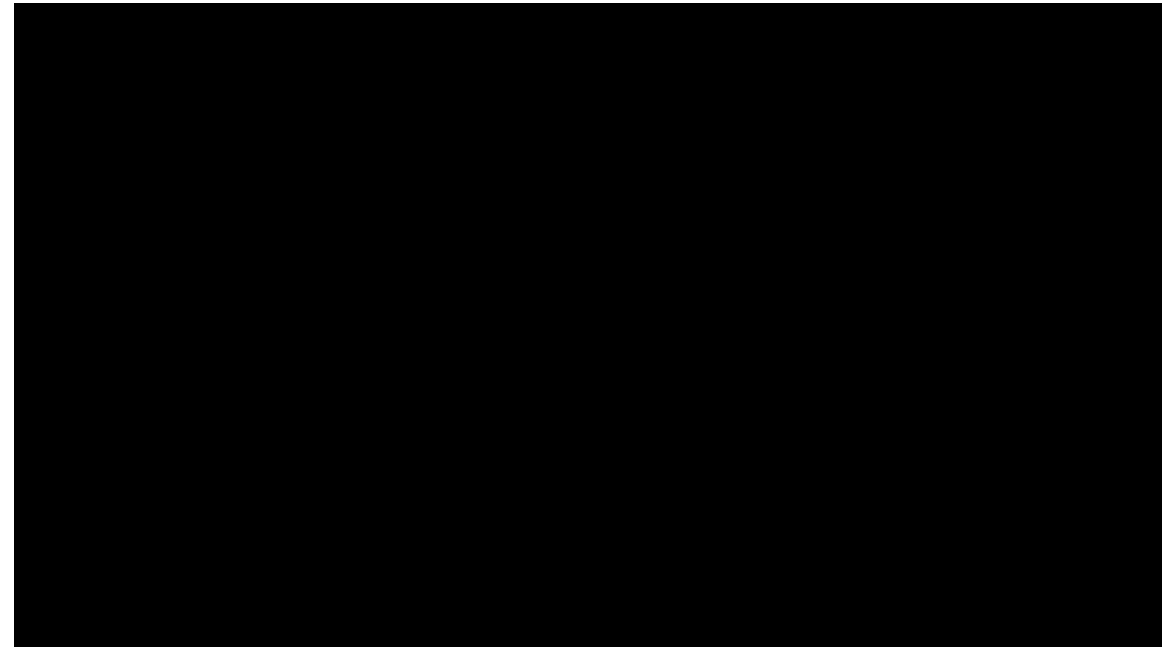
3.13 Delve

What is Delve?

Information Condensation Tool.

Analyzed information pertaining to you.

Quickly view email attachments and shared documents.



3.14 Video

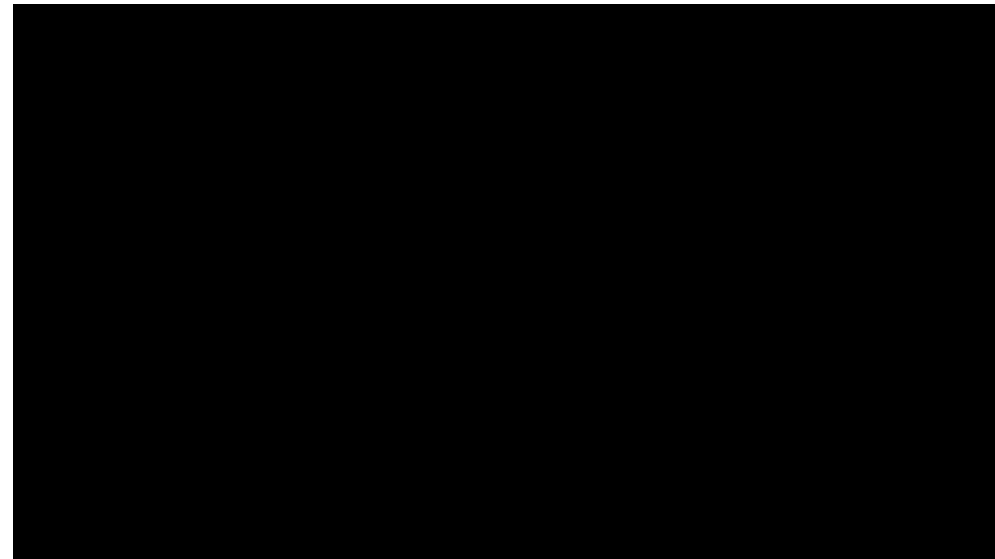
What is Video?

YouTube for QPS

Sorted by channels

Channel contributors / Channel editors

Still WIP, new features added regularly.





3.15 Skype

What is Skype?

4. Mobile Apps



Office 365 apps are available for almost all mobile platforms.

4. Mobile Apps



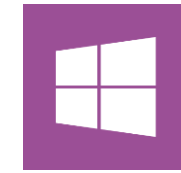
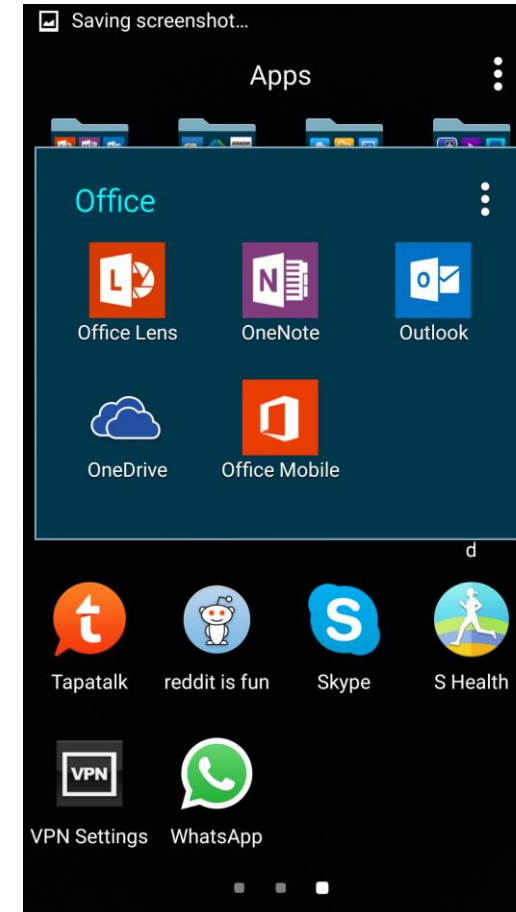
iOS iPhone/iPad

[Word](#)
[Excel](#)
[PowerPoint](#)
[OneNote](#)
[OneDrive](#)
[Outlook](#)
[Sway](#)
[365 Video](#)
[Office Lens](#)
[Yammer](#)
[Yammer Now](#)



Android

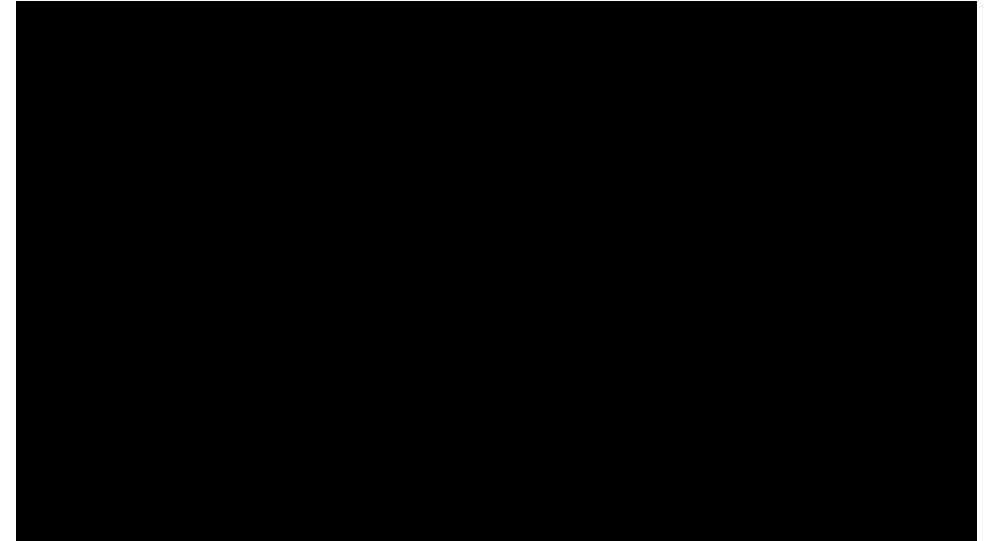
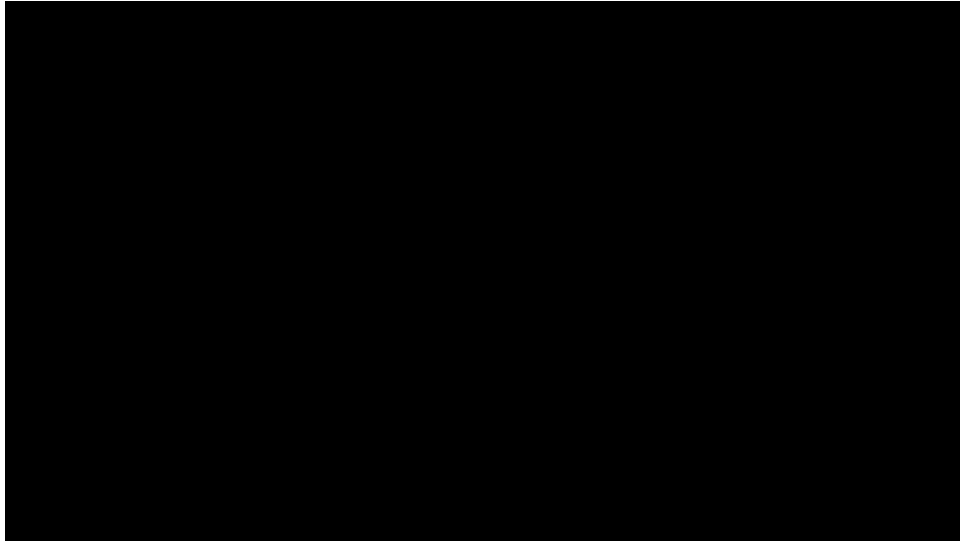
[Office Mobile](#)
[Word](#)
[Excel](#)
[PowerPoint](#)
[OneNote](#)
[OneDrive](#)
[Outlook](#)
[Office Lens](#)
[Yammer](#)



Windows Phone

Word
Excel
PowerPoint
OneNote
OneDrive
Outlook
Office Lens
Yammer

4.1 Office Mobile Apps



5. Recap

What have we learned?

How to log in.

How to change settings, navigate and customize the portal.

What the different applications are and how to start using them.

How to share documents and work together.

How to make it work for you!

Anywhere!

This training was made with Office 365 Online and Office 2013



Additional resources

<https://support.office.com/en-us/learn/office365-for-business> free online Office 365 training

<http://onenoteforteachers.com/> free OneNote training

<https://www.youtube.com/user/MicrosoftOffice365> Youtube videos on Office365

<https://www.microsoft.com/en-us/education/> free online training for educators

[Office 365 - Connect & Collaborate](#) Free eBook (slightly outdated)

[Office 365 - Help and how to](#) Free eBook (slightly outdated)

[Office 365 QPS](#) - this Presentation!

FIN

ANY QUESTIONS?

Disclaimer

Links:

- Presentation
- Sample Files

Images:

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- © Google All rights reserved
- © Apple All rights reserved
- © Facebook All rights reserved
- © QPS172 All rights reserved



*Educate students and teachers
to achieve personal excellence.*

MISSION & VISION

*The Quincy Public School District is committed to creating a culture
of excellence in education for college and career readiness by*

Engaging students to achieve personal excellence;

Building professional knowledge and excellent teaching practices
through collaboration;

Utilizing curriculum aligned to the state standards;

Establishing high expectations and improving student growth; and

Developing active partnerships with parents and the community.

No colleagues were hurt in the making of this training, but some were mildly annoyed.