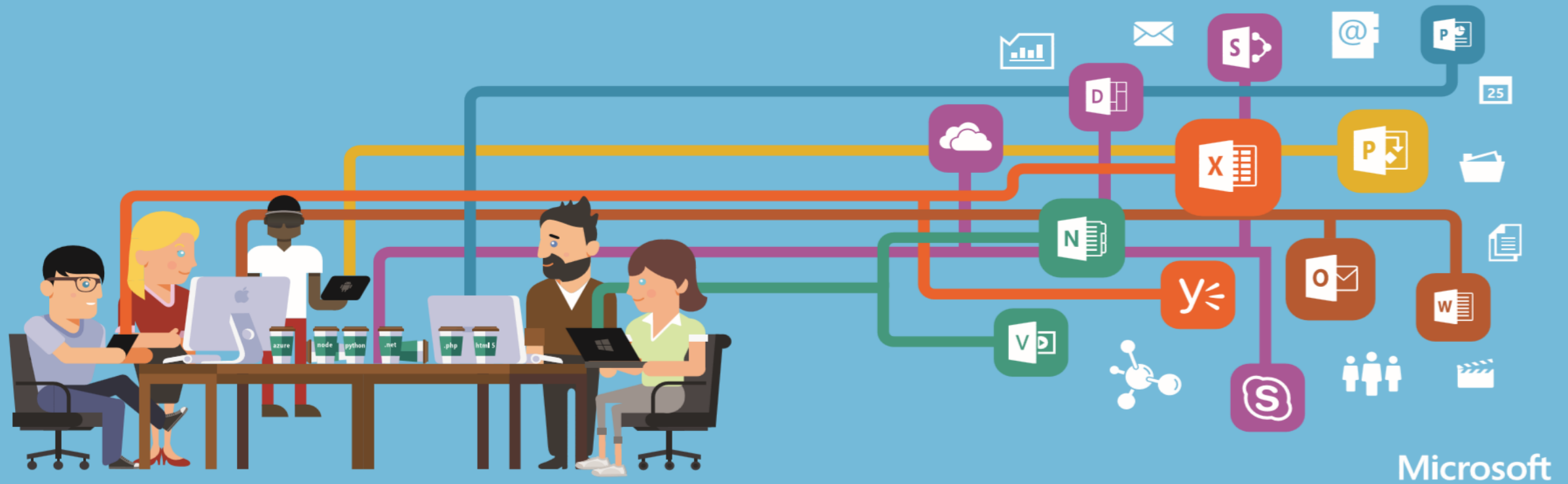




Extend. Connect. Open.



UNIQ Solutions

[Office365 Deck @ Rosmerta Safety Systems](#)

# Today's Training Agenda

- Introduction to Microsoft Office365.
- Accessing Email via Outlook Desktop Application and Web based.
- Microsoft TEAMS.
- One Drive For Business.
- SharePoint Online.
- Document Management System
- SharePoint Online Co-Authoring

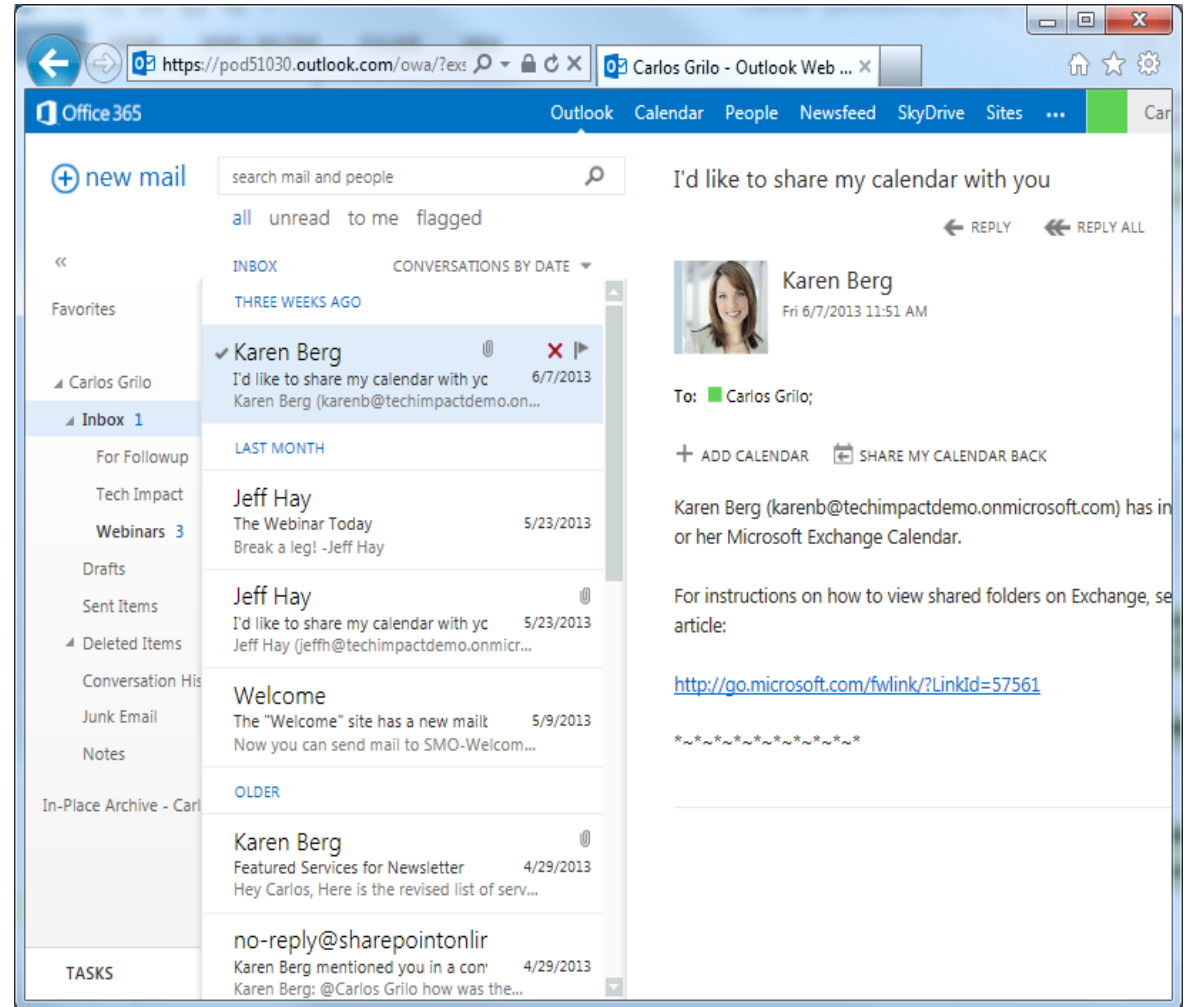


# Office 365 Suite includes :



# Accessing Emails

- Outlook 2016 Desktop Application.
- Outlook Web Access on any modern web-browser (IE, Firefox, Safari, Chrome)
- Any mobile-phone supporting ActiveSync (including iPhone, most Android phones and Windows Smartphones)



Create appointments,  
tasks, contacts & more

# MICROSOFT OUTLOOK 2016

Flag items &  
add reminders

FILE

HOME

SEND / RECEIVE

FOLDER

VIEW

New Email

New Items

Ignore

Clean Up

Junk

Delete

Reply

Reply

Forward

Meeting

News Drip

Team Email

Reply & Delete

To Manager

Done

Create New

Move

Rules

OneNote

Assign Policy

Unread/Read

Categorize

Follow Up

Search People

Address Book

Filter Email

Current Folder

By Date

Newest

Mail Delivery System

Mail delivery failed

This message was created automatically by mail

02/25/2014

Mail Delivery System

Mail delivery failed

This message was created automatically by mail

02/25/2014

Stephanie Petrashko

February News Bytes

CarefreeIT News Bytes

02/25/2014

DoNotReply@CarefreeIT.ca

Marketing Manager requests completed

Marketing Manager has completed your

02/25/2014

Stephanie Petrashko

February News Bytes

CarefreeIT News Bytes

02/25/2014

Stephanie Petrashko

test

CarefreeIT News Bytes

02/25/2014

DoNotReply@CarefreeIT.ca

Marketing Manager requests completed

02/25/2014

October News Bytes

To

Stephanie Petrashko

Unsubscribe

CarefreeIT News Bytes

October, 2014

\*Connect With Us!\*

Website

Client Portal

Referral

What's New In Windows

Microsoft recently unveiled an operating system across all Windows smartphones to take advantage of the new hardware.

See more about Stephanie Petrashko.

November 2014

SU MO TU WE TH FR SA

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 1 2 3 4 5 6

Tomorrow

9:00 AM

Doctor's appointment

Doctor's office

Thursday

10:00 AM

Meeting - Chicopee Ski Cl...

Meeting room

Arrange by: Flag: Due Date | Later

Type a new task

Our services

Checking in

Waterloo Minor Soccer

Message from KMBT\_363

October newsletter

Proposal Outline

Mail

Calendar

People

Tasks

...

ITEMS: 165

ALL FOLDERS ARE UP TO DATE.

CONNECTED TO: MICROSOFT EXCHANGE

100%

Customize your  
Outlook view

Manage rules

Calendar &  
appointments

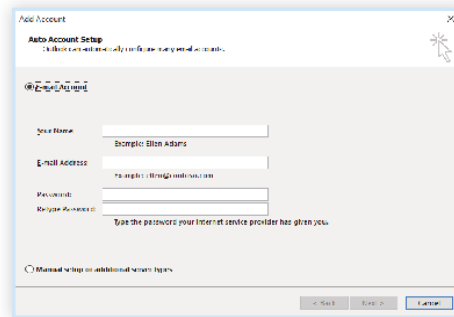
Inbox subfolders

Task list

Manage mail, calendar, contacts & tasks

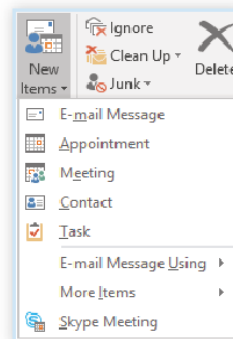
## Set up your account

You can use Outlook 2016 as soon as you enter your account info. On the ribbon, click **File** > **Info** and then click the **Add Account** button. Sign in with your preferred email address, or use the information provided by your company or school.



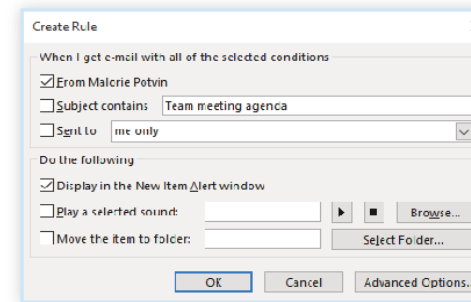
## Create new items

In **Mail** view, on the **Home** tab, click **New Email** to compose a new email message, or click **New Items** and choose the type of item you want to create.



## Organize mail with rules

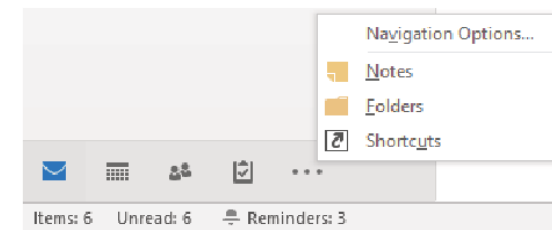
If you regularly receive large amounts of email from different sources, consider setting up rules that automatically file messages into mail folders you've created. Start by clicking the **Organize** tab, and then click **Rules** > **Create Rule**.



## Switch between views

There's much more to Outlook than email. At the bottom of the app window, you can easily switch between the **Mail**, **Calendar**, **People**, **Tasks**, **Notes**, and **Folders** views to manage all aspects of your busy life.

Commands on the ribbon will switch to match the view you've selected, as will the information shown on the Outlook status bar at the bottom of the app window.



# Outlook 2016



## There's more to Outlook than email

Switch to the other views to manage all aspects of your busy life.

### Easy to use Calendar tools and commands

In Calendar view, the ribbon displays everything you need to manage every day, week, month, and year.

### Switch your point of view

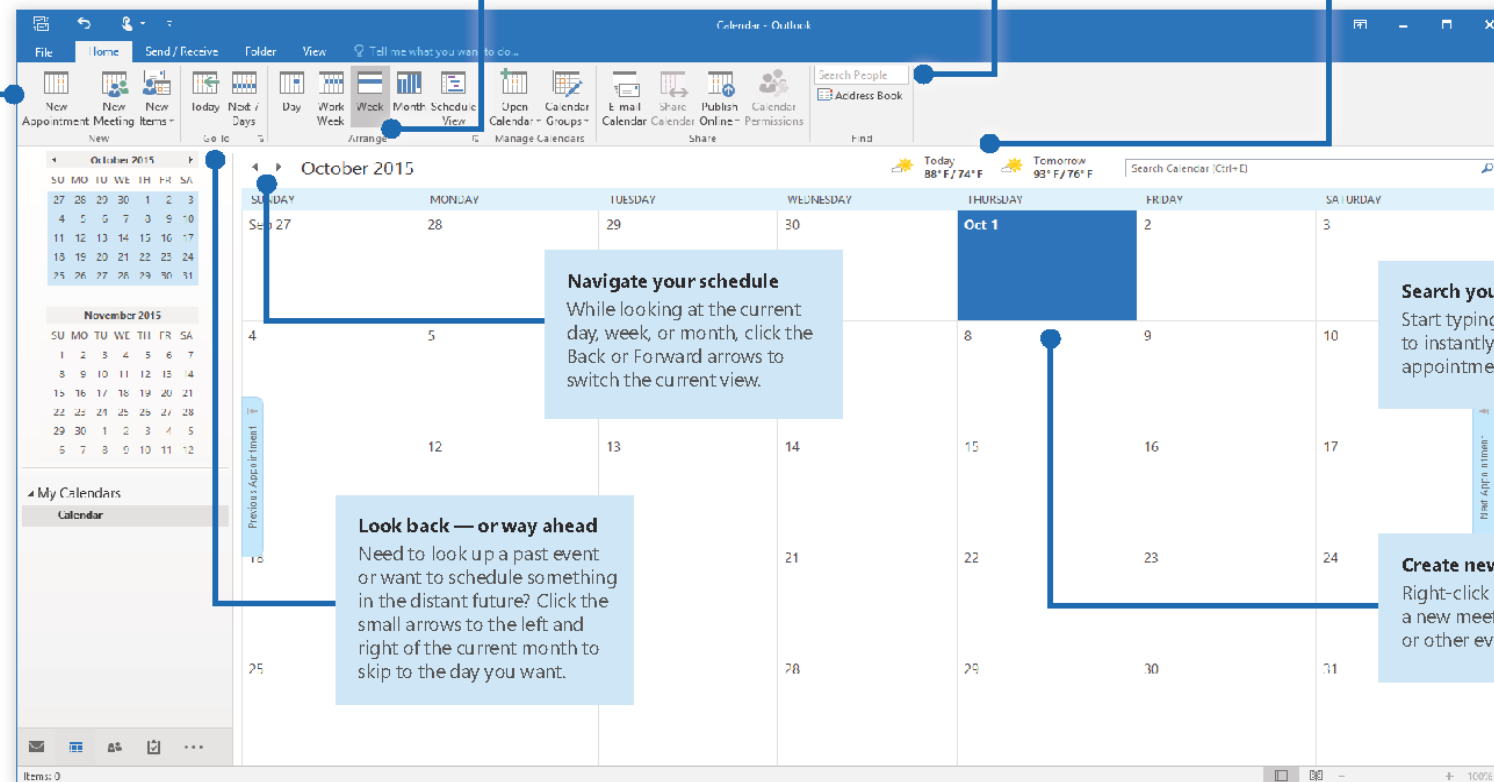
Click to see how busy your days, weeks, and months are.

### Look someone up before scheduling

Type a name and search to verify someone's contact info before setting up a meeting.

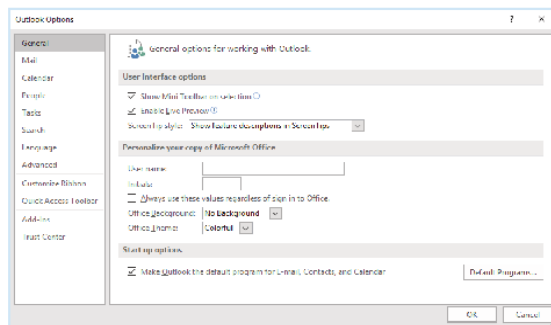
### Sunshine required?

Glance at the weather forecast to make sure your meeting or event won't be rained out.



## Set your preferences

Something not working quite as expected? It's easy to change and customize options at any time. Click **File > Options**, and then set up Outlook 2016 the way you want.



## Get other Quick Start Guides

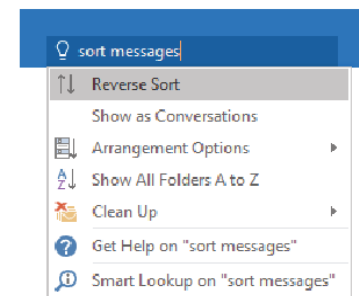
Outlook 2016 is just one of the newly designed apps in the new Office 2016. Visit <http://aka.ms/office-2016-guides> to download our free Quick Start Guides for the other new versions of your favorite Office apps.

If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!



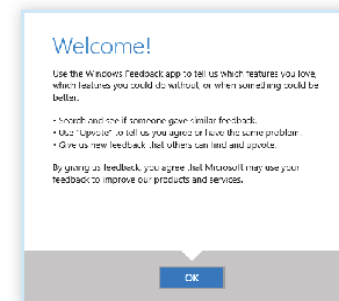
## Get help with Outlook

Type a keyword or phrase into the **Tell me what you want to do** box on the ribbon to find the Outlook features and commands that you're looking for, read our online **Help** content, or perform a **Smart Lookup** on the Web for more insights.



## Send us your feedback

Love Outlook 2016? Got an idea for improvement? Click **File > Feedback** to open the Windows Feedback app, from where you can send kudos, gripes, and ideas directly to the Outlook development team.

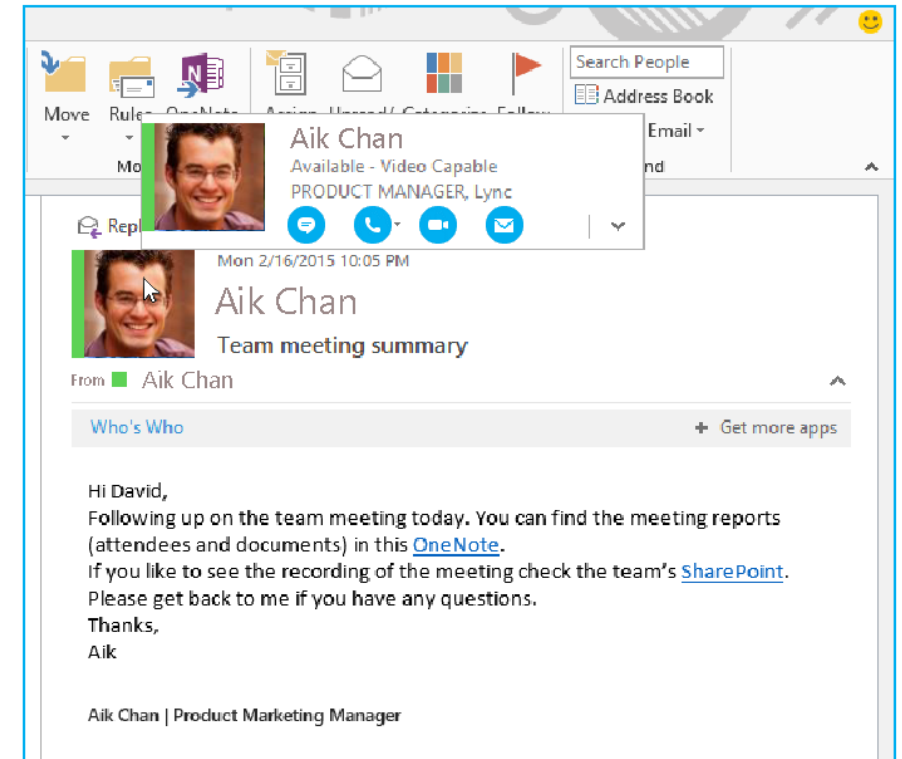




# Office integration

*Being able to communicate with people from any of the Office apps saves time and makes for more efficient employees*

- » **ENRICHES OFFICE EXPERIENCE**
- » **SEAMLESS INTEGRATION – ONENOTE, SHAREPOINT, OUTLOOK**
- » **PRESENCE ACROSS THE OFFICE SUITE**
- » **INTEGRATION WITH OFFICE ACROSS PLATFORMS**



MOBILE



DESKTOP



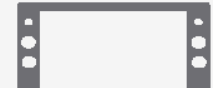
MAC



WEB APP



VDI



SURFACE HUB

# Meet Microsoft Teams



# Microsoft TEAMs- Chat-based workspace



## **Chat for today's teams**

Communicate in the moment and keep everyone in the know



## **A hub for teamwork**

Give your team quick access to information they need right in Office 365



## **Customizable for each team**

Tailor your workspace to include content and capabilities your team needs every day.



## **Security teams trust**

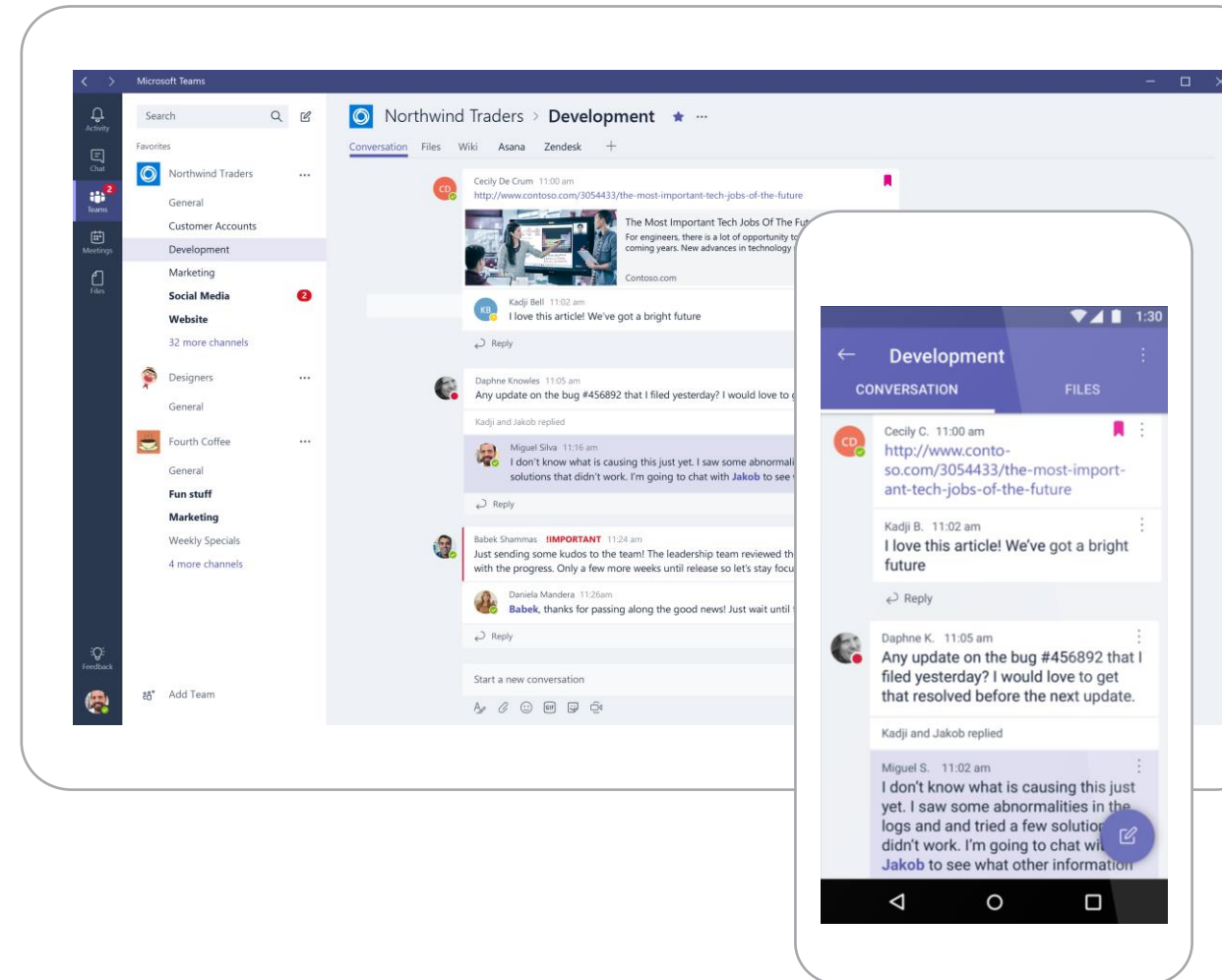
Get the enterprise-level security and compliance features you expect from Office 365.



UNIQ Solutions

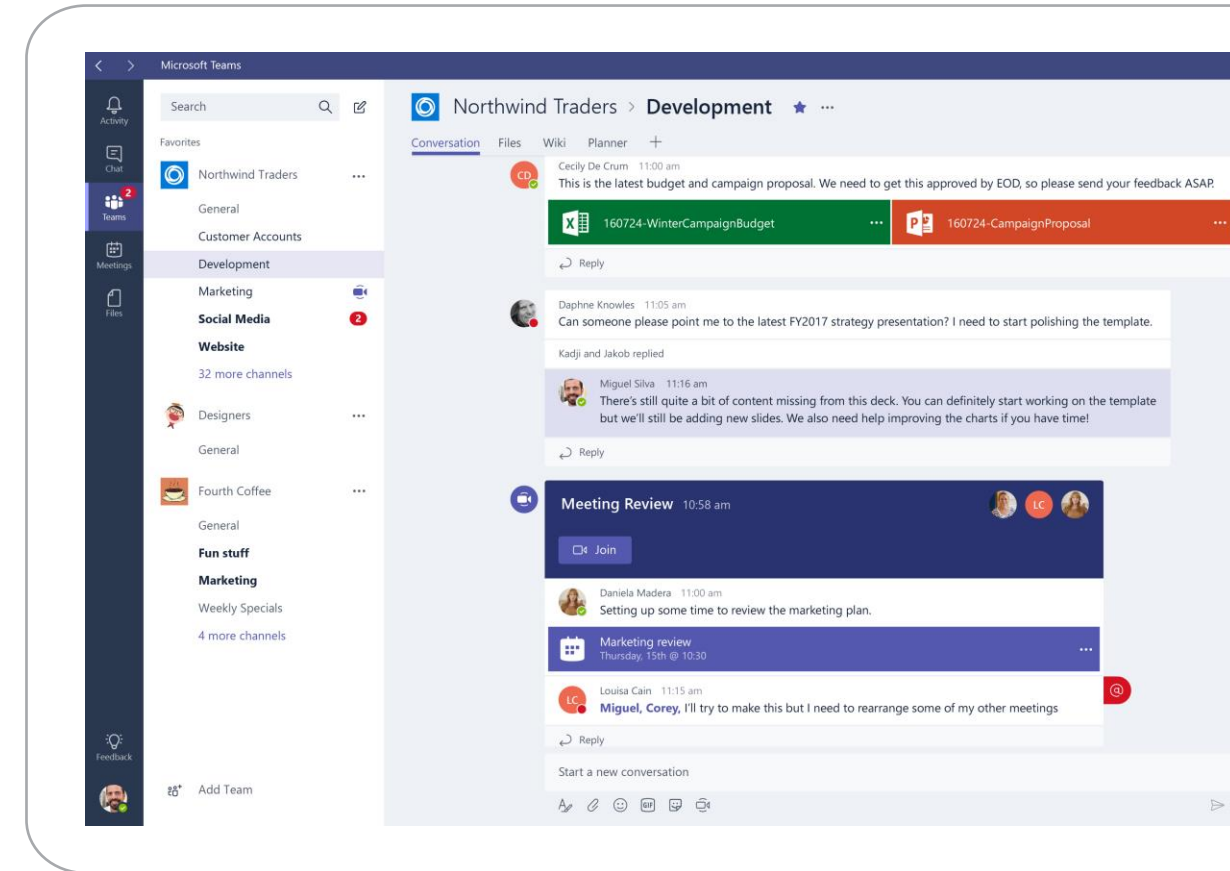
# Chat for today's teams

- People can see content and chat history anytime
- Team chats and activities are visible to the entire team
- Use private chats for small group conversations
- Mobile access on Android, iOS and Windows Phone



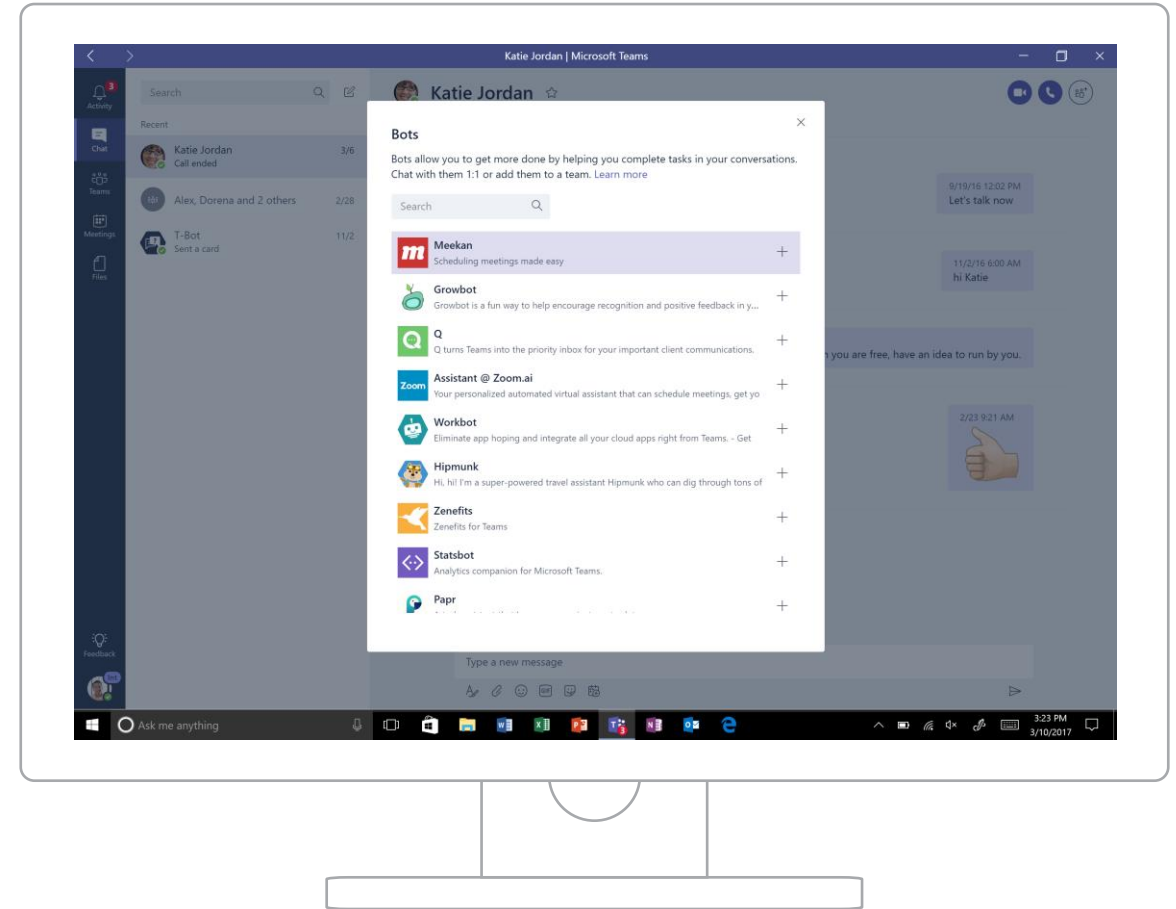
# A hub for teamwork

- Chat, content, people, and tools live in a team workspace
- Voice and video meetings right within Teams
- Built-in access to SharePoint, OneNote and Planner
- Work with Office and other documents right in the app



# Customizable for each team

- Create different channels for work streams and topics
- Add tabs to frequently used files and cloud services
- Get updates from the apps your team uses every day
- Customize notifications so you don't miss important info
- Build integrations with developer preview APIs



# Office 365: Supporting the unique workstyle of every group



## Chat-based Workspace

Teams



## Mail & Calendar

Outlook



## Voice, Video & Meetings

Skype



## Sites & Content Management

SharePoint and  
OneDrive for  
Business



## Enterprise Social

Yammer

### Office 365 Groups

**Complete Collaboration Solution**  
Office 365 addresses the breadth of collaboration needs across organization

**Integrated Experiences**  
Office 365 Groups and Graph enable integrated experiences that facilitate effective collaboration

**Security and Compliance**  
Office 365 provides the security, compliance and manageability required in today's workplace



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# OneDrive as an ecosystem

OneDrive for Business, comes bundled with your Office365 subscription.  
The Office 365 collaboration offers rich integration across products.



## OneDrive for Business





# One Drive for Business ?



## Personal collaboration space for business

- Each user gets 1 TB of space
- Sync files across all your devices
- Easily find all your files
- Share your files with both internal and external users
- Collaborate in real time using Office Online
- Automatic versioning of documents
- Multi-factor authentication
- Mobile access from iPad, iPhone, Android and Windows Phone

# Intelligence



Office 365OneDrive

Search

Omar Shahine

Files

Recent

Shared with me

Discover

Recycle bin

Sites

Loyalty Program

Back to School

Your HR Resources

International Sales

Resources

New Products

New Products

Marketing Documents

Get the OneDrive apps

Return to classic OneDrive

What files might appear here?

Discover what's trending around you.

You only see documents that you have access to.

Learn more about what people can see in Discover.

Discover relevant items

Loyalty Program at Cont...

Office 365/SharePoint 20...

Explaining Contoso Cloth...

Contoso Clothing

Customer Feedback

Sweatshirt 2017

Loyalty Program

Incoming Reports

Report of Research & De...

Loyalty App Prom...

Office 365OneDrive

sales

+ New

Upload

Sync

Sort

Search Everything

Market Segment Performance.pdf · My Documents

Contoso Fashion Reports Q3 Earnings-RWONG-CARB...

sustainable construction.pdf · Green Furniture

Q3 Sales and Marketing Expense Report Audit.pptx ...

Trey Research Sales Info.pptx · Shared with me

November-December Ad Proposals.pptx ...

	Modified	Modified By	File Size	Sharing
	Yesterday at 11:42 AM	Omar Shahine		Only you
	June 1	Omar Shahine		Shared
	September 15	Omar Shahine		Shared
	September 14	Omar Shahine		Bill Baer and 2 more
	September 15	Omar Shahine		Everyone and 4 more
	September 15	Omar Shahine		Omar Shahine and 4 m...
	September 13	Omar Shahine	33.3 KB	CJ Tan and 6 more
	September 15	Omar Shahine	19.3 KB	Shared
	September 19	Omar Shahine	3.70 MB	Only you
	September 15	Omar Shahine	763 KB	Omar Shahine and 1 m...
	October 27	Omar Shahine	89.5 KB	Shared
	October 25	Omar Shahine	580 KB	Shared
	September 15	Omar Shahine	557 KB	Only you
	September 20	Omar Shahine	280 KB	Only you
	September 20	Omar Shahine	460 KB	Only you
	September 20	Omar Shahine	636 KB	Only you
	September 16	Omar Shahine	24.3 MB	Only you
	September 19	Omar Shahine	1.10 MB	Only you
	September 19	Omar Shahine	1.20 MB	Only you

GreenDesign

Loyalty Program

Back to School

New Products

New Products

Marketing Documents

International Sales

Prototypes

Sports Line

918 Meeting on XT7000 Notes.docx

All New Product Forms.xlsx

Architects.psd

Contoso Active Fiscal Year Preliminary Budget Plan.pdf

Contoso Fashion Financial Assessment - Marketing .pdf

Contoso Fashion Reports Q3 Earnings.pdf

Contoso Fashion Reports Q3 Earnings-RWONG-CARBON.pdf

Elevation\_Building.psd

Elevation\_Ground Floor.psd

Floor Plan\_2nd Floor.ai

IE5A4743.CR2

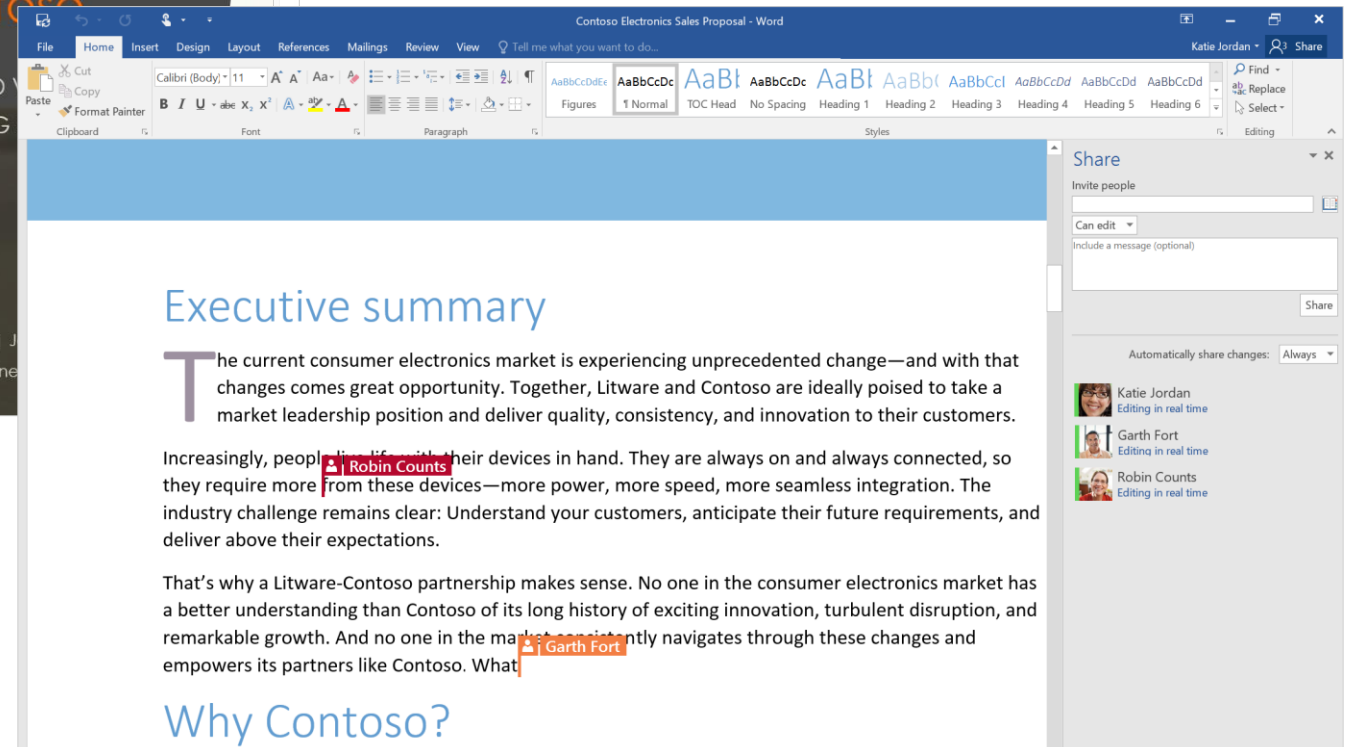
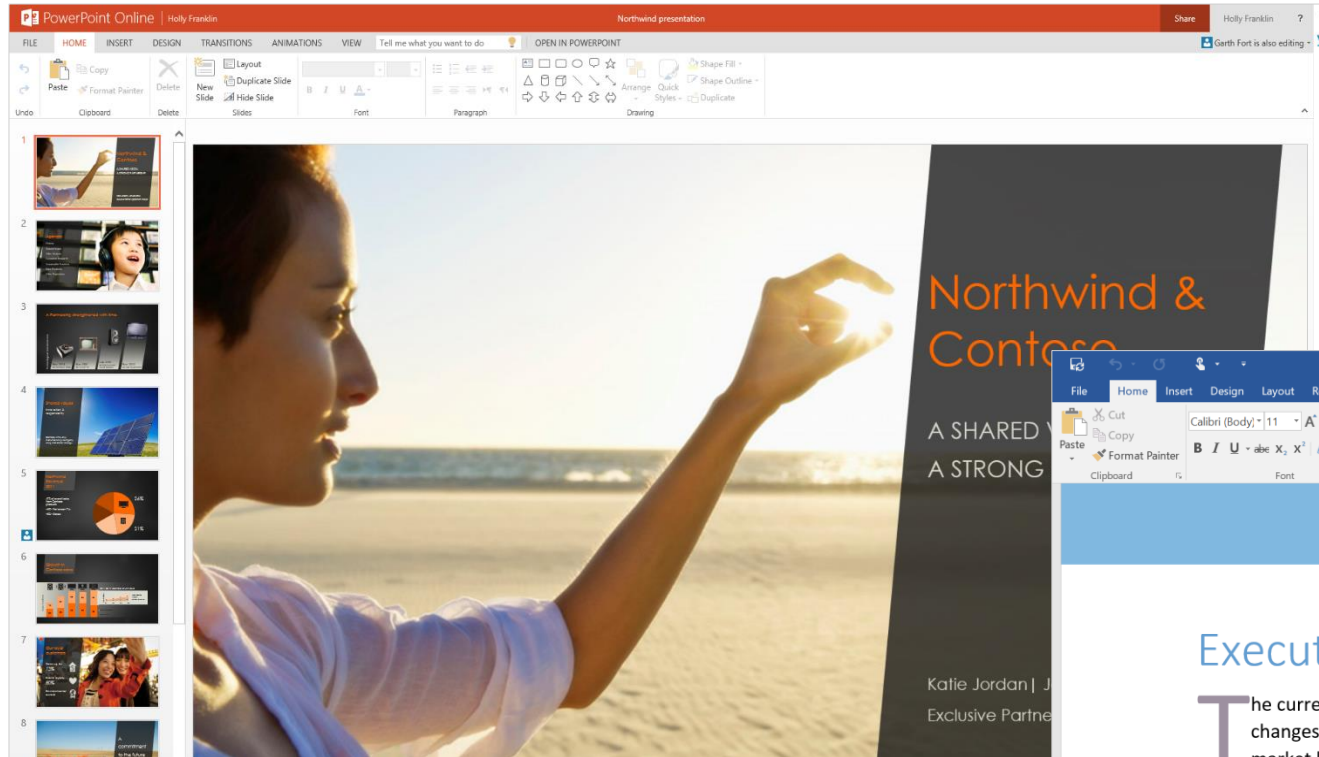
IE5A4818.ai

IE5A4837.ai

Get the OneDrive apps

Return to classic OneDrive

# Productivity



# Team collaboration



The collage illustrates various features of Office 365 and OneDrive for team collaboration:

- Office 365 Home Page:** Shows the 'Loyalty Program' site with a sidebar for navigation (Files, Recent, Shared with me, Discover, Recycle bin) and a main content area displaying a list of documents and folders.
- OneDrive Sync Window:** A dialog box titled 'Sync your OneDrive files to this PC' prompts the user to choose what to download to the 'Loyalty Program - Documents' folder. It lists folders like '2017 Product Lineup' and 'Julian' with their sizes.
- File Explorer:** Displays the 'Loyalty Program - Documents' folder, showing a list of files and folders with columns for Name, Date modified, and Type.
- File Details Panel:** A sidebar showing file details for 'All New Product Forms.xlsx', including its location, size, and sharing options.
- Copy 1 item:** A dialog box showing the file 'All New Product Forms.xlsx' being copied to a destination, with options to choose a destination (Your OneDrive, Contoso, etc.).



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# Modern sharing



The image displays two overlapping screenshots of the Microsoft Outlook interface, illustrating modern sharing features. The top screenshot shows the 'File' menu with the 'Attach' option selected, revealing a 'Recent Items' list. This list includes 'Screenshot (11)', 'OWA-Attached file menu', and 'OWA-Upload File from PC'. Below this, the 'Browse Web Locations' and 'Browse This PC...' options are visible. The bottom screenshot shows the same Outlook window with an attachment named 'Q3 Sales and Marketing...' added. A context menu is open over the attachment, showing options like 'Open', 'Open file location', 'Attach as copy', 'Change permissions', 'Quick Print', 'Save As', 'Remove Attachment', and 'Copy'. The 'Change permissions' option is highlighted, and a sub-menu is visible showing 'Recipients can edit' and 'Recipients can view'.

# Social sharing



The collage illustrates various social sharing features within the Office 365 ecosystem:

- Yammer Interface:** Shows a 'Marketing Campaigns' group page with a 'Select a file' dialog box. The dialog lists files under 'MY ONEDRIVE FILES' and 'SALES OPPORTUNITIES', including documents like 'Asia Q2 Sales.xlsx' and 'Contoso Denver Expansion.pptx'.
- OneDrive 'Shared with me' View:** Displays a list of files shared with the user, including 'Sara Davis' and 'Files'. It also shows a 'Share 'SM Goals Q2'' dialog box with options to 'Invite people' and 'Get a link'.
- OneDrive File Context Menu:** Shows a file named 'Document1.D.docx' with a context menu open, offering actions such as 'Edit in Word Online', 'Open in OneDrive', 'Move', 'Copy', 'Download', 'Rename', 'Get link', and 'Delete'.



# Sharing and Collaborating...

- Documents are private until shared, except for the “Shared with Everyone” Folder.
- You can share any file or folder by using “Share” and selecting people to invite.
- Sharing can be with both internal and external users.

OneDrive @ MaxOffice

## Documents

Welcome to OneDrive @ MaxOffice, the place to store, sync, and share your work. Documents are private until shared.

[+ new document](#) or drag files here

All ...

✓	📁	Name	Modified	Sharing	Modified By
	📁	Shared with Everyone	... October 31, 2013	👤	<input type="checkbox"/> Demo



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OneDrive - Contoso

## Documents

[+ new](#) [↑ upload](#) [↻ sync](#) [✎ edit](#) [🔧 manage](#) [🔗 share](#)

✓	📁	Name	Modified	Sharing	Modified By
	📁	Personal	... July 09	🔒	<input type="checkbox"/> Alex Darrow
	📁	Shared with Everyone	... July 09	👤	<input type="checkbox"/> Alex Darrow
	📄	Asia Q3 Marketing Overview Beta	... July 09	👤	<input type="checkbox"/> Alex Darrow
✓	📄	Billing Statement ✨	... 3 hours ago	🔒	<input type="checkbox"/> Alex Darrow
	📄	Marketing Slogan Suggestions Nov1	... July 09	🔒	<input type="checkbox"/> Alex Darrow

# What is Sharepoint DMS ?

\* Video Courtesy Docuware





# Your Intranet in Your Pocket

SharePoint mobile app

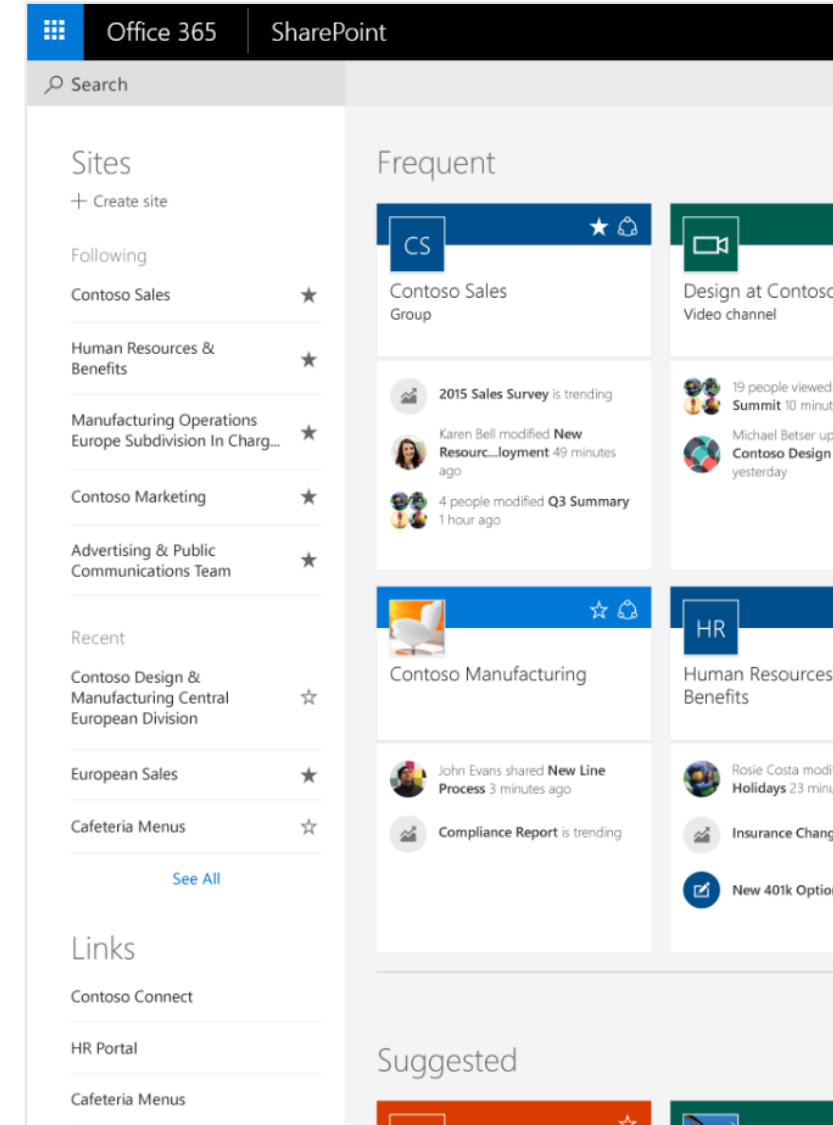
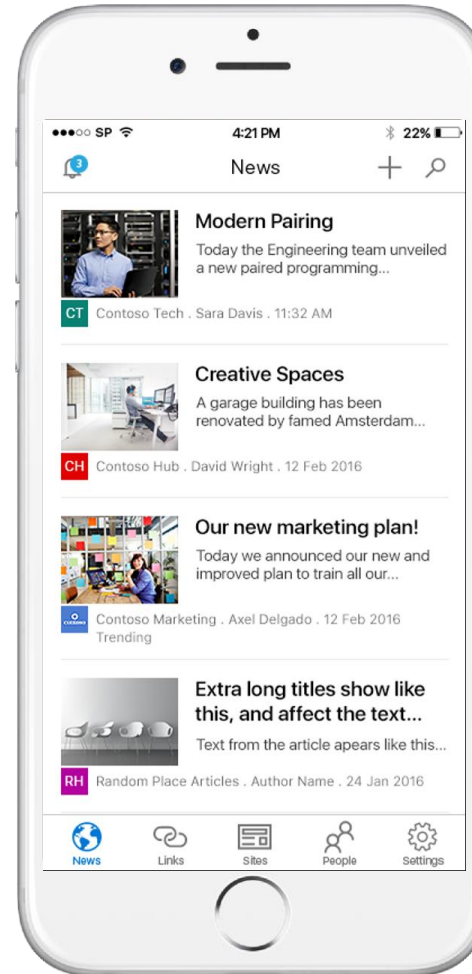
News and announcements

Navigate and search sites and portals online and on-premises

Discover activities and people

Actionable alerts

SharePoint home on the Web



# SHAREPOINT HOME IN OFFICE 365

The image shows a laptop displaying the SharePoint Home page in Office 365. The page layout includes a top navigation bar with the Office 365 logo and a user profile. Below this is a search bar and a 'Sites' section with a '+ Create site' button. The main content area is divided into several tiles: 'Following' (listing sites like Home, Sales and Marketing, Operations, and Research and Development), 'Recent' (listing recently visited sites like Field Marketing, IT Web, and Information Technology), and 'Links' (listing important links like IT Web, Field Marketing Guide, Operations, and International Sales). Each tile contains a list of recent updates and documents. Callout boxes with arrows point to specific features: 'Create a new site quickly.' points to the '+ Create site' button; 'Click the star to follow a site.' points to a star icon on the 'International Sales' tile; 'Discover what the people around you have been working on recently.' points to the 'Recent' section; 'Quickly get to the sites you're following and the sites you visited recently.' points to the 'Following' section; and 'Get links to content that's important and useful for everyone in your organization.' points to the 'Links' section.

SharePoint

sharepoint2016a.sharepoint.com/\_layouts/15/sharepoint.aspx

Office 365

Search

Sites

+ Create site

Following

Home

Sales and Marketing

Operations

Research and Development

Recent

Field Marketing

IT Web

Information Technology

Links

Create a new site quickly.

Click the star to follow a site.

Discover what the people around you have been working on recently.

Quickly get to the sites you're following and the sites you visited recently.

Get links to content that's important and useful for everyone in your organization.

# SharePoint Co-Authoring

- In Office 365, you can coauthor documents in Word, PowerPoint, and OneNote or a collection of documents with others simultaneously.
- For Word and PowerPoint, enable both major and minor version tracking in the document library before you start coauthoring.
- For OneNote notebooks, you should only enable major versions.
- If you use the Excel Web App, you can make real-time co-authoring with others in Excel.
- Don't turn Check Out ON.
- Versions are managed automatically
- Documents are saved automatically (if document is in synced location)
- Multiple people can edit at once.
- Real time conversations through chat.
- Real time changes visibility by each user.

# Cloud Productivity and Collaboration



Intelligently discover, share, and collaborate on  
content from anywhere and on any device



Office 365 Groups

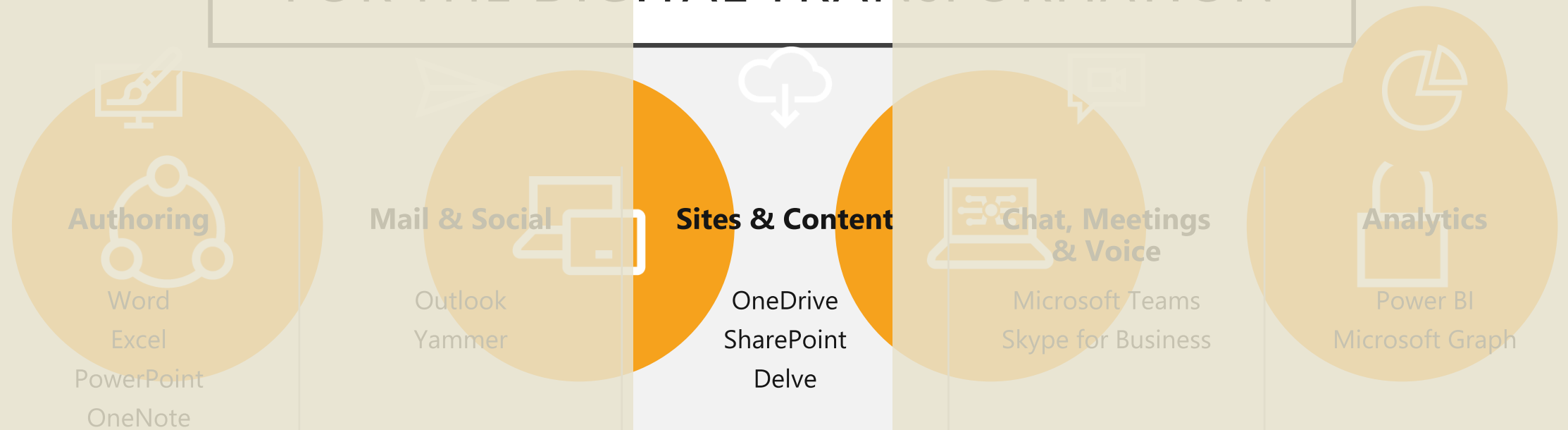


Microsoft Graph



Security & Compliance

# REINVENTING PRODUCTIVITY FOR THE DIGITAL TRANSFORMATION



Intelligently discover, share, and collaborate on  
content from anywhere & on any device

# Modern Collaboration

The screenshot shows a SharePoint 'Sales & Marketing' site. The left sidebar lists various departments, with 'Sales and Marketing' selected. The main content area includes a 'Featured Expansion' section with a presentation slide titled 'CONTOSO ELECTRONICS DENVER EXPANSION', a 'Top-Rated Documents' list, and an 'XT2000 Status List'. A document preview for '2012 Pricing Guidelines.docx' is shown in the center. Callouts highlight key features: 'Drag and drop upload' points to the 'New' button in the document list; 'Edit, Share, and Follow Documents with a single click' points to the document entry in the list; 'Live document previews' points to the document preview window; and 'See who documents are shared with' points to the 'Shared with' section of the document preview.

Office 365 | Sites

SHARE FOLLOW

Sales & Marketing

HOME COMMUNITIES DEPARTMENTS EMPLOYEE FACILITIES NEWS RESOURCES SEARCH

Engineering  
Finance  
Legal  
Operations  
Research and Development  
Sales and Marketing  
Domestic Sales  
Industry Trends  
International Sales  
Marketing Blog  
Marketing Campaigns  
Marketing Documents  
Marketing Topics  
Products  
Product Trainers  
Project Management  
Project Falcon  
Project Phoenix  
Spin Toys  
Site Contents

Welcome to the Sales and Marketing site. You will find information on domestic and international sales as well as the latest marketing initiatives.

Featured Expansion

CONTOSO ELECTRONICS  
DENVER EXPANSION

SALES AND MARKETING  
PLANNING OVERVIEW

SLIDE 1 OF 8

2012 Pricing Guidelines.docx

2012 PRICING  
GUIDELINES  
INDEX FOR SALES AND MARKETING  
TEAM

PAGE 1 OF 9

Changed by Sara Davis on 6/4/2015 7:47 PM

Shared with [Zrinka Makovac](#), [Tony Krijnen](#), [Sara Davis](#), and 22 more

<https://online3.sharepoint.com/sites/contoso/Departments/SM/>

EDIT SHARE FOLLOW ...

Top-Rated Documents

New Upload Share

Name	Rating
2012 Pricing Guidelines	★★★★★
XT1000 Product Overview	...
Asia Q2 Sales	...
East Region Q3 Sales	...
Europe Q2 Sales	...
List of New Suppliers	★★★★★   2
Midwest Region Q2 Sales	★★★★★   2
Q4 Marketing Analysis	★★★★★   2
Sales Invoice - Domestic	★★★★★   2
Sales Invoice Asia Q3	★★★★★   2

Drag files here to upload

1 - 10

XT2000 Status List

Status Indicators display important measures for your organization and show how your organization is performing with respect to your goals. [Open the tool pane](#) to configure this Web Part.

Sales and Marketing Announcements

[new announcement](#) or [edit this list](#)

Title
Meeting on Marketing in
Marketing Lunch
New International Region
Q3 Domestic Sales Figure
New International Market
Cost Summary

# Office Online

Office 365

Sites

SHARE

FOLLOW

1

Sales & Marketing

HOME

COMMUNITIES

DEPARTMENTS

EMPLOYEE

FACILITIES

NEWS

RESOURCES

SEARCH

Engineering

Finance

Legal

Operations

Research and Development

Sales and Marketing

Domestic Sales

Industry Trends

International Sales

Marketing Blog

Marketing Campaigns

Marketing Documents

Marketing Topics

Products

Wind Traders

Fine Management

Falcon

Phoenix

Talisman Toys

Site Contents

Welcome to the Sales and Marketing site. You will find information on domestic and international sales as well as the latest marketing initiatives.

Featured Expansion

Create a new file

Word document

Excel workbook

PowerPoint presentation

OneNote notebook

New folder

Top-Rated

New

✓	Name	Rating (0-5)
	2012 Pricing Guidelines	★★★★★   2
	XT1000 Product Overview	★★★★★   4
	Asia Q2 Sales	★★★★☆   1
	East Region Q3 Sales	★★★★☆   2
	Europe Q2 Sales	★★★★☆   2
	List of New Suppliers	★★★★☆   2
	Midwest Region Q2 Sales	★★★★☆   2
	Q4 Marketing Analysis	★★★★☆   2
	Sales Invoice - Domestic	★★★★☆   2
	Sales Invoice Asia Q3	★★★★☆   2

Drag files here to upload

1 - 10

XT2000 Status List

Show Only Problems

Status Indicators display important measures for your organization and show how your organization is performing with respect to your goals. Open the tool pane to configure this Web Part.

Sales and Marketing Announcements

new announcement

 or 

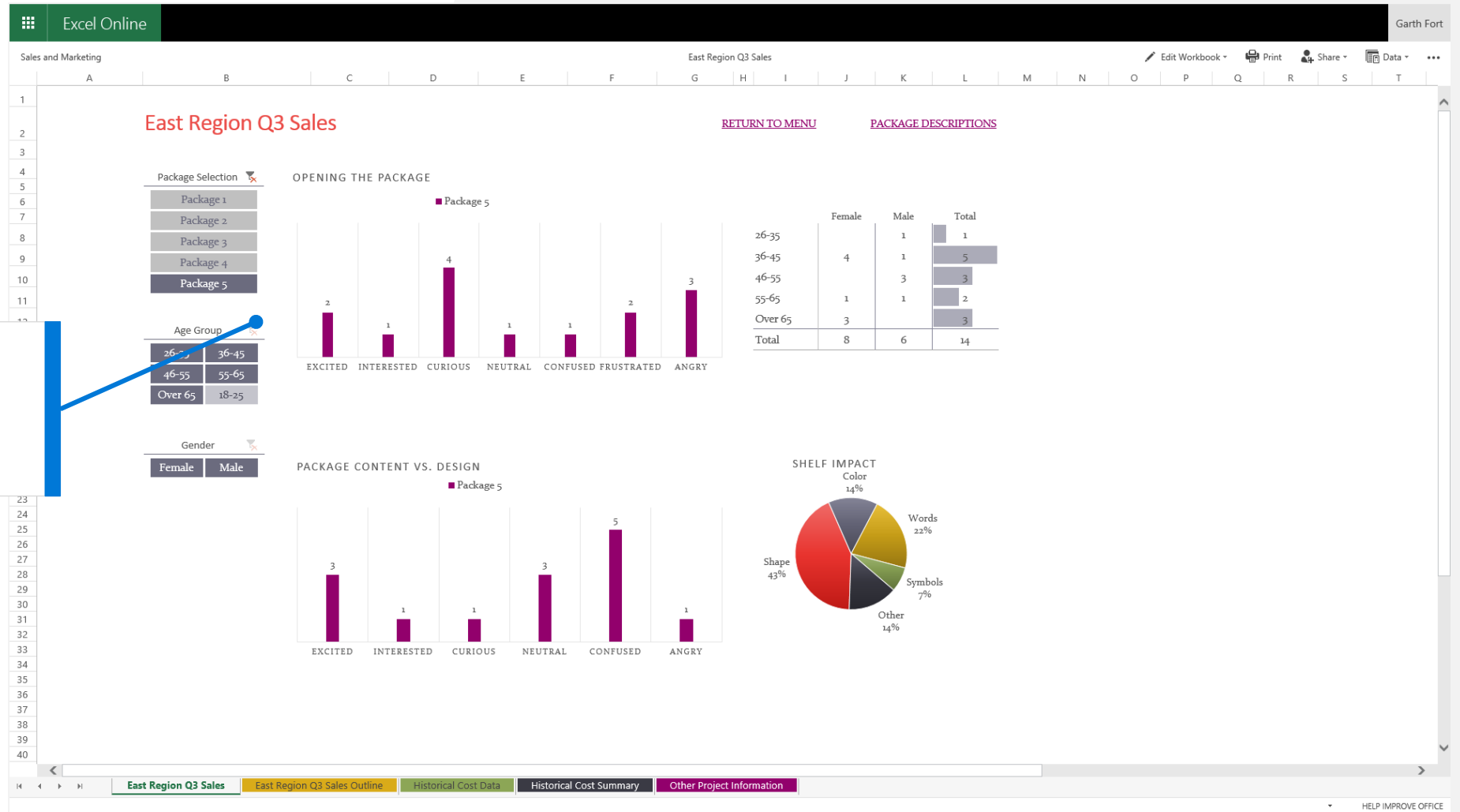
edit this list

✓	Title	
	Meeting on Marketing in Non-English-Speaking Markets this Friday	...
	Marketing Lunch	...
	New International Region: South America	...
	Q3 Domestic Sales Figures Delayed	...
	New International Marketing Initiatives	...
	Cost Summary	...

Create and Edit documents in the browser with Office Online



# Excel Online



# Co-Authoring

Share Holly Franklin ?

Garth Fort is also editing

PowerPoint Online | Holly Franklin Northwind presentation

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS VIEW Tell me what you want to do OPEN IN POWERPOINT

Undo Copy Paste Format Painter Delete New Slide Duplicate Slide Hide Slide Layout Slides Font Paragraph Drawing Shape Fill Shape Outline Quick Styles Duplicate

Office Online allows multiple people to view and edit documents simultaneously

Changes are highlighted within the document

Northwind & Contoso

A SHARED VISION.  
A STRONG PARTNERSHIP.

Katie Jordan | January 2014  
Exclusive Partner Agreement Analysis

5

Northwind Revenue 2011

26%

21%

# External Sharing

The screenshot shows the 'Contoso Partner Portal' in Office 365. The page has a header with the 'Office 365' and 'Sites' tabs, and a navigation bar with links to 'Home', 'Facilities', 'News', and 'Resources'. The main content area includes a welcome message, a message from the president, and a section for 'Top Partner News'. A sharing dialog box is open over the page, titled 'Share 'Contoso Partner Portal'', showing a list of people to share with and a text box for a personal message. A blue arrow points from the text 'Share documents with customers and partners' to the sharing dialog box.

Office 365 Sites

CONTOSO Partner Portal Home

Welcome to the Contoso Partner Portal!

As a member of our partner program, you have access to a plethora of content that will empower you and our customers. This is the place for training materials, forms for facilities requests, answers to frequently asked questions, and other important reference materials.

Message from the President

Having preferred vendors and resellers like you keeps the Contoso brand name going strong. We value your every efforts and recognize the difference you make in getting our products out into the market. Thank you for the information that will help you keep doing what you do best. Thanks again for...

Sincerely,  
Bonnie Kearney  
VP, Contoso Partners

Top Partner News

Got Questions About Our Latest Products?  
Visit our FAQs site in the Resources area for answers to common product-related questions.  
03/39/2013

New Badge Request Process Available  
For those looking to get their badging requests handled quickly, there is a new online process available.  
02/28/2013

Schedule Your Product Training Now  
To supplement the materials you can download from the Document Center, you can now schedule your training.  
our Resources area.

Share 'Contoso Partner Portal'

Shared with ☐ Zrinka Makovac, ☐ Tony Krjinen, ☐ Sara Davis, and 22 more

Invite people  
Shared with

Enter names, email addresses, or 'Everyone'.

Include a personal message with this invitation (Optional).

SHOW OPTIONS

Share Cancel

Share documents with customers and partners

# DOCUMENT CONVERSATIONS

PowerPoint Online | Holly Franklin

Northwind presentation

Garth Fort ? »

FILE EDIT PRESENTATION • SHARE START SLIDE SHOW COMMENTS

Northwind & Contoso

A SHARED VISION.  
A STRONG PARTNERSHIP.

Use Yammer document conversations inline to collaborate on documents—ask questions, exchange ideas and find expertise

Stacie Jordan | January 2014  
Exclusive Partner Agreement Analysis

Yammer Conversations

What are you working on?

Click to see 1 new message

Garth Fort  
To All Company

Holly - this looks great! Made some adjustments to slide 5 for you

Northwind presentation; microsoftofficedemos4-my.sharepoint.com

Like • Reply • View Conversation • 5 minutes ago

Bonnie Kearney

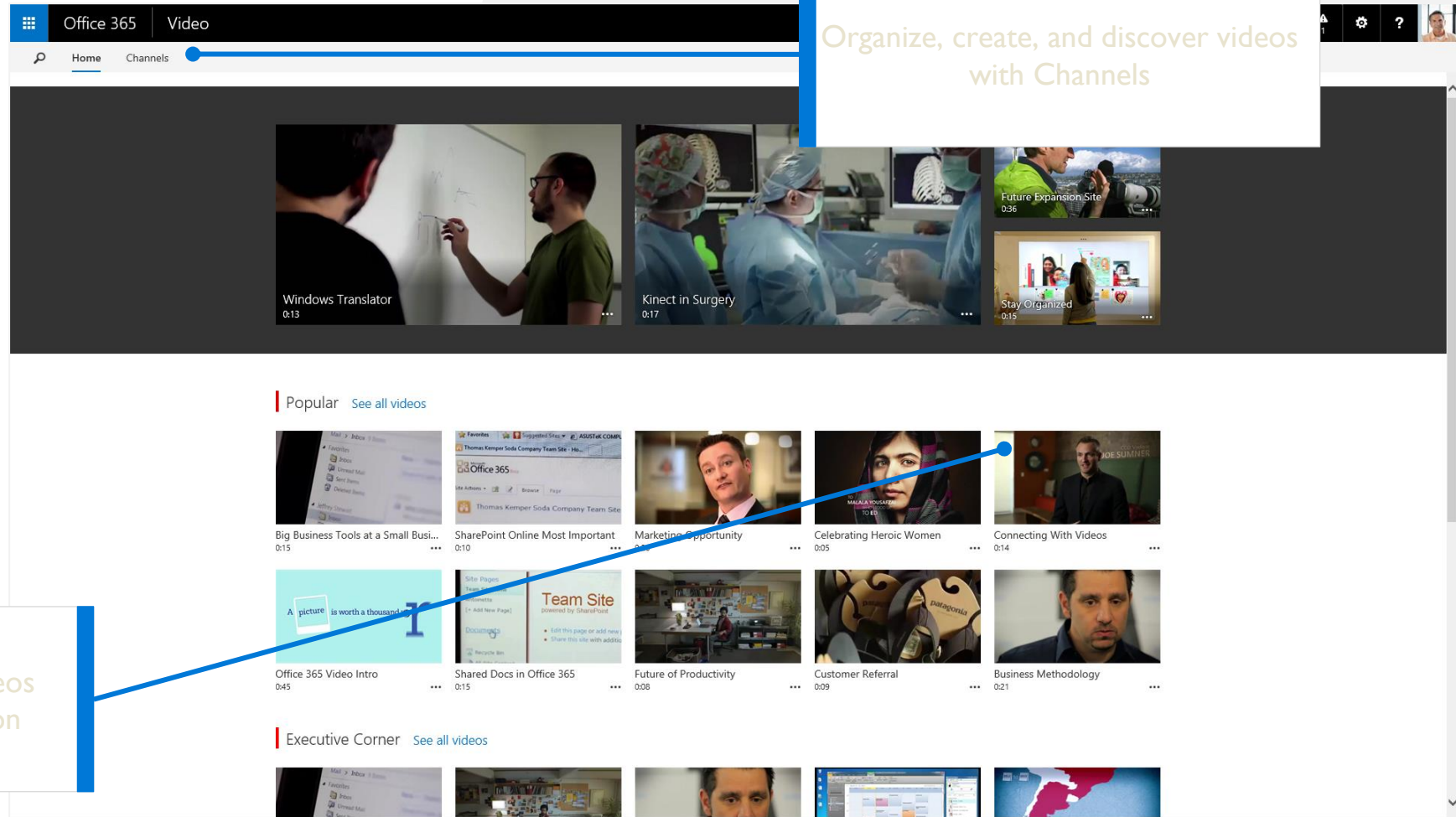
Agreed! Holly, do you mind if I steal a few slides for a presentation I'm building for WingTip Toys?

Like • Reply • View Conversation • 10 seconds ago

Write a reply...

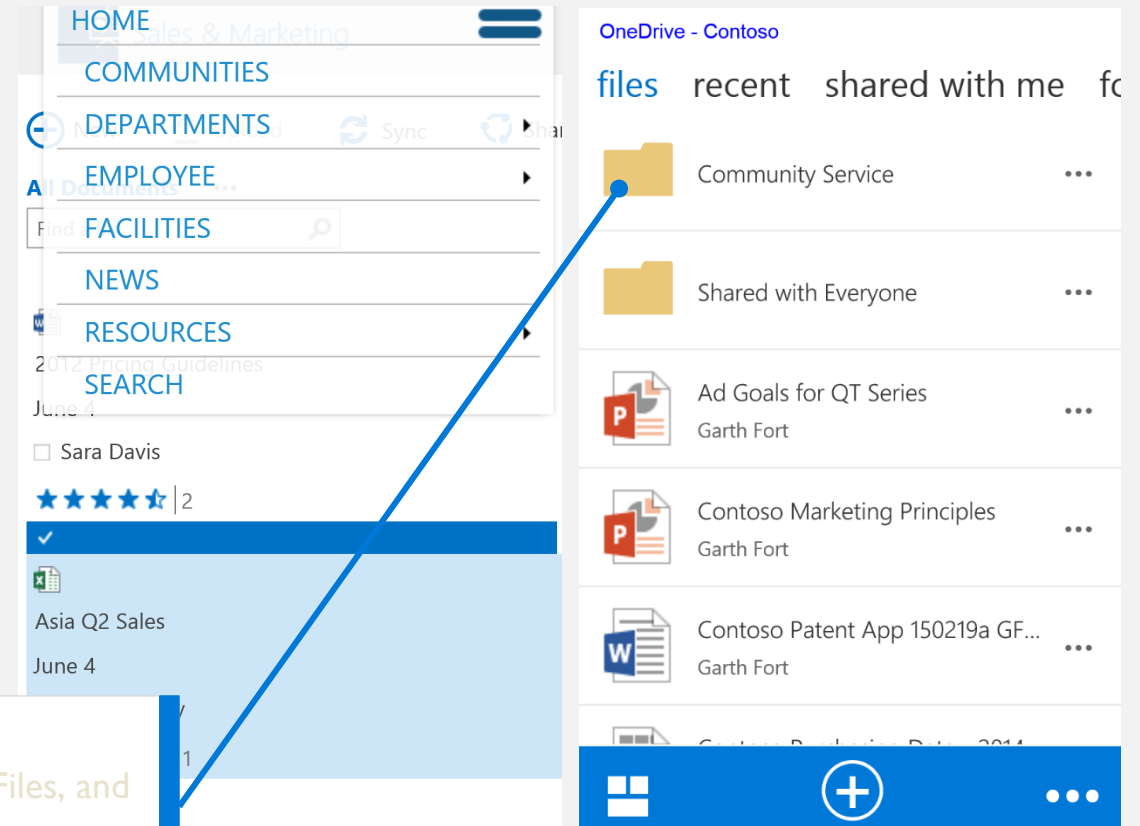
# VIDEO

Organize, create, and discover videos  
with Channels



See preview and popular videos  
throughout your organization

# MOBILE BROWSING



Browse and create Sites, Files, and more...

# PEOPLE EXPERIENCES

Organize and discover people and information

Rich and immersive people experiences powered by the Microsoft Graph

Share your expertise with simple, ready-to-go blogs

The screenshot displays the Microsoft Delve interface for a user profile. The top navigation bar includes 'Office 365' and 'Delve'. A search bar is prominently featured at the top left. The left sidebar contains navigation links for 'Home', 'Me', 'BOARDS' (Marketing Campaigns, Sales Performance), and 'PEOPLE' (Janet Schorr). The main content area shows the profile of 'Garth Fort', a 'WEB MARKETING MANAGER, Sales & Marketing'. The profile includes an 'About me' section, a 'Contact' section with links for Message, Call, Email, and Office, a 'Blog' section with 'All Posts' and 'Start Writing' options, a 'Past projects' section listing 'Contoso Web Marketing Portal, Web Marketing Plan 2012, Metrics for Web Marketing Effectiveness', and a 'Skills' section. An 'Organization' panel on the right lists other team members: Anne Wallace (President), Bonnie Kearney (Sr. VP Sales & Marketing), Zrinka Makovac (VP Marketing), and Garth Fort (Web Marketing Manager, Sales & Marketing). A blue line with arrows points from the text boxes on the left to the 'About me' and 'Blog' sections of the profile.

Office 365 Delve

Search

Home Me

BOARDS

Marketing Campaigns Sales Performance

PEOPLE

Janet Schorr

Search

You can easily find colleagues to learn more about them and what they're working on. Type your name now to see your own page.

2 of 2 Got it

Garth Fort

WEB MARKETING MANAGER, Sales & Marketing

Message Call Email

Activity Profile

About me

I have been a web marketing manager at Contoso for the last seven years. My background is in marketing and sales, and I am currently working on campaigns for the XT series of products.

Contact

Message [GarthF@online3.onmicrosoft.com](mailto:GarthF@online3.onmicrosoft.com)  
Call +1 918 555 0101  
Email [GarthF@online3.onmicrosoft.com](mailto:GarthF@online3.onmicrosoft.com)  
Office 20/1101

Blog

All Posts Start Writing

Past projects

Contoso Web Marketing Portal, Web Marketing Plan 2012, Metrics for Web Marketing Effectiveness

Skills

Organization

Anne Wallace President  
Bonnie Kearney Sr. VP Sales & Marketing  
Zrinka Makovac VP Marketing  
Garth Fort Web Marketing Manager, Sales & Marketing

Edit Profile

About privacy in Delve

# AUDITING

Rich auditing reports across the site and document lifecycle

The screenshot displays the 'View Auditing Reports' page in a SharePoint environment. The top navigation bar includes 'Office 365' and 'Sites'. The page title is 'View Auditing Reports'. A search bar is located in the top right corner. The main content area lists several auditing reports, each with a document icon and a brief description. The reports are organized into four categories: Content Activity Reports, Information Management Policy Reports, Security And Site Settings Reports, and Custom Reports. A blue arrow points from the text 'Rich auditing reports across the site and document lifecycle' to the 'Content Activity Reports' section.

**Content Activity Reports**

- Content viewing**  
This report shows all events where a user viewed content in this site.
- Content modifications**  
This report shows all events that modified content in this site.
- Deletion**  
This report shows all events that caused content in this site to be deleted or restored from the Recycle Bin.
- Content type and list modifications**  
This report shows all events that modified content types and lists in this site.

**Information Management Policy Reports**

- Policy modifications**  
This report shows all events related to the creation and use of information management policies on content in this site.
- Expiration and Disposition**  
This report shows all events related to the expiration and disposition of content in this site.

**Security And Site Settings Reports**

- Auditing settings**  
This report shows all events that change the auditing settings of Microsoft SharePoint Foundation.
- Security settings**  
This report shows all events that change the security configuration of Microsoft SharePoint Foundation.

**Custom Reports**

- Run a custom report**  
Manually specify the filters for your Audit Report.



# COMPLIANCE

The screenshot displays the Office 365 Admin center's Compliance Center. The top navigation bar includes the Office 365 logo, 'Office 365', 'Admin', and user settings. The left sidebar lists navigation options: Home, Archiving, eDiscovery, Retention, Import, and Permissions. The main content area is titled 'Compliance Center' and includes a 'Welcome' message, a 'How do I ...' section with links to 'Manage permissions for the Compliance Center?', 'Secure and manage the mobile devices that connect to my organization?', 'Control which content in my organization should be retained?', and 'Provide additional storage for my users?'. A blue line with a dot at the end points from a callout box to the 'Provide additional storage for my users?' link. The callout box, located on the left, contains the text: 'Unified compliance center for applying compliance policies across Office 365 workloads'. On the right side of the page, there is a 'Need Help?' section with links to 'Read our docs', 'Get support', and 'Visit the Office 365 Community'.

Office 365 Admin

## Compliance Center

- Home
- Archiving
- eDiscovery
- Retention
- Import
- Permissions

**Welcome**

The Office 365 Compliance Center contains the key features for an Office 365 admin to manage compliance across Office 365.

**How do I ...**

- [Manage permissions for the Compliance Center?](#)
- [Secure and manage the mobile devices that connect to my organization?](#)
- [Control which content in my organization should be retained?](#)
- [Provide additional storage for my users?](#)
- [Were you looking for the standards that Office 365 complies with? Read about them in the Office 365 Trust Center.](#)

**Need Help?**

- [Read our docs](#)
- [Get support](#)
- [Visit the Office 365 Community](#)

Unified compliance center for applying compliance policies across Office 365 workloads

# DOCUMENT POLICIES

The screenshot shows the 'Document Deletion Policy Center' in the Office 365 Sites interface. The top navigation bar includes 'Office 365' and 'Sites'. The left sidebar has links for 'Deletion Policies', 'Policy Assignments for Templates', and 'Policy Assignments for Site Collections'. The main content area is titled 'Document Deletion Policy Center' and includes a search bar. Below the title, there is a description of the center's purpose and a link to 'Learn more about Document Deletion Policies...'. The 'Deletion Policies' section features a trash icon and a table with two columns: 'Name' and 'Modified'. The table lists 'Sample MySite Policy' and 'Sample Document Policy', both modified 'A few seconds ago'. The 'Policy Assignments for Templates' section features a site icon with a checkmark and states that there are no items to show. The 'Policy Assignments for Site Collections' section features a site icon with a checkmark and also states that there are no items to show. A blue arrow points from a text box on the left to the 'Deletion Policies' section.

Office 365 Sites

BROWSE PAGE

Document Deletion Policy Center

Deletion Policies

Policy Assignments for Templates

Policy Assignments for Site Collections

Use the Document Deletion Policy Center to manage policies that can delete documents after a specified period of time. These policies can then be assigned to specific site collections or to site collection templates. [Learn more about Document Deletion Policies...](#)

**Deletion Policies**

Create and manage deletion policies that can delete documents after a specified period of time. These policies can then be assigned to site collections or site collection templates. Policies that include a default rule will be automatically applied without any site administration selection required.

Name	Modified
Sample MySite Policy	A few seconds ago
Sample Document Policy	A few seconds ago

**Policy Assignments for Templates**

Assign deletion policies to site collection templates. All site collections created from the template will use these policies, unless there's a policy assigned to a specific site collection to override these.

Name	Modified
There are no items to show in this view of the "Policy Assignments" list.	

**Policy Assignments for Site Collections**

Assign deletion policies to specific site collections. These assignments will override any policies assigned to the site collection template.

Name	Modified
There are no items to show in this view of the "Policy Assignments" list.	

Create and manage site and document retention policies across the organization



## Delivery Centre

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Uttar Pradesh, INDIA 201301  
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