



Office 365

Taking your digital skills to the next level with Microsoft 365



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Lizabeth KOLOKO-GREEN

- Bilingual Executive Assistant at an IT company
- 18 years experience as an EA
- Microsoft Office Specialist (MOS): Outlook 2016, PowerPoint 2016 & OneNote
- Computer Software Trainer: Outlook, OneNote, Powerpoint, Teams
- EA Ambassador

*« Knowledge increases by **sharing** but not by **saving**. »*

Kamari aka Lyrikal

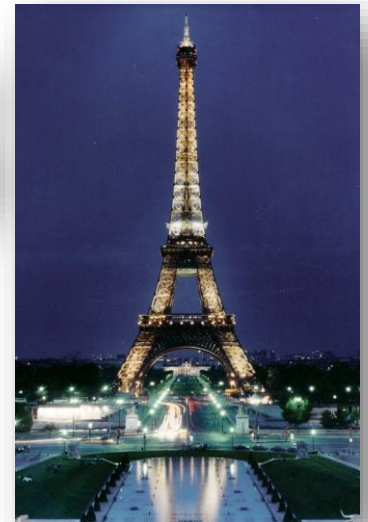
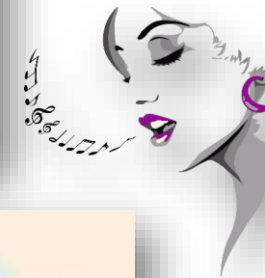
#AdminsNewWaysOfWorking



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Feel free to share on
social media

#AdminsNewWaysOfWorking

Agenda

Discover Microsoft 365 Apps

File Management

Managing your Time

Managing Meetings

Advanced Tips



Prerequisites

- ▶ An Office 365 Subscription (E3 or E5)
- ▶ Microsoft 365 Apps Enterprise (new name) installed
- ▶ You may have some limitations due to your IT dept restrictions and security / compliance
- ▶ A few products may require a Premium licence

Level of proficiency in Microsoft Office



Level 100

beginner



Level 200

intermediate



Level 300

advanced



Level 400

expert



**I Think
It's Time
To Move
On To The
Next Level**

“ YOU
must ACT
Now ”



Office
What ?



Before Office 365



Microsoft 365 in a few words



Office apps



Intelligent
cloud



Security
Components

So Office Apps ?



What is right for me ?

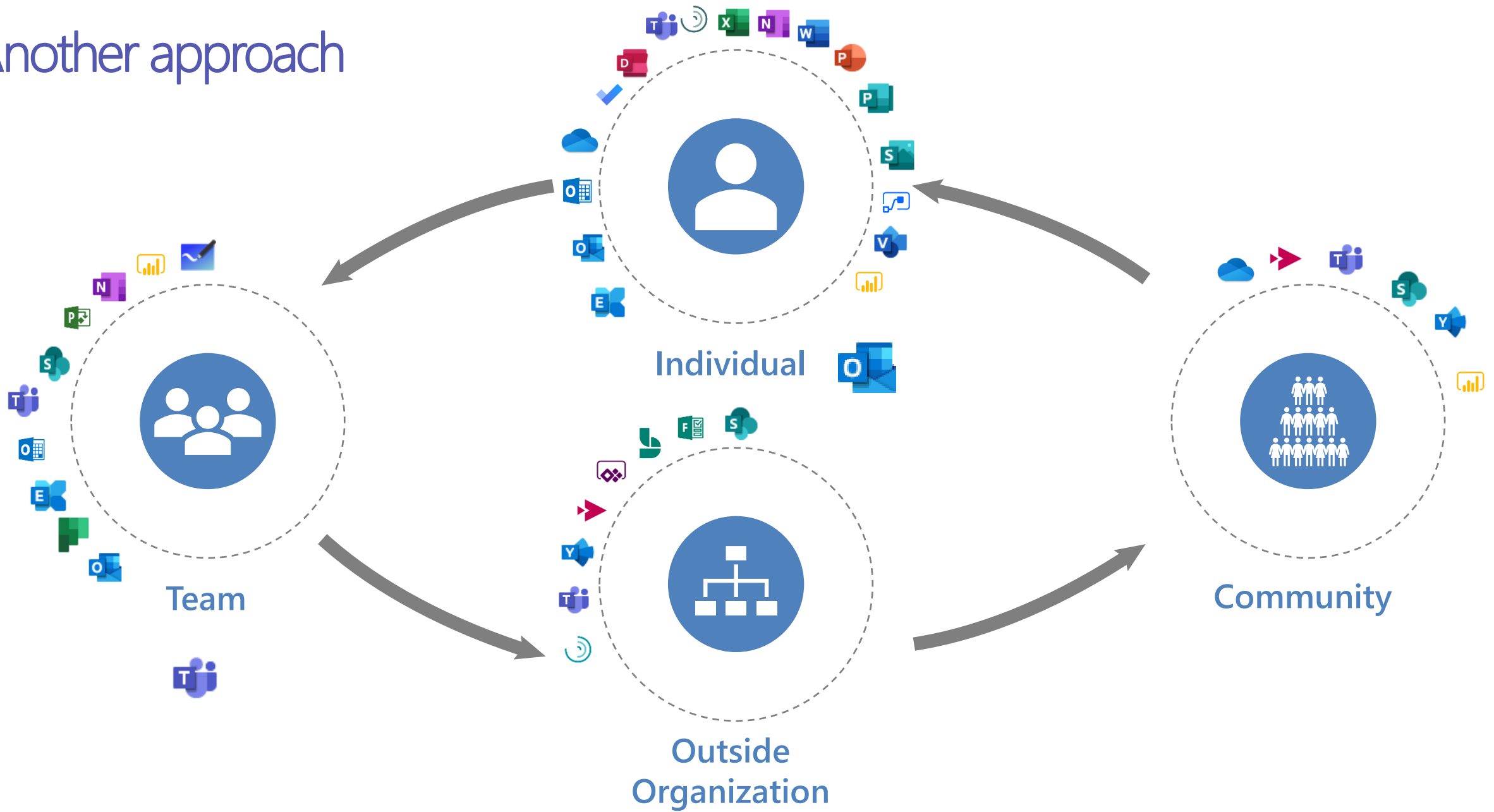
Office 365 ecosystem



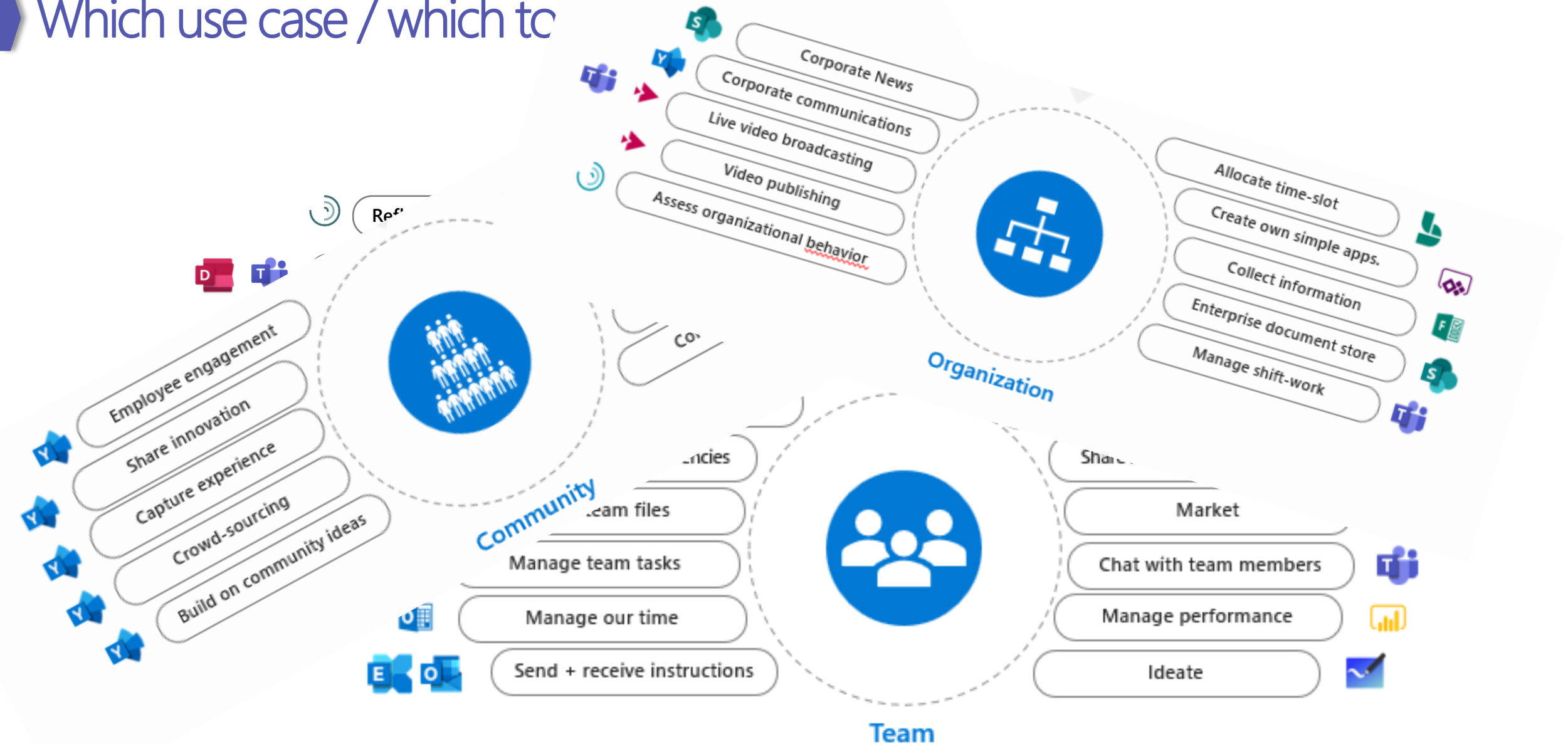
The Open Loop is a gateway in and out of organizational boundaries.



Another approach



Which use case / which to



Mastering File Management



Storing document

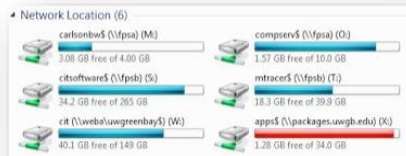
Myself

Level 100

Local Drives



Network Drives



Level 200

Cloud based

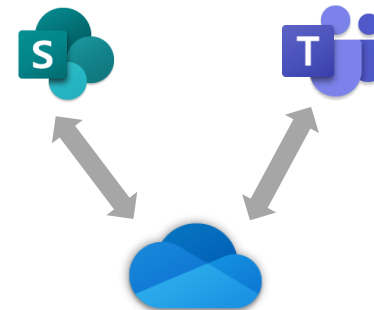


Cloud based



Level 300

Backup Environment



Level 400

Advanced



Teams

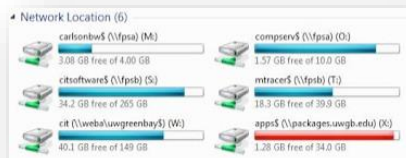
Collaborate on a document

Myself

Mail



Network Drives



Level 200

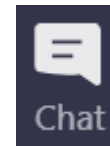
Mail / No attachment



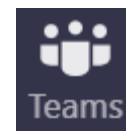
From Explorer



Level 300



1 to 1



Team

Level 400

Co edition



Teams

Finding Files

Myself

Mail



OneDrive



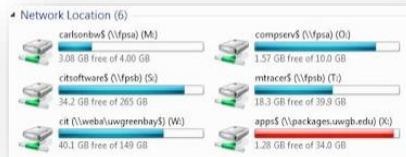
Delve



Level 400



Network Drives



Teams



Teams

Your Role is evolving

Personal



Personal | Shared via
| Teams 1 :1

Team /
community



Public | Private
In Teams |

Department



Public | Private
In Teams |

Data
lifecycle

Draft version



Collaboration
on file



Final version

Your
mission

Train people

Create a
handbook &
Train people

Create
handbook &
Train people

Managing my Tasks



Managing my tasks

Myself

Level 100

Outlook



Outlook



Level 200

Outlook & Onenote



Planner



Level 300

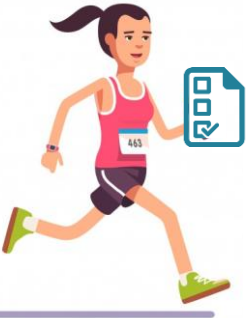
To Do



Level 400

Tasks

Teams



Mastering Meetings

A group of approximately ten people are seated around a long, light-colored wooden conference table in a modern office setting. The room features large floor-to-ceiling windows on the left side, offering a view of a city street with buildings and a blue sign that partially reads 'RECE'. The participants, a mix of men and women, are dressed in business casual attire. Several laptops are open on the table, and some individuals are looking at their devices while others are engaged in conversation. The lighting is bright and even, creating a professional and collaborative atmosphere.

Scheduling meeting

Myself

Level 100

Outlook



Teams



Teams

Level 200

Outlook mobile



Find Time



Level 300



Microsoft Bookings

Level 400



Hey Cortana

Manage meeting

Level 100

Outlook

Level 200

Outlook & Onenote

Level 300

- Whiteboard
- Preseneter view
- Powerpoint presenter online + design idea

Level 400

- Stream
- Planner
- Onenote
- Transcript
- Translate
- background





**Advanced Tips
for your day to day**

Accessibility tools improve learning outcomes

Enable inclusivity



Microsoft Translator

Get real-time subtitles
and translations of
text, websites,
and voice



Office Lens

Digitize whiteboard
or blackboard
notes and convert
them to Microsoft
Word, PowerPoint,
or PDF



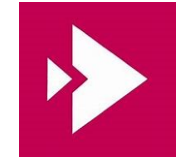
Accessibility Checker

Make sure your
Word, PowerPoint,
and Excel
documents are
accessible



Automatic alt text

PowerPoint and
Word use AI to
automatically
provide image
descriptions



Microsoft Stream

Get automatic
transcriptions of
audio or video
recordings

Get Feedback : Microsoft Forms



Forms

Create Surveys, Feedback, Polls and Quiz

Create
form

Questions Business

Induction Program Evaluation Form

1. How well did the induction program help you with the new role? *

★★★★★

2. How well did you with the induction program?

	Poor	Good	Average	Superior	Outstanding
Company Overview					
Induction Program					
Products and Services					
Performance Review					

→ Add comments

Share
Link

Theme Share

Send and collect responses

Only people in my organization can respond

<https://forms.office.com/Pages/Response.aspx?id=...> [Copy](#)

[Download](#)

Share as a template

+ Get a link to duplicate

Share to collaborate

+ Get a link to view and edit

Capture
Feedback

Induction Program Evaluation Form

1. How well did the induction program help you with the new role? *

★★★★★

2. How well did you with the induction program?

Company Overview

Induction Program

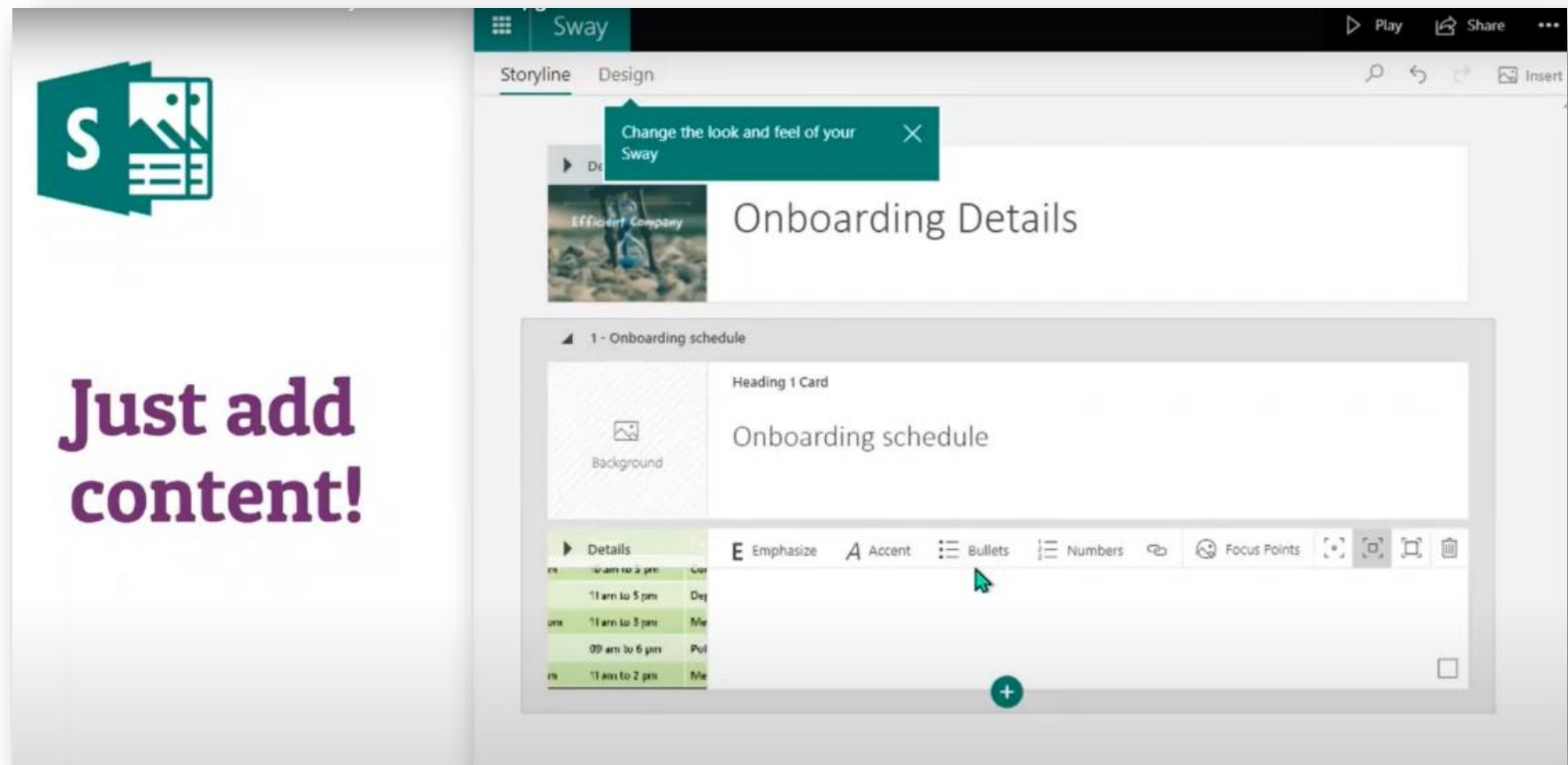
Products and Services

Performance Review

→ Add comments



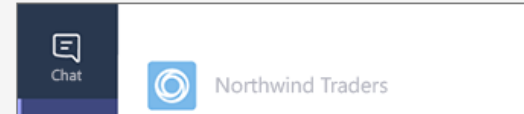
Microsoft Sway



Teams in my Day to Day (manage my interface)

- ▶ Reorder teams
- ▶ Favorite teams & Channel
- ▶ Bar

Reorder teams with drag and drop



Favorite teams and channels

Favorites
general

Are there specific
as favorites. Click

Microsoft Teams Tip 7: /Command Bar Shortcuts Save Time

One of our favourite Microsoft Teams tips is that the command bar allows you to quickly and easily access commands and apps that you have installed. To access the command bar, use the shortcut alt+E.

To see available commands, type '/' into the command bar. (You can also see the commands for specific apps by typing '@' into the command bar. Note that you will have to install the specific app to use the commands for it). Some of the most useful commands:

- **/keys** will show you MS Teams keyboard shortcuts.
- **/saved** takes you straight to your list of bookmarked messages.
- **/files** shows your recent files, and allows you to go to the file you're looking for
- **/dnd** will set your status to 'do not disturb' to suppress notifications when you're trying to focus or giving a presentation
- **/goto** takes you to a specific team or channel



Teams in my Day to Day (manage my boss)

- ▶ Urgent notification
- ▶ Set your Do not Disturb
- ▶ Authorize your manager "Do not Disturb"

Send urgent notifications

Turn on do not disturb

Do not disturb

You can still receive notifications from people who have priority access when your status is set to Do not disturb.

Manage priority access

Do you don't miss any important messages from your boss while you're hidden? Simply set up priority access for any individuals whose messages you want to receive even while notifications are paused. Users can be granted priority access in your privacy settings.

Standard

Microsoft Teams Tip 6: Take Advantage of Status Updates

Are you familiar with status messages from other tools, such as Skype for Business and MS Outlook?

This functionality is also part of Microsoft Teams. Your [status update](#) is a great way to display your current status so that other users know when they can and can't reach out to you. Plus, using a Teams status message means that you'll know when you should or shouldn't expect a quick response from your team members. This is an easy way to be more transparent and improve communication.



Denise Ching

Chat

Files

Organization

1 more

+

Last read



Denise Ching 11:08 AM

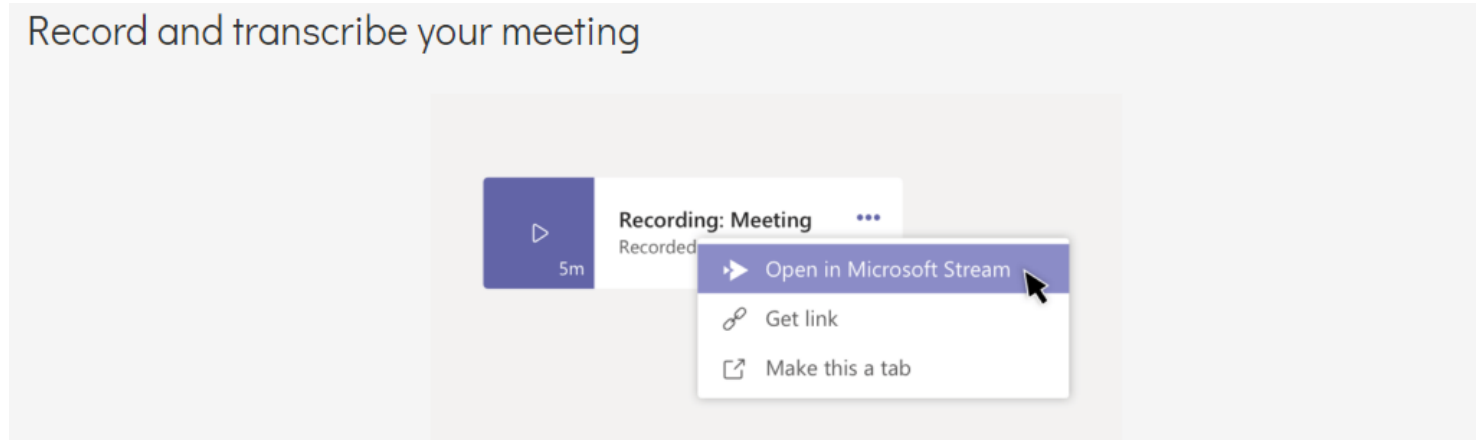
Automated message: Denise Ching mentioned Michal Pisarek in a status message

Away today at a conference. Please contact **Michal Pisarek** for any important questions.



Teams in my Day to Day (manage meeting)

- ▶ Record meetings
- ▶ Microsoft Stream
- ▶ Using transcription



5. Record Your Meetings

Just as you can get transcript documents for your meetings, it's also possible to record your conversations for later use too. All Microsoft Teams users can record Teams Meetings and group calls. The recording happens within the Cloud, and Microsoft will save it to Stream, so you can share it with the rest of your organisation.

To start a recording, you'll need to be in a meeting. Click on the **More Options** ellipses and select **Start Recording**. Your app will tell everyone that you've begun recording so that they can choose whether they want to opt out. Click on the ellipses again to end the recording.



Teams in my Day to Day (Misc)

► Save your place

Microsoft Teams Tip 8: Save Your Place With Bookmarks

► Favorite teams & Channel

5. Rich Text Editing

Never accidentally press "Send" again while creating a message. Microsoft Teams lets

reference in the future, you can bookmark it. As you find frequently used information.

► Bar

4. Experiment with Captions

Another way to improve the clarity in your meetings with Microsoft Teams, is to experiment with captions. Captions basically give you a real-time insight into what anyone is saying during your meeting. This is excellent if you can't hear your colleagues very well, or they speak in a different language.

For bookmarked chats, Type "/saved" in the top bar to filter by different tasks, with a constantly

You can use the **Translate** option on Microsoft Teams if you want to see captions in a specific language. Alternatively, just turn Subtitles on if your colleague is speaking the same language as you. You can also download the meeting transcript that you create after the conversation is over. Just tap on **Meetings** and use **Live Event Resources** to get your file.

Conversations and updates. Filtering out noise and focus on

Do you have people in your team from all over the world? Maybe you're connecting with a client overseas, or you have a bunch of contractors that speak a different language. If that's the case, then Microsoft Teams can help. All you need to do is click on the ellipses next to a message, and you'll see a selection of options.

Within those options, click on **Translate** to get an inline message translation. This will automatically translate the message on your behalf.

around the world, I have time to make on!



Teams in my Day to Day

Microsoft Teams Tip 2: Make use of your Microsoft Teams Activity Feed

Think of the [Microsoft Teams Activity Feed](#) as your new inbox. It aggregates activities – both yours and others’ – in a single location. It is a summary of everything that’s happened in the channels that are in your Teams list. If you feel like you’re getting spammed with Microsoft Teams notifications, this can really help.

Use the activities feed to filter your activities by type – for example, unread messages, @mentions, or replies. When a red circle appears next to “activity”, that means you have a notification in your feed. A notification will remain in your feed for 14 days and then expire.

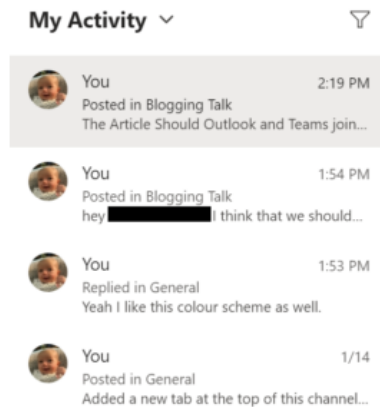


Image: Microsoft Teams - 'My Activity' in Microsoft Teams Activity Feed.

Closing remarks

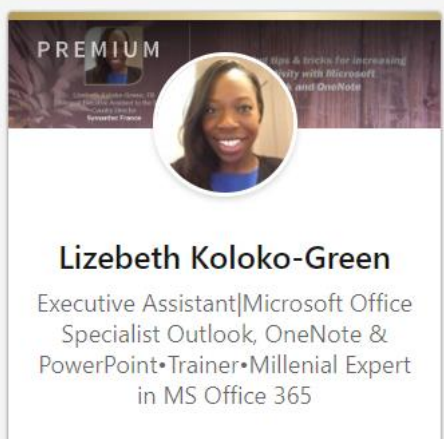


Let's stay connected



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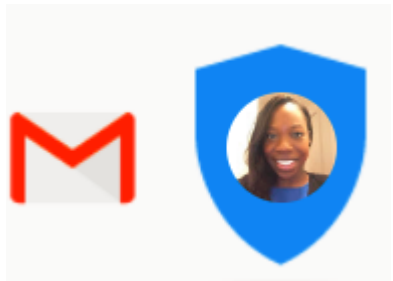
[linkedin.com/in/lizkoloko](https://www.linkedin.com/in/lizkoloko)



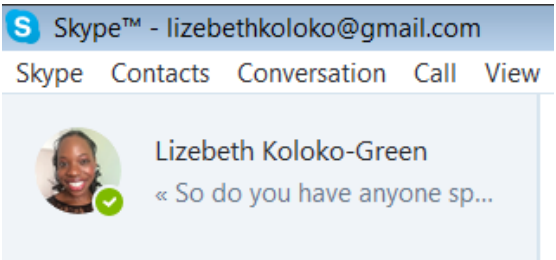
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BIO SPECIALITIES TESTIMONIALS MEDIA



IT TECHNOLOGY : OFFICE 365 (BASICS AND ADVANCED TRAINING) + USE CASES +
TIME SAVING TIPS & TRICKS FOR INCREASING PRODUCTIVITY

PRODUCTIVITY

BEING A TECH SAVVY ASSISTANT

MANAGEMENT ASSISTANT 4.0 - THE DIGITAL PORTFOLIO OF THE FUTURE
ASSISTANT

Thank you

*Stay well, stay safe
and keep a smile
on your face!*





Office 365

Taking your digital skills to the next level with Microsoft 365



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SPECIALIST | TRAINER MS OFFICE 365