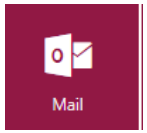
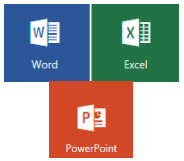
Office 365 Cheat Sheet

The Application	Summary of App	Benefits	The Application	Summary of App	Benefits
	• E-mail **Groups**	What are groups? ○ Collaboration tool for sharing: ▪ Mailbox ▪ Calendar ▪ Library ▪ OneNote ▪ Planner		Email contacts and lists	Instead of typing each individual, you could create lists for sets of people (Junior High Teachers, etc)
	Cloud File storage ** Sensitive Data should **not** be stored on OneDrive	Can now access files from wherever you log in! • H/O/S drive was only accessible at school- this is now accessible through o365- so library, home, smartphone, etc.		Online calendar (s) Calendars can be see individually, or grouped together.	• Can add activities for more than one person. • Can decline or accept invitations to participate. • Can set reminders
	Digital “to-do” list	• Shows tasks and flagged e-mail		Online versions of Microsoft Word, Excel, and PowerPoint	Computers that do not have these programs installed can still run the online version
	Groups can assign work (tasks) to specific members.	On “My tasks” tab under the planner, only tasks assigned to you are accessible. To see all tasks for a group, click on the group.		Digital note taking app that collects all notes (handwritten or typed), drawings, screen clippings, and audio commentaries in “Notebooks”. Can create more than one notebook.	Very geared towards organization. • Can create multiple notebooks with sections (like dividers in physical notebooks), and pages that can be labeled.

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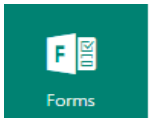
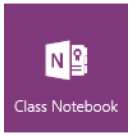
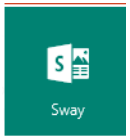
	"Channels" of uploaded videos for organizational sharing. E-mail is sent when video is done uploading.	• Easy access to videos needed for class- no need to store them on desktop, or attempt to stream. Allows teachers to see videos other teachers have found useful		Data collection and sharing	Can create "forms" which can be used as a type of survey or test and results are gathered in real time. Responses can come from a class, a group, the entire organization, or can even be made public.
	Manage assignments, calendars, conversation (e-mail), and class notebook	• Utilizes OneNote/class notebook. • Can grade all assignments online. Grade distribution available for each assignment (especially helpful for SLT/checkpoint data collection)		Add-in for One Note	Included in Microsoft Office (Can be used on desktop) • Can organize all classes, units within classes, pages of notes within units.
	Sites within the site Each school will have their own SharePoint site with a calendar of specific events, shared documents, etc.	• Teachers can share files • Check in/check out for editing • Control editing of files/calendar/announcements Discussion board		Online presentation similar to PowerPoint	• Collaboration- more than one person can work on it at a time • Can be embedded in a website
	Social Media live updates, Can compare to twitter- @whomever you are addressing	Public forum- ask popular questions		Social media for "private" conversations within an organization	• Discussions among EVERYONE in the organization: all students, teachers, administrators, etc.