

GETTING TO KNOW

 Office 365



[success.office.com](http://success.office.com)



# The new way to get things done

## Your complete Office in the cloud

Office 365 is your personal Office and more. It lets you work from anywhere, on any device, whether you're online or offline. It helps you do your best work, the way you want to, wherever you are. That means more powerful tools for creating content, better ways to work together, and easier ways to share.

And that's just the beginning.

Check out the scenarios in this book to see some of the ways Office 365 can help you get things done, better, together.

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# GETTING STARTED

Office 365 is all about making you and your team more productive from anywhere, on any device.



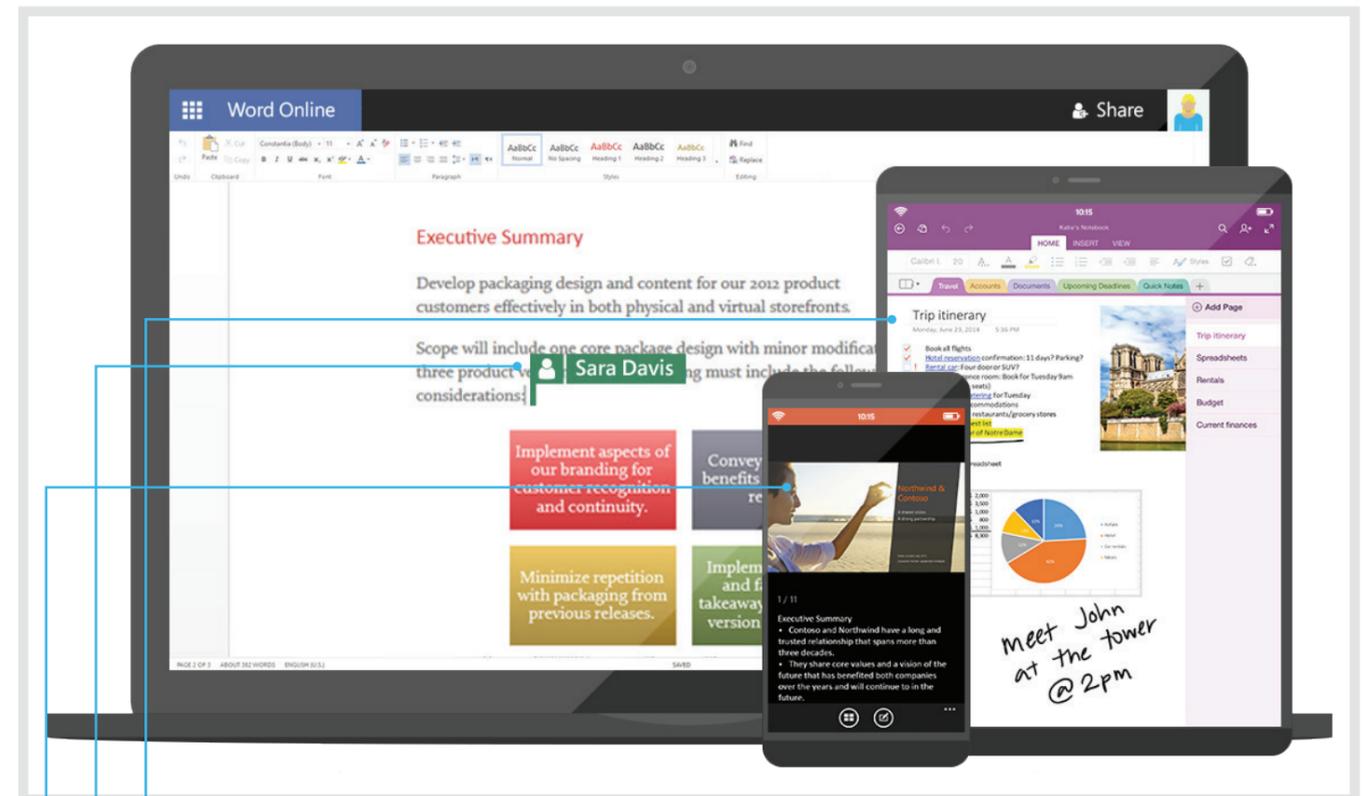
## GETTING STARTED

# Get it done from anywhere

PC, Mac, tablet, phone? People work across a variety of devices from different locations and all need a natural, clean and fast experience. Office 365 gives people access to everything they need to get the job done from anywhere. Files and settings are synced from one device to the next, creating freedom and reliability for your team. Enable your people, unleash your talent.

*Enabling workers across the company to use their mobile devices for ... immediate, effective collaboration helps us increase the productivity of our factories and employees.*

Steve Hanna, Chief Information Officer, Kennametal



With Office 365, everyone can edit, share files and collaborate from their favorite device. On desktop, phone or tablet, Office 365 gives you everything you need, with a natural, familiar experience.

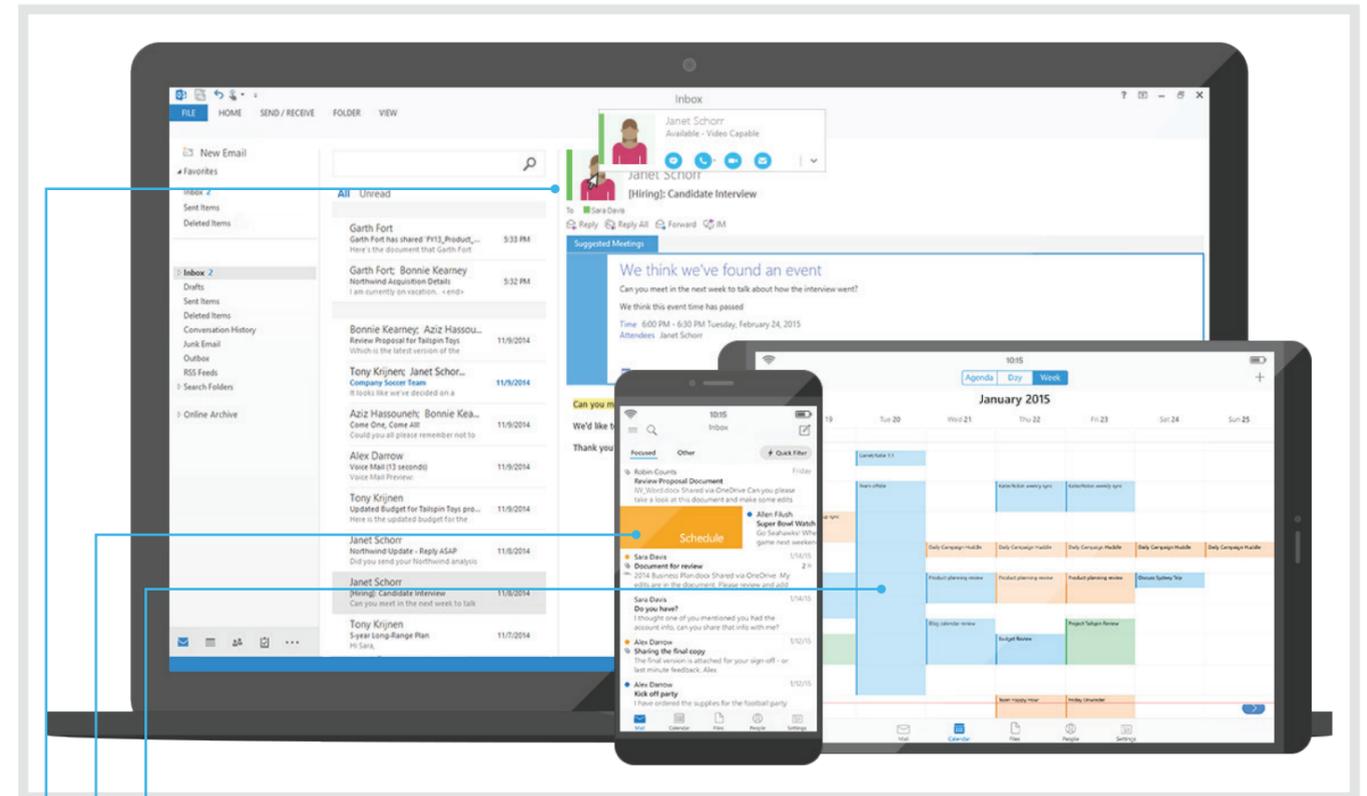
Don't miss a beat when you create documents, edit, and collaborate with others in real time. Your team stays in sync and you'll get things done faster than ever.

You will love the ability to create polished documents, present professionally, get valuable insights from your data, and work together with ease. Office 365 is your familiar Office, only better.

## GETTING STARTED

# Emails & calendar on the go

With Office 365 your team stays connected, even on the move, with email and calendars you can access from anywhere. Coordinate meetings on the go, access synchronized contacts, check task lists, and use intelligent tools to manage email. This easy access from virtually any device means you'll never be out of touch.



The perfect team tool, Office 365 lets you check calendars, retrieve contacts and set up meetings from any device. Avoid scheduling hassles by easily sharing calendars and viewing other's availability.

Powerful email management provides a rich experience and the tools you need to manage a busy inbox and a packed calendar - on all devices.

Rely on Outlook to keep your contacts synced and up to date across all your devices, and reach them on Skype for Business with just one touch.

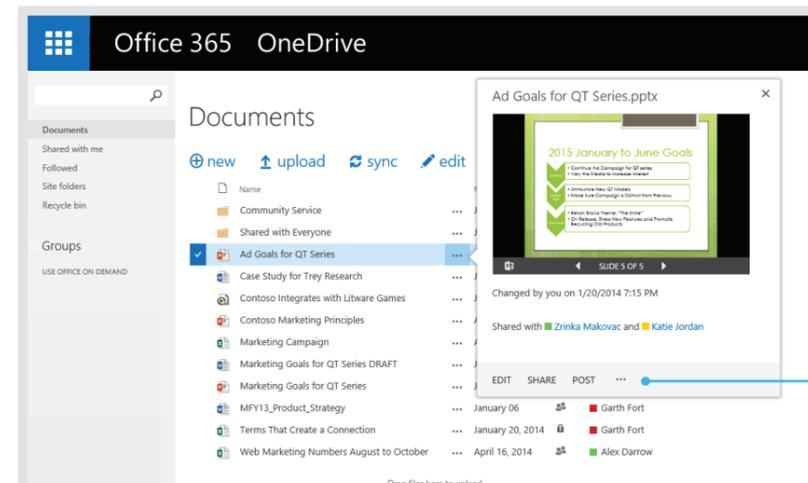
## GETTING STARTED

# Store, sync, share your files

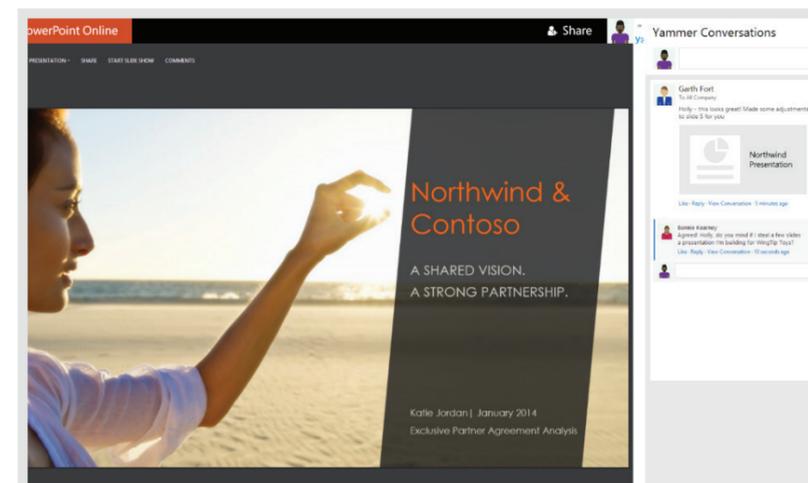
When everyone is working together it can be hard to keep track of files and even harder to work with them on the go. OneDrive for Business gives you one place for all your work files, so you can access them anytime, from any device, and share the latest version with the rest of the team.

*Using Office 365 ProPlus and OneDrive for Business generates mobility and productivity that's light years ahead of working with Office files that are stuck on your office computer. Instead, we create documents on our laptops, iPads, or smartphones, and store them online so it's easy to share critical insights.*

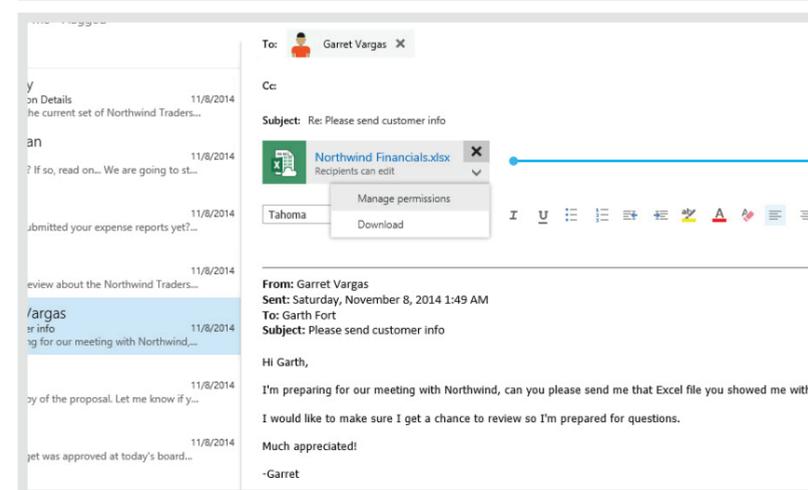
John Reynders, Chief Information Officer, Moderna



With OneDrive for Business it's simpler than ever to keep everyone in sync. Share a document, review a colleague's work or even post to Yammer to collaborate in real time.



Yammer lets you request and receive feedback, making it easier than ever to collaborate to produce great work.



Modern Attachments mean no more version control issues. Instead of sending copies, everyone accesses the original document stored in OneDrive for Business.

## GETTING STARTED

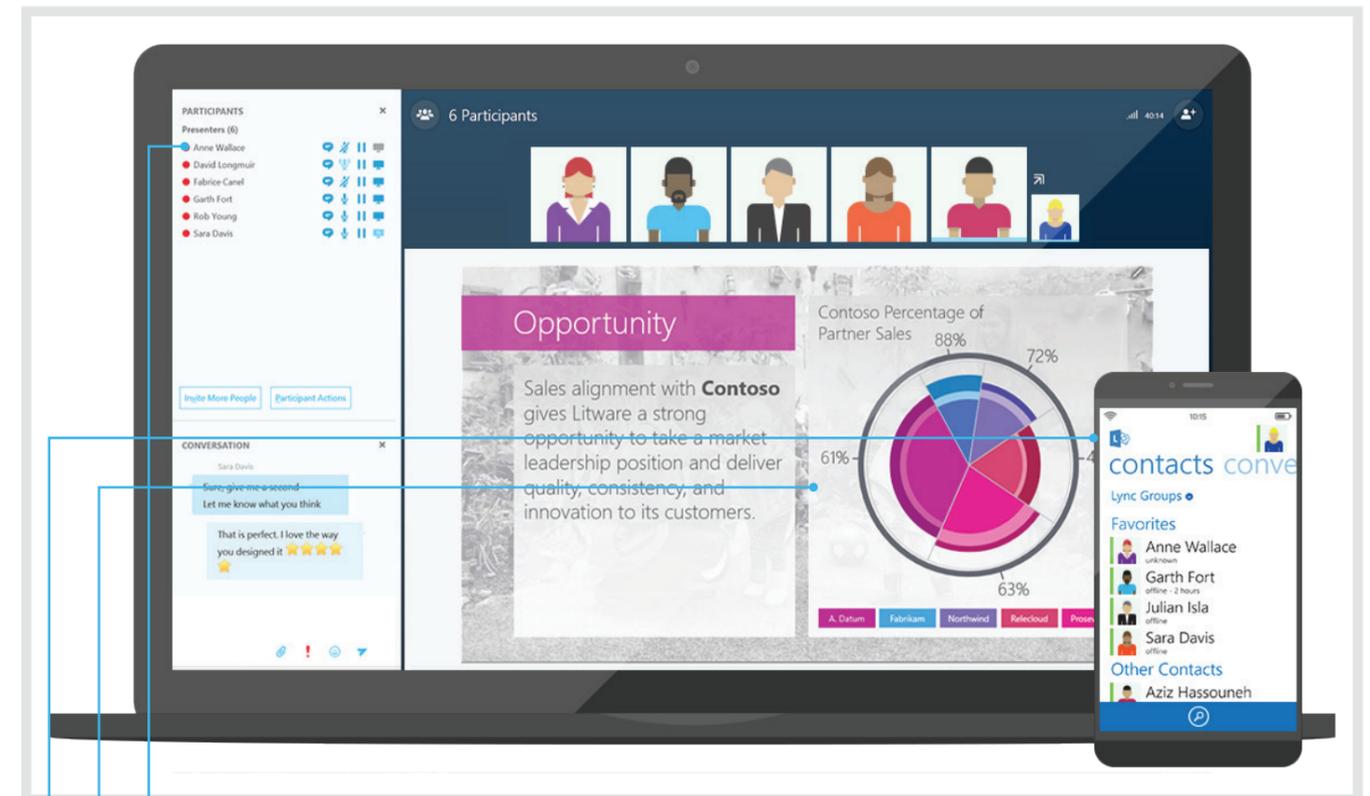
# Run more effective meetings

You need to get the right people working together to get the work done - which is not always simple in our on-the-go world. Office 365 makes it easy for people to meet and connect online, from wherever they are, on multiple devices. With Skype for Business, people can join or start a meeting in just one click, whether across the hall or across the globe. HD video, screen sharing, and real-time note-taking help meetings matter, producing actionable results and decisions for your team.

*Our designers share drawings with customers and have valuable conversations through Lync\*. We don't have to be in the same room to work closely with customers, which means we take care of their needs a lot faster now.*

Fred Patterson, Vice President of Product Engineering, Kennametal

\*Now Skype for Business



Bring teams, customers and partners closer than ever with Skype for Business. Powerful HD collaboration can be set up in just a few moments.

You and your colleagues can share screens, present PowerPoint, collaborate on whiteboards and chat on IM, all from within a single application.

No matter what device you are on, Skype for Business allows you to easily check a contact's availability and quickly get in touch with video, voice, or instant message.

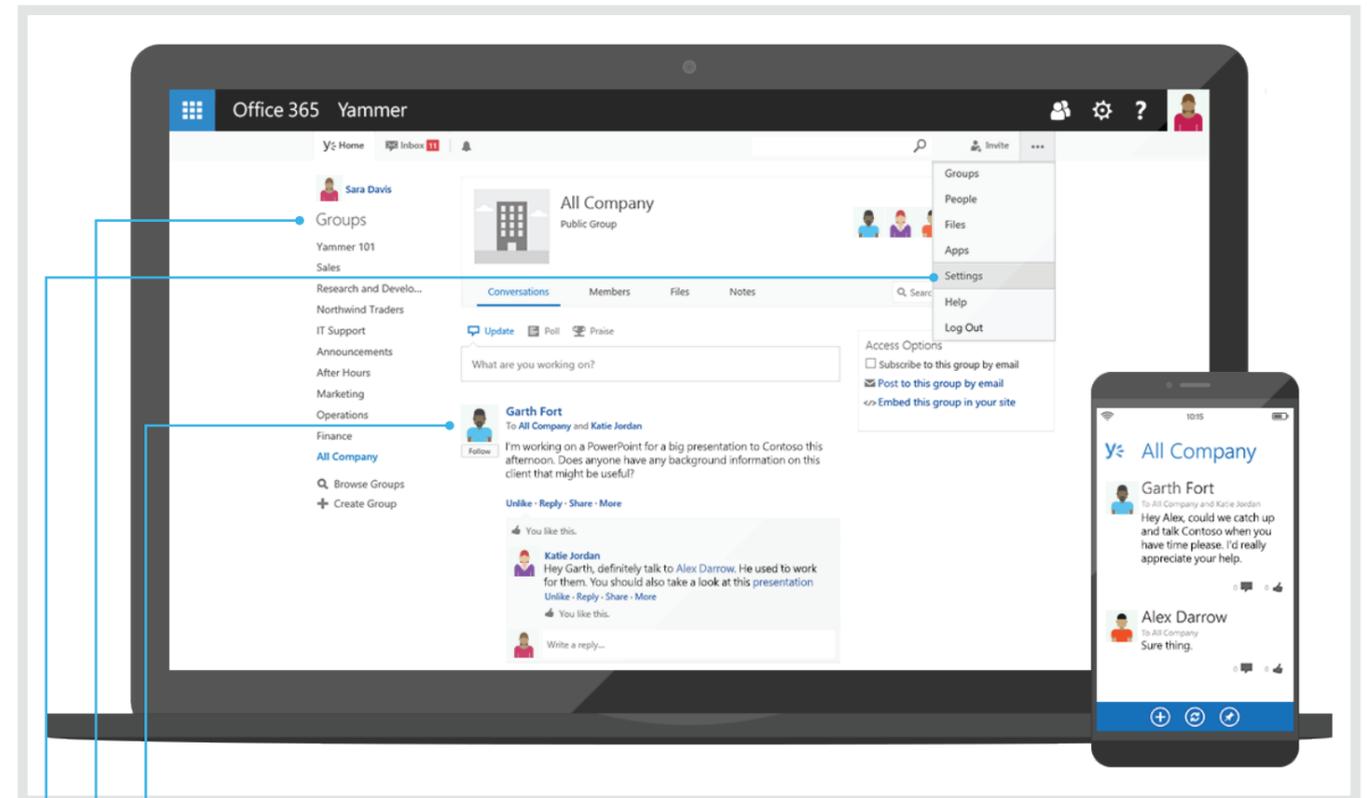
## GETTING STARTED

# Work like a network

Change is the new constant and it can be hard to keep up. What if you were connected to everything important at work? Plugged into every document, person and activity that mattered? With Yammer you and your team can exchange ideas, get the latest information, and spot opportunities to adapt quickly and make change happen.

*“Since moving to Office 365, we’re not worrying about the technology. Instead, we are focusing on enabling our vision to pioneer a new way to treat serious illness and make a difference in the world.”*

John Reynders, Chief Information Officer, Moderna



Yammer gives you and your teams a central place to gather updates, answer questions, and feed-back on each other's work. Discover things you wouldn't have found otherwise: the right people, documents and conversations you need to get your best work done.

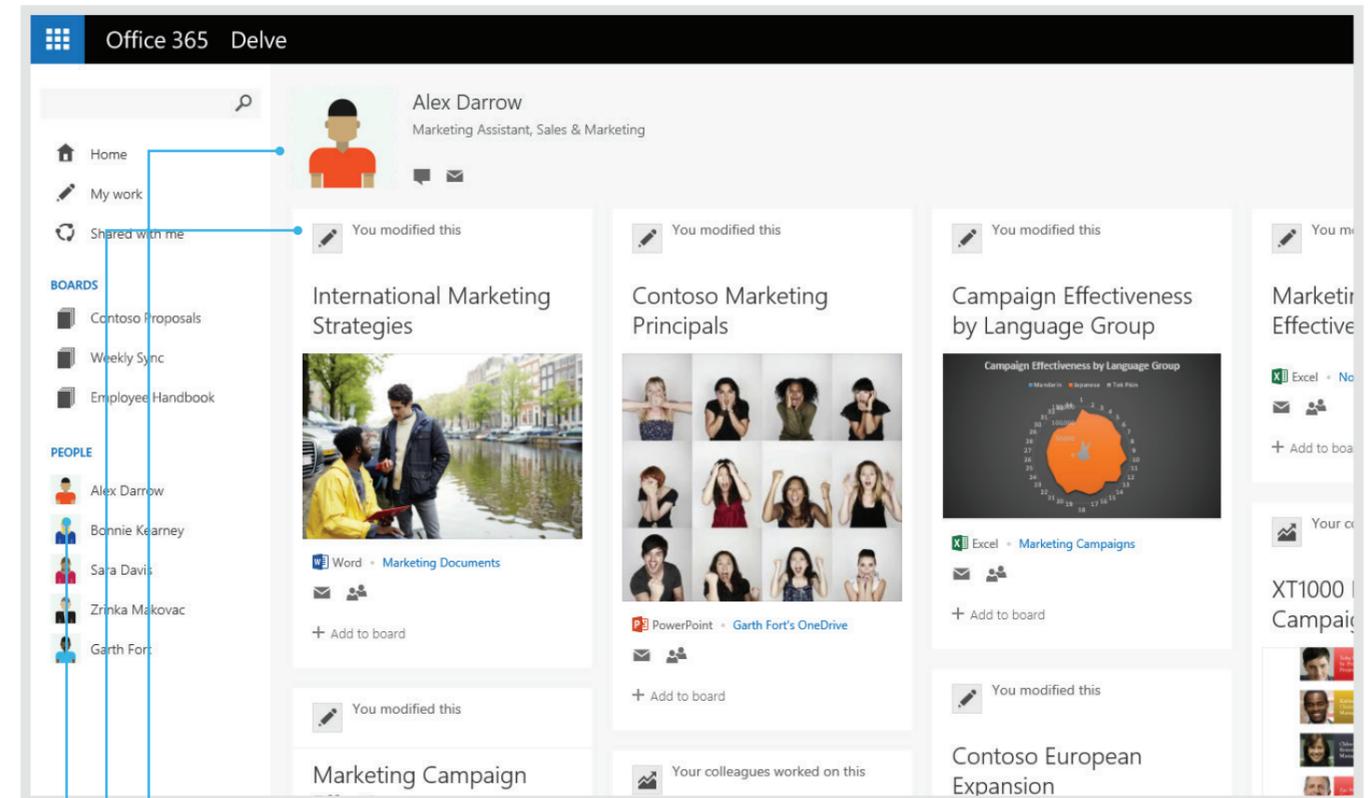
Set up or join Yammer groups to bring virtual teams together to solve a problem, deliver a project or just collaborate and share ideas.

Yammer gives you a voice to share your knowledge and skills with others. It starts with your Yammer profile. Complete your profile so coworkers can discover who you are, what you're working on and how you can work together.

## GETTING STARTED

# Discover what you need

Wouldn't it be great if you could search for information at work just as easily as you do on the Internet? With Delve you can. That means you can quickly find what you need across sites, files, conversations and more. Now you can always stay connected and informed on topics that you and your colleagues are working on.



Let Delve quickly surface the content you need for your job and the projects you are working on. Delve's results are tailored to you so they are relevant, real-time & up-to-date.

The stunning user interface helps you quickly identify content, content type and author, and allows you to pin it to your boards for easy future access.

Delve helps you learn more about your colleagues, their roles and the content they create. Connect with them and view the content they are sharing with you, or with groups to which you belong.

# HR & INTERNAL COMMUNICATIONS

Office 365 helps keep your whole organization in sync.



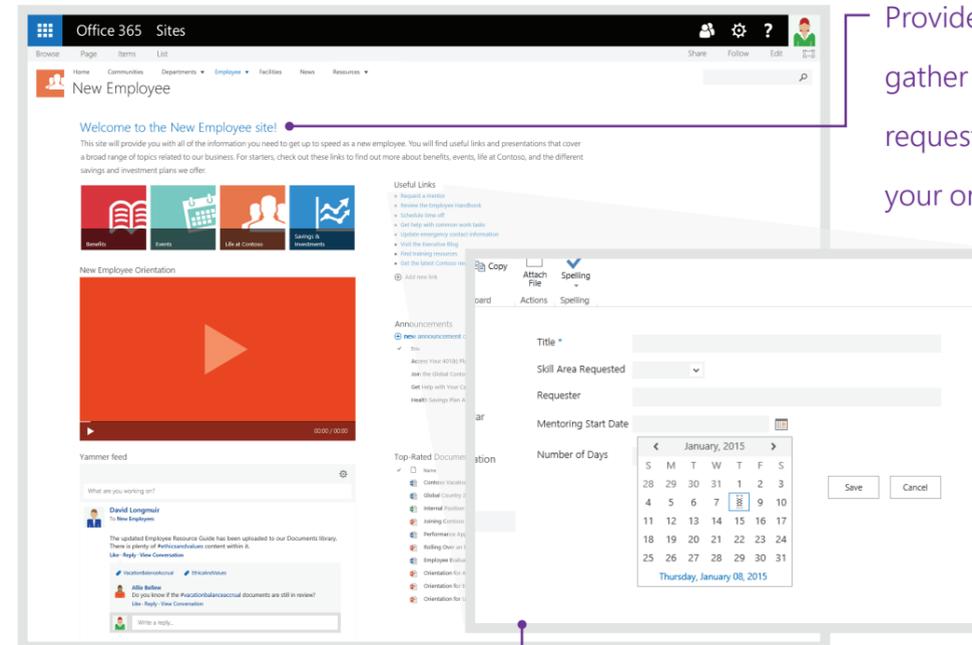
## HR & INTERNAL COMMUNICATIONS

# Onboard new employees

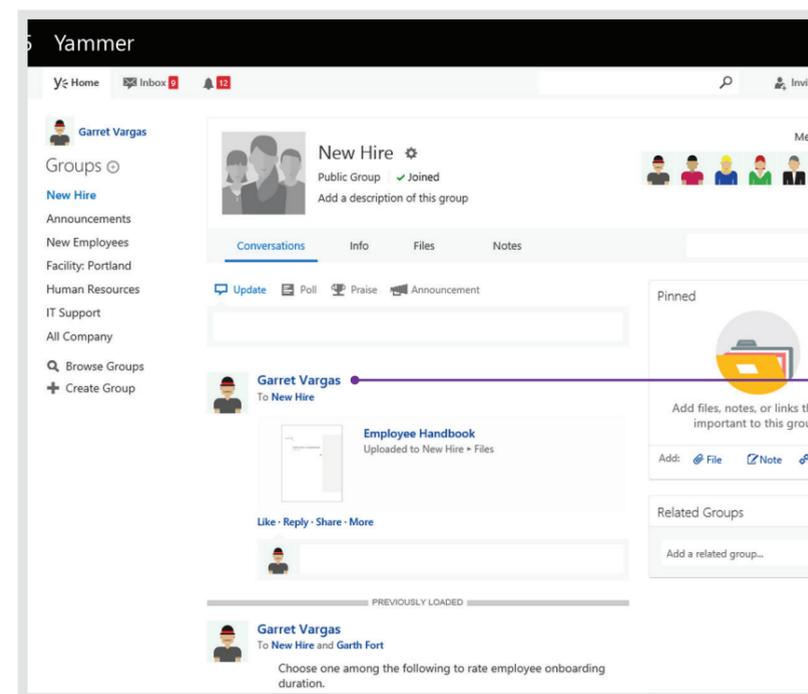
First days are stressful—for both new employees and the HR department. There's a lot to learn and a lot to pass on. Where do you begin? With Office 365, you can easily provide critical onboarding resources like documents, presentations, and even videos. You can make it easier for people to connect with their peers or mentors, understand the business, and ramp up quickly. Take advantage of automatic task routing and use forms built right into your site to minimize paperwork and assist faster completion. Better processes, less time, smoother onboarding.

*When someone tells me we are hiring 300 people this month, I can confidently say, 'No problem' because we can make that happen in a day with Office 365. The speed with which we can get new employees and contractors to work effectively is fantastic.*

Vito Forte, Chief Information Officer, Fortescue Metals Group



Provide relevant materials and gather and process employee requests electronically, right from your onboarding site.



Give your new starters access to tools that will help them tap into the resources available to them.

Use Yammer to connect new employees to job-relevant people and knowledge throughout your organization, accelerating their time-to-productivity and reducing costs.

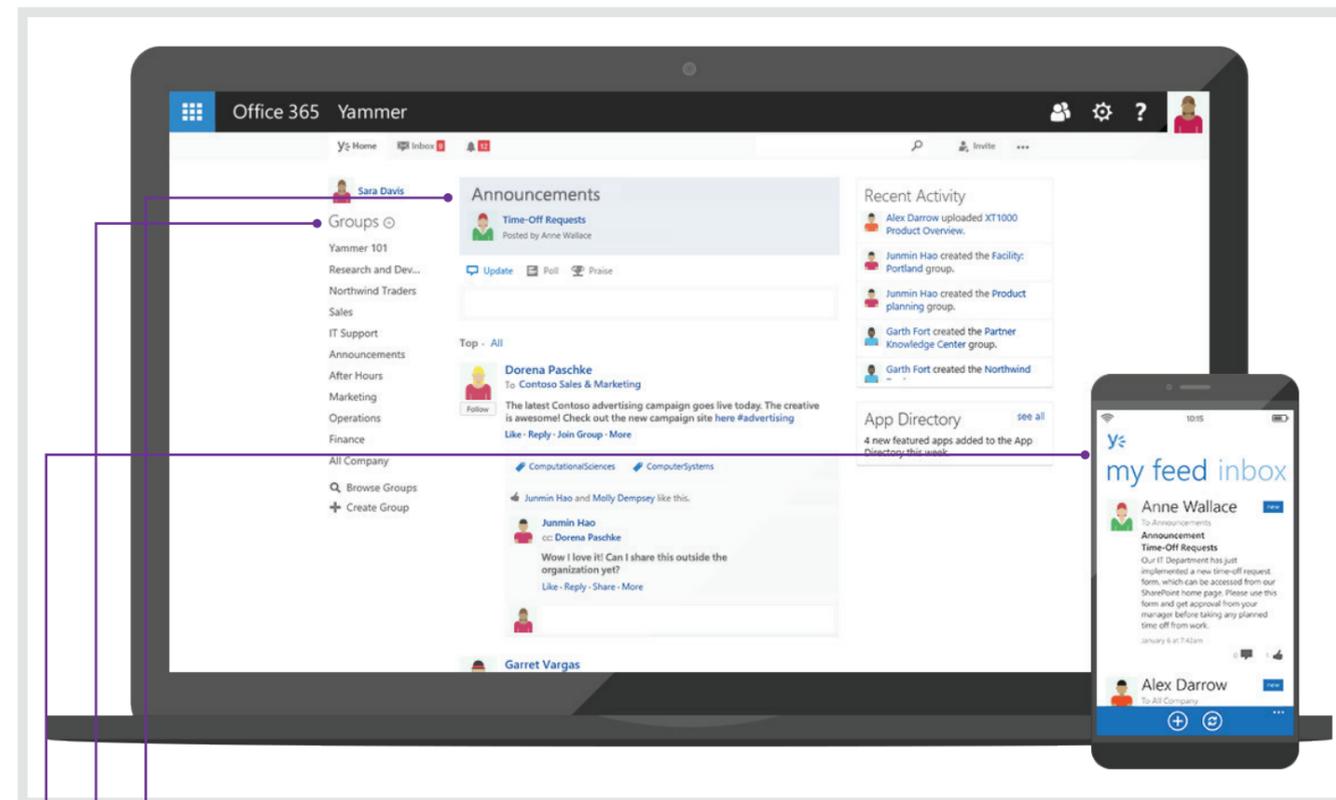
## HR & INTERNAL COMMUNICATIONS

# Keep everyone informed

Your company has a unique story, but like any great tale, it needs people to make it come alive. How do you get your employees excited about your vision? How do you get them talking about ideas... and talking to each other? Office 365 gives you a whole set of tools to help you stay engaged with the people you work with. It's like a "social glue" that keeps your employees and your vision moving forward together.

*We're also able to better inform and engage our factory workers, such as using the Hub to deliver new product videos and prompting discussions about them on Yammer. And when we conduct interactive meetings, factory employees can access them and participate.*

Steve Hanna, Chief Information Officer, Kennametal



Yammer "announcements" allow for important information to be quickly published and communicated to your entire organization.

Use Yammer to connect your teams, accelerate communication and gain buy-in across the business. Yammer aids your teams decision-making and creates tighter alignment.

Yammer's mobile apps ensure that important announcements and information are reaching the people that need them, no matter where they are,

# R&D & OPERATIONS

Office 365 helps make processes  
and people more productive.



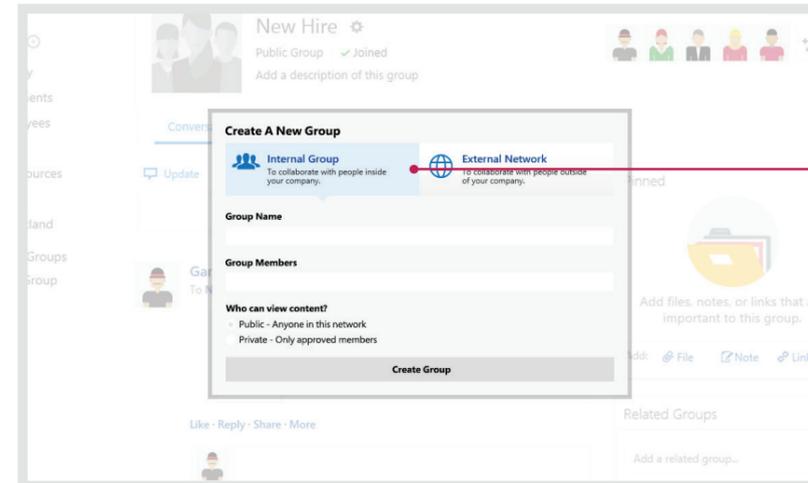
## R&D & OPERATIONS

# Share your knowledge

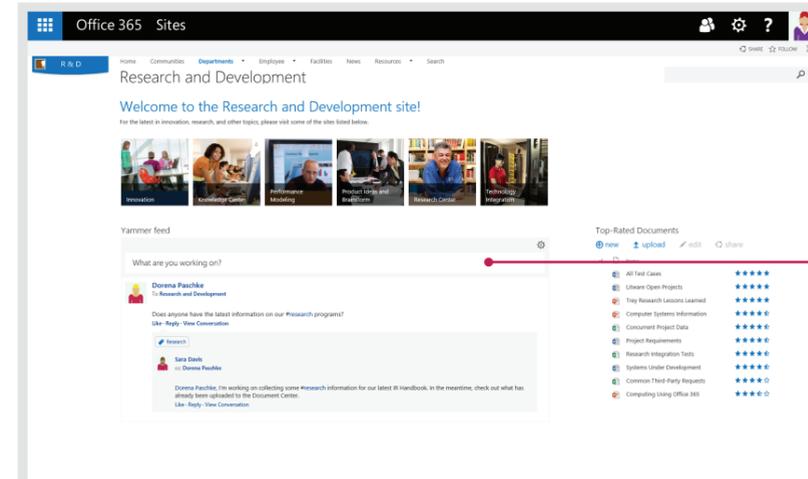
With Office 365, your knowledge isn't limited to the people in your immediate circle. You can easily share what you know with as many people as you want, whether they're in your department or in another country. So don't let your good ideas, valuable experience, and expert knowledge go to waste. You can capture best practices in one place, organize them however you need to, and refine them with your peers. Now people in your organization can easily discover what you know. And sharing works both ways, too. It's just as easy for you to discover other groups' best practices.

*"We've never had a sophisticated system that could track our engineers' and materials scientists' areas of expertise and previous projects, but now, with Office 365, we're able to establish a fully available knowledge-management resource."*

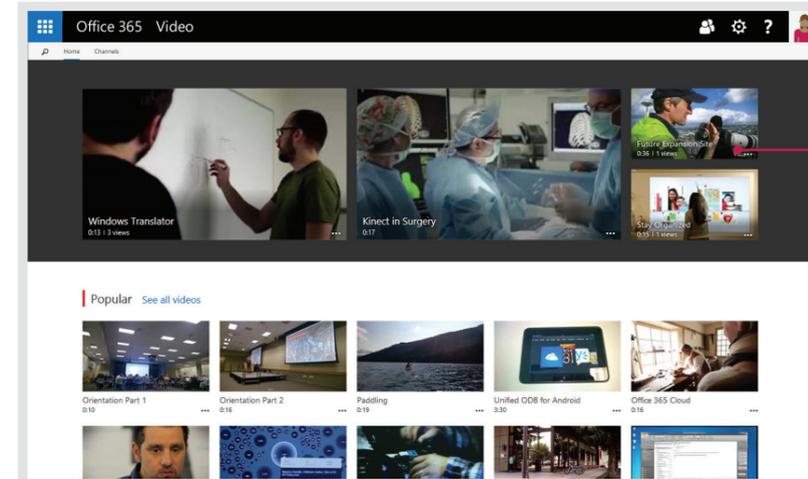
Lorrie Paul Crum, Vice President of Corporate Relations, Kennametal,



Organize conversations and drive community engagement with groups and peer recognition.



Build dedicated sites to provide your team with access to content and information that is most relevant, including documents, lists, project timelines, conversations and more.

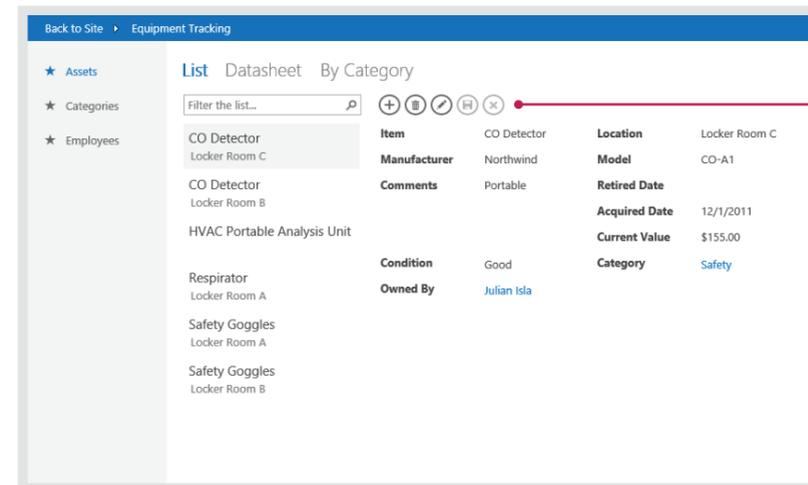


Office 365 provides a secure, company-wide destination for sharing and discovering video content. From onboarding new employees to distributing the CEO's message, video is a powerful tool to help your teams share knowledge.

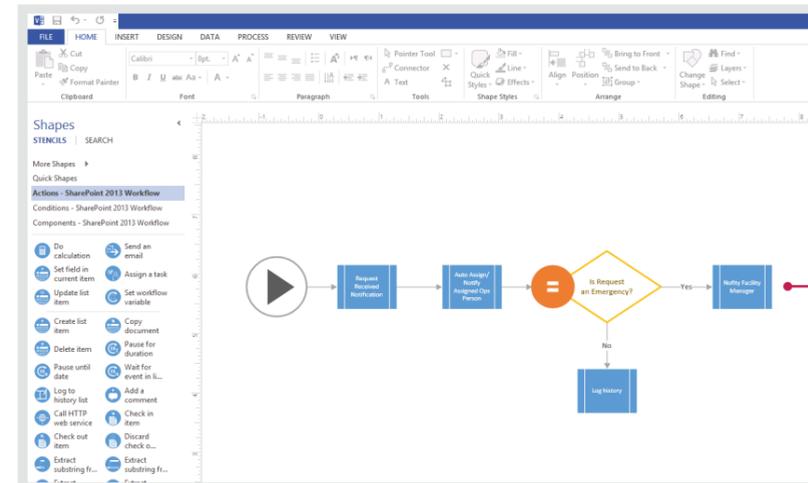
## R&D & OPERATIONS

# Boost business processes

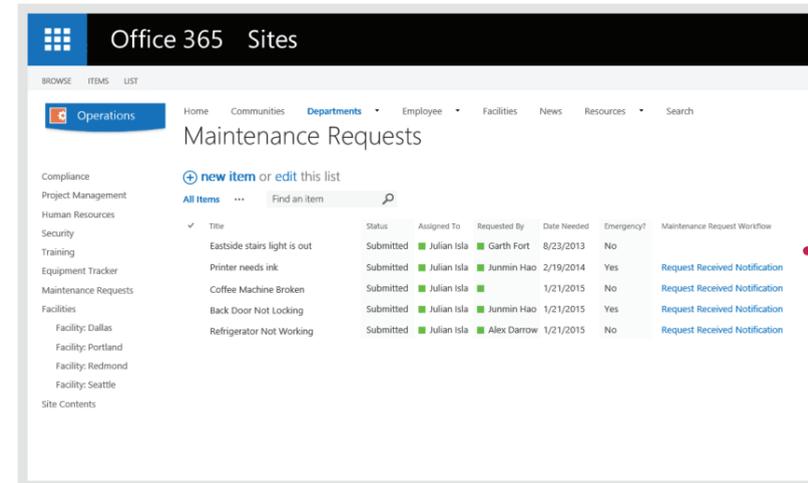
Do you ever wish you could improve your business processes and help people save time? You can! For example, automating recurring approval or review processes is easy and doesn't take much time with built-in workflows. Once processes are in place, you can keep an eye on how well they're performing for your team, department, or the entire organization. Whenever you need to, you can refine your processes or create reports from them.



Quickly create SharePoint solutions using Access to collect important information across your teams. Accessible in browser and stored online, collating your data has never been simpler.



Collaborate with colleagues to streamline operations and automate business processes. Create workflows in Visio using drag-and-drop, and when you're ready, publish directly to SharePoint.



Once your workflows are in place it is simple to keep track of active processes. When a user initiates a task the process is automatic and the progress is clearly visible.

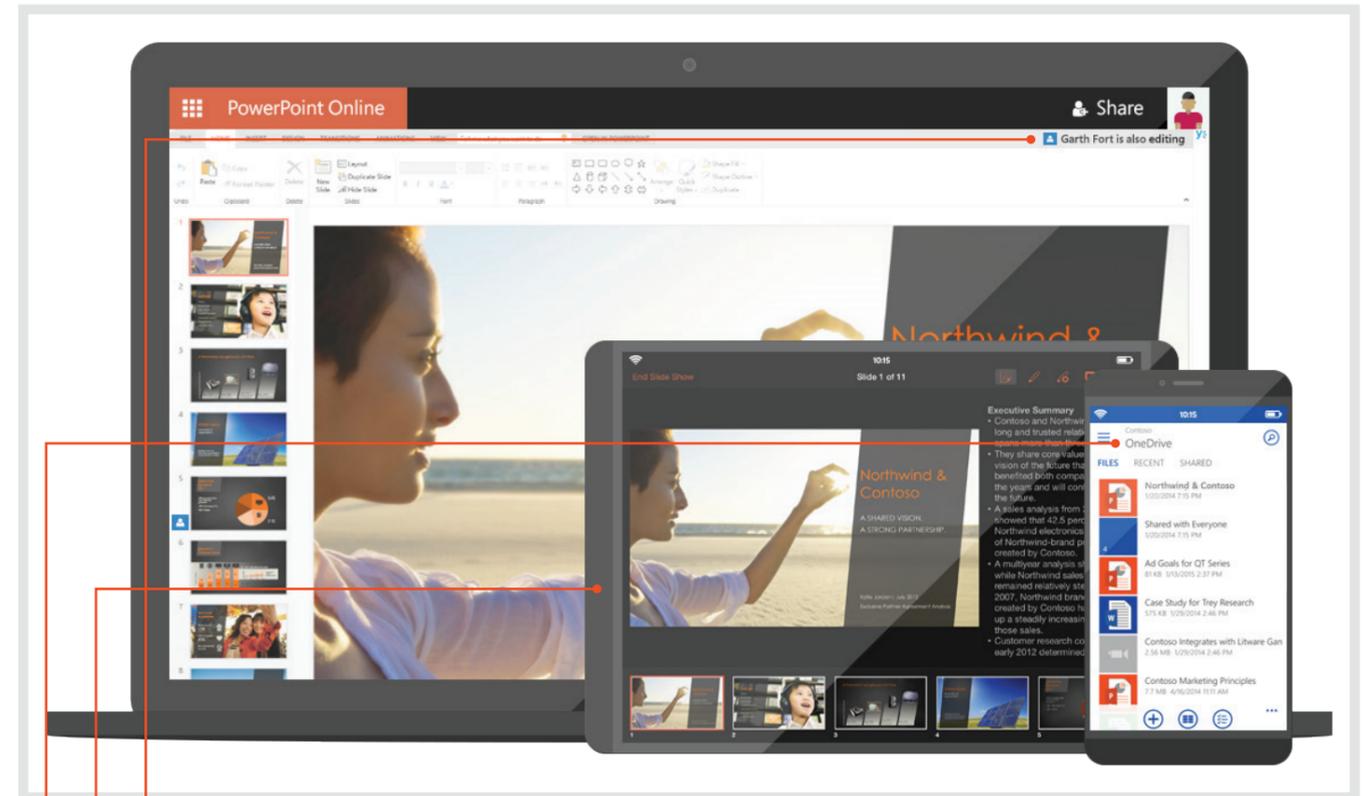
# SALES & MARKETING

Office 365 helps you deliver more engaging and effective customer experiences.

## SALES & MARKETING

# Make a great first impression

First impressions count. That's why Office 365 gives you the power of professional quality design and content creation with Word and PowerPoint, yet with the familiarity and ease of use that you've come to expect. Sharing your work is now easier than ever—you can quickly invite a colleague to view the document you're working on and even work together in real-time. The new, cleaner comment view in Word and PowerPoint makes it easier to read and post comments. Plus, versioning is built-in so you don't have to worry about losing track of the right version of your document. Just focus on your content and let Office 365 take care of the rest.



Working as a team to win a new client or impress an existing one has never been simpler. Co-authoring unleashes the power of collaboration and ensures you meet even the tightest of deadlines.

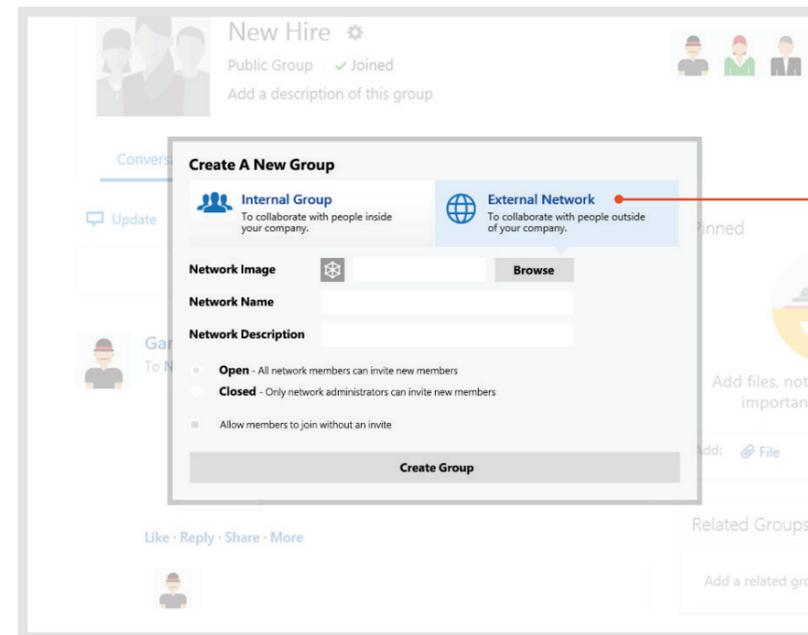
Present from your favorite device with full control and all the functionality of the familiar desktop version - speaker notes, timers, pointers etc.

OneDrive for Business ensures you always have the right version of the presentation and can collaborate with your team to review and make final edits right up until go-time.

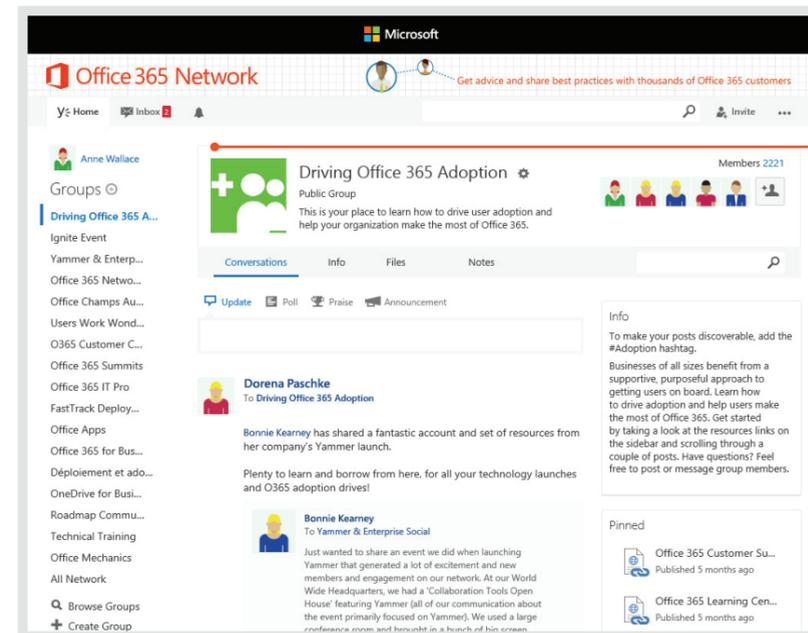
## SALES & MARKETING

# Engage your audience online

With Office 365, connecting with your customers and partners has never been more effective. Using Yammer, you can engage in conversations about the things that really matter, receive constant feedback and develop relationships with both internal and external stakeholders. It's never been easier to stay in sync with the people that matter most to your business.



Yammer lets you connect with those inside and outside your network, with the confidence that you retain control of sensitive information.



Create online communities with Yammer and enjoy real-time interaction with customers, partners or users. See this in action at [aka.ms/Office365Network/DrivingAdoption](https://aka.ms/Office365Network/DrivingAdoption)

## SALES & MARKETING

# Align your teams

Deals can be won and lost depending on how closely marketing and sales teams are aligned - such is the importance of clear communication. Office 365 gives people a better way to stay in sync, letting you bypass unnecessary email and in-person meetings, putting you directly in touch with groups across your organization. Skype for Business makes it easier than ever to bring the right people together to interact, share and collaborate, no matter where they are located.

*“At Ignite Social Media, cross-office brainstorming sessions drive the creative side of our business. We use Office 365 for interactive web conferences with white boarding so everyone can contribute, and it’s as if we’re in the same room. In 11 years of working remotely, I’ve never seen a tool like it!”*

Jim Tobin, President, Ignite Social Media



Skype for Business gives you the tools to work as a team. Maximize productivity with HD video, instant messaging, screen sharing, collaborative whiteboards and more.

Share screens with the click of a mouse, whether to let your colleagues co-author your work or to deliver an important presentation.

Skype for Business lets you create online meetings in moments, quickly bringing together the people you need to get the job done.

# FINANCE & ACCOUNTING

Office 365 makes it easier to crunch the numbers with other people.



## FINANCE & ACCOUNTING

# Crunch the numbers together

Crunching the numbers doesn't have to be difficult. Excel lets you gather a lot of information from different people and departments into a single spreadsheet. Best of all, you can work with more than one person—even your whole team—on the same spreadsheet at the same time. Working together doesn't just make life easier, it also helps boost productivity and can lead to new insights that can be easily shared with anyone in your organization.

*In the past, our financial manager would have had to extract data, send it to the IT department, and wait weeks for a custom report.*

Allan Villegas, Chief Financial Officer, WASH Multifamily Laundry Systems

Country	Product Category	Q1 2014	Q2 2014	Q3 2014	Q4 2014	2014 Forecast	2014 Budget	Variance %	2013 Actual
Canada	Audio	\$23,659	\$25,000	\$30,000	\$35,000	\$113,659	\$100,000	13.7%	\$94,635
Canada	Cameras & Camcorders	\$147,402	\$130,000	\$120,000	\$130,000	\$527,402	\$550,000	-4.1%	\$589,608
Canada	Cell Phones	\$42,298	\$40,000	\$45,000	\$45,000	\$172,298	\$175,000	-1.5%	\$169,194
Canada	Computers	\$131,822	\$140,000	\$150,000	\$150,000	\$571,822	\$560,000	2.1%	\$527,290
Canada	Home Appliances	\$323,642	\$300,000	\$350,000	\$350,000	\$1,293,642	\$1,400,000	-7.6%	\$1,294,568
Canada	TV & Video	\$74,876	\$70,000	\$60,000	\$50,000	\$254,876	\$250,000	2.0%	\$299,505
France	Audio	\$43,135	\$40,000	\$45,000	\$45,000	\$173,135	\$175,000	-1.1%	\$172,541
France	Cameras & Camcorders	\$513,915	\$500,000	\$600,000	\$650,000	\$2,263,915	\$2,000,000	13.2%	\$2,055,660
France	Cell Phones	\$108,389	\$124,000	\$160,000	\$180,000	\$572,389	\$500,000	14.5%	\$433,556
France	Computers	\$705,394	\$700,000	\$600,000	\$560,000	\$2,565,394	\$2,750,000	-6.7%	\$2,821,577
France	Home Appliances	\$553,963	\$565,000	\$575,000	\$600,000	\$2,293,963	\$2,250,000	2.0%	\$2,215,853
France	TV & Video	\$418,847	\$400,000	\$350,000	\$325,000	\$1,493,847	\$1,500,000	-0.4%	\$1,675,388
Germany	Audio	\$72,748	\$75,000	\$80,000	\$85,000	\$312,748	\$300,000	4.2%	\$290,993
Germany	Cameras & Camcorders	\$663,792	\$660,000	\$650,000	\$600,000	\$2,573,792	\$2,000,000	28.7%	\$2,655,168
Germany	Cell Phones	\$220,357	\$225,000	\$240,000	\$275,000	\$960,357	\$1,000,000	-4.0%	\$881,428
Germany	Computers	\$744,007	\$750,000	\$800,000	\$900,000	\$3,194,007	\$3,000,000	6.5%	\$2,976,029
Germany	Home Appliances	\$499,588	\$500,000	\$515,000	\$525,000	\$2,039,588	\$2,250,000	-9.4%	\$1,998,350
Germany	TV & Video	\$417,533	\$400,000	\$420,000	\$430,000	\$1,667,533	\$1,500,000	11.2%	\$1,670,134
United States	Audio	\$669,653	\$675,000	\$690,000	\$700,000	\$2,734,653	\$2,750,000	-0.6%	\$2,678,613
United States	Cameras & Camcorders	\$6,049,805	\$6,000,000	\$6,250,000	\$6,500,000	\$24,799,805	\$25,000,000	-0.8%	\$24,199,220
United States	Cell Phones	\$1,503,222	\$1,500,000	\$1,400,000	\$1,400,000	\$5,803,222	\$6,000,000	-3.3%	\$6,012,889
United States	Computers	\$7,059,337	\$7,000,000	\$7,000,000	\$7,500,000	\$28,559,337	\$27,500,000	3.9%	\$28,237,347
United States	Home Appliances	\$4,908,178	\$5,000,000	\$5,000,000	\$5,000,000	\$19,908,178	\$20,000,000	-0.5%	\$19,632,713
United States	TV & Video	\$4,321,465	\$4,000,000	\$4,100,000	\$4,200,000	\$17,621,465	\$16,000,000	9.5%	\$17,285,860
TOTAL						\$121,471,029	\$119,510,000	1.6%	

Work with colleagues in real-time, collaborating to share the task and to combine ideas. See edits as they happen and add comments to discuss your changes.

Leverage the full power of Excel to enhance visibility and deliver new insights. Useful functions such as conditional formatting give strong visual cues and emphasize areas for attention.

Office 365 eliminates the hassle of combining everyone's amendments and the headaches of version control. Have confidence that you are working with the most current information.

## FINANCE & ACCOUNTING

# Make informed decisions

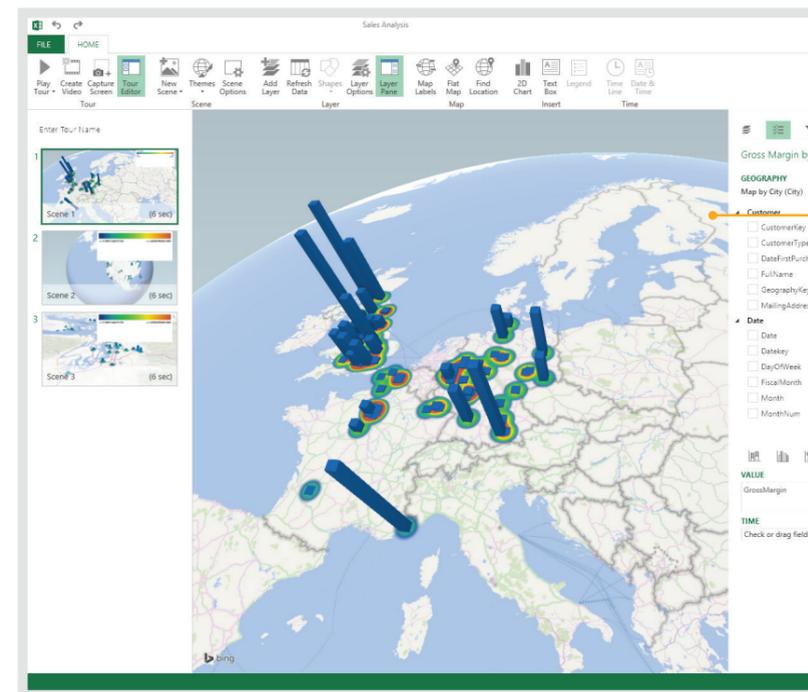
Making good decisions isn't just about good judgment or experience. It's also about collecting and making sense of data. Power Pivot lets you transform Excel into a powerhouse that can combine massive amounts of data from multiple sources and build relationships between them. But data alone isn't enough—it needs to be expressed clearly to make a powerful impact on people. Power View lets you visualize, and present data in compelling ways, and share it with others. Now anyone can easily dig into data to make informed decisions and new discoveries.

*“The beauty of Power BI is that employees are creating reports themselves without involving the IT team and sharing those reports with colleagues. This is extremely powerful for us.”*

Allan Villegas, Chief Financial Officer, WASH Multifamily Laundry Systems



Quickly produce stunning dashboards with Power View so that you can visualize and share your insights.



Office 365 gives users access to new tools like Power Map to create and interact with geographical and temporal data.

# LEGAL

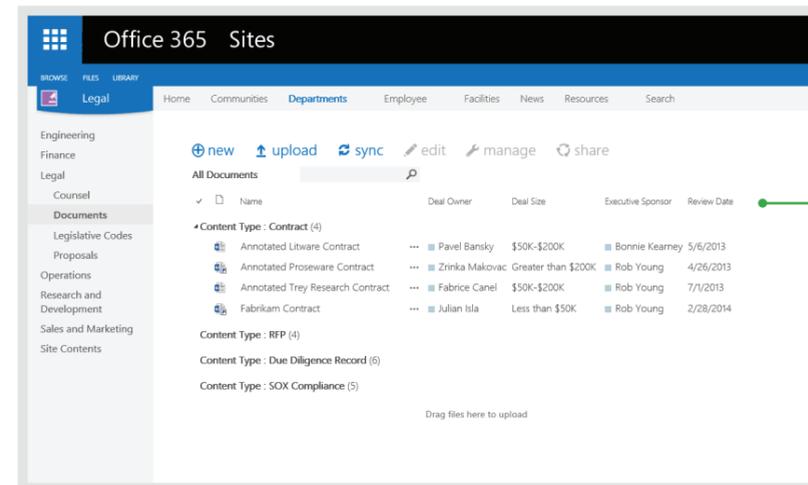
Office 365 can help you achieve legal and regulatory compliance.



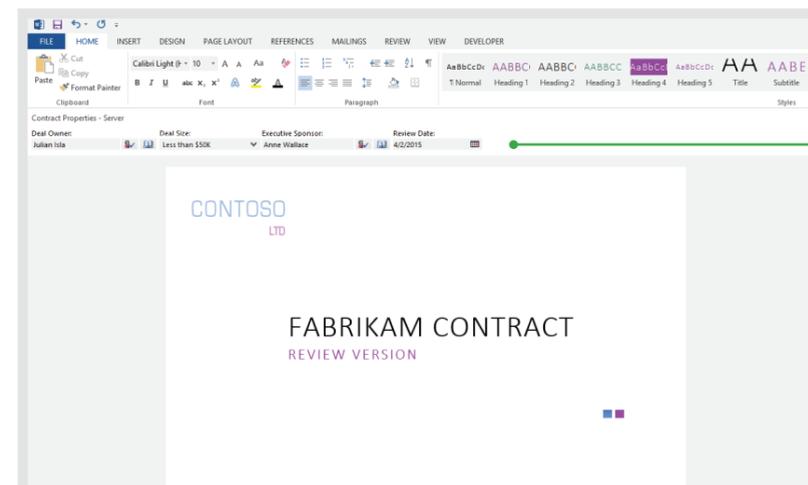
## LEGAL

# Help meet compliance needs

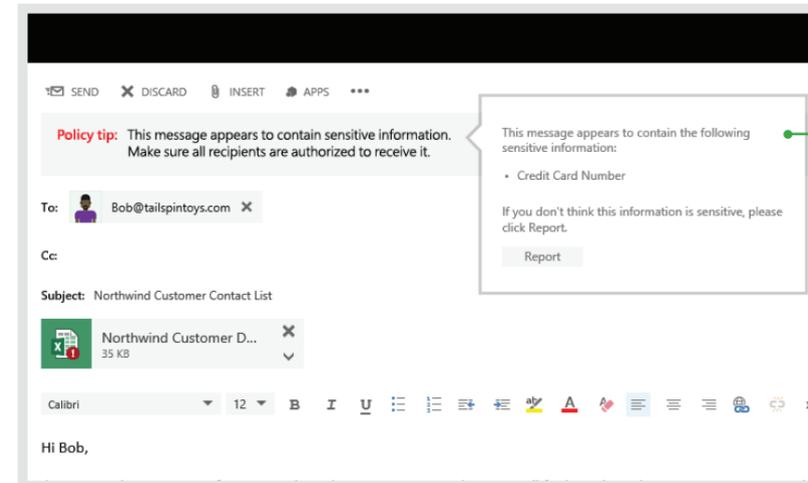
Trying to make sense of all the rules, laws, and regulations you need to follow is hard enough without retrofitting your whole IT infrastructure to comply with them. You won't run into this problem with Office 365 because it's built to make compliance easy and straightforward. In fact, you can automate many of the processes for managing, protecting, and preserving critical data, and even create retention schedules to manage the entire life-cycle of your organization's digital assets. If you ever need to respond quickly to litigation or audits, you can use self-service eDiscovery to help get what you need immediately, without involving IT.



SharePoint lets you connect files, templates and associated metadata to help ensure everyone is using the right template for the task.



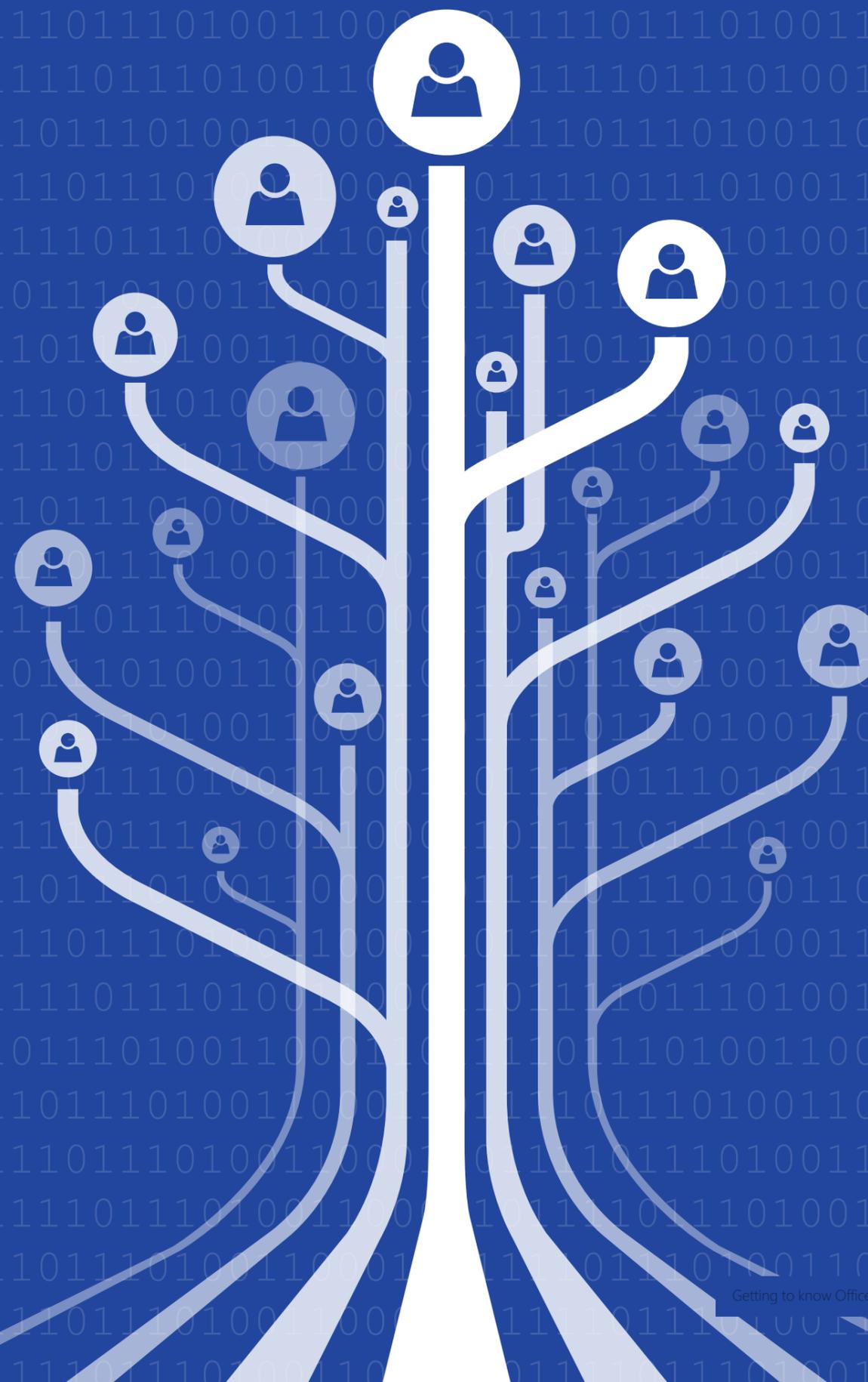
Setting mandatory fields is simple, ensuring you collect consistent metadata that will define what happens to the document next.



Data Loss Prevention (DLP) helps policy-owners to enforce important business policies. Users are informed of potential risks before sensitive information (e.g. credit card details) is shared, and smart system rules ensure compliance.

# INFORMATION TECHNOLOGY

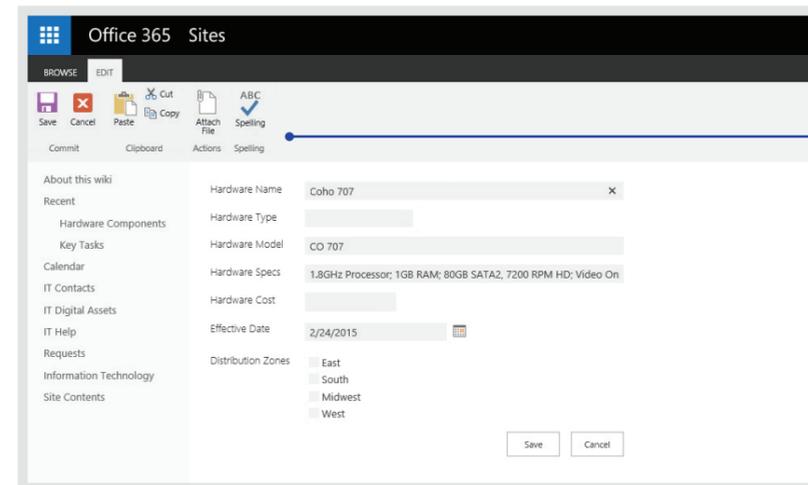
Office 365 helps balance IT and business needs.



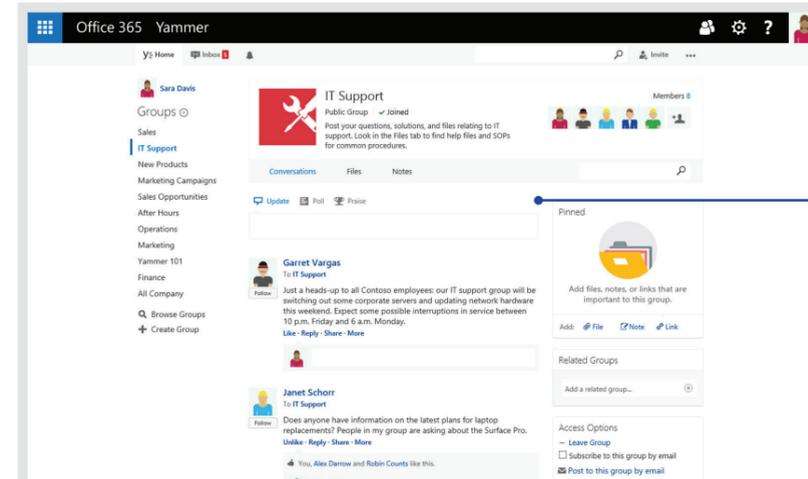
## INFORMATION TECHNOLOGY

# Provide the right support

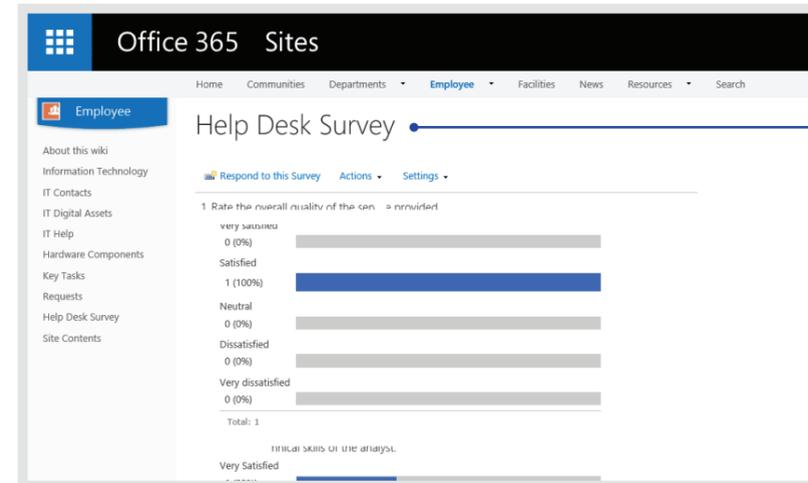
Office 365 can help you take your IT support beyond the telephone - way beyond. Think of it as a virtual helpdesk. A one-stop shop where people can get in touch with IT, browse through a shared knowledge-base, and submit ticket requests to get help. The result? Quicker answers to common problems, better system maintenance with regular health checks, and faster, more focused conversations between people and IT, all without ever being placed on hold. The right support also means you don't have to worry about upgrades - with Office 365, you always have the most up-to-date version. Plus, you get peace of mind knowing that your services are available with a guaranteed 99.9 percent uptime.



Create powerful self-service portals to help your users quickly access tools, information, software upgrades and support they need to stay at their most productive.



Yammer groups allow two-way communication with users whether in the office or working remotely. Urgent notifications can be posted even when key services are down.



Stay tuned to the pulse of the business and take proactive measures before issues arise.

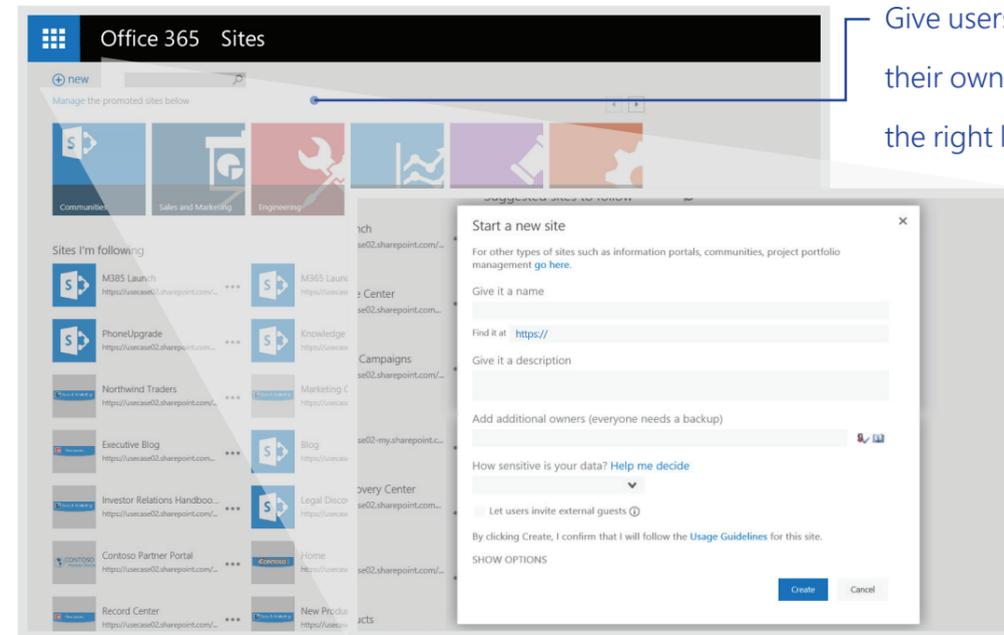
## INFORMATION TECHNOLOGY

# Empower people & keep IT controls

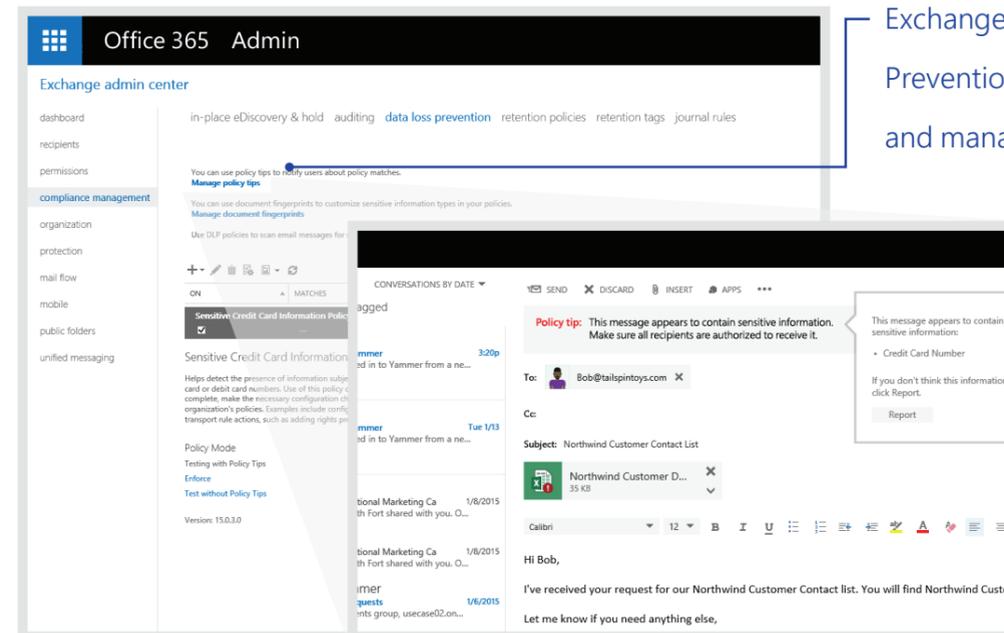
It's a common dilemma: How do you strike a balance between the needs of IT and the needs of users? IT needs centralized control over security and compliance to better manage risks. People want more flexibility to do their best work. So what's the solution? Office 365 empowers the modern workplace and provides a safety net so that sites, content, and email are more secure and comply with IT controls, permissions, and policies. No matter how or where you work, you can rest easy knowing that you have the security your business needs.

*Instead of saying no to everything on the IT side, we're able to responsibly say yes. We've opened up all sorts of possibilities for our employees by adopting Office 365.*

Steve Hanna, Chief Information Officer, Kennametal



Give users the flexibility to create their own sites, while maintaining the right level of control.



Exchange admin allows Data Loss Prevention (DLP) measures to be set and managed centrally.



Visit the Office 365  
Customer Success Center

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## SO WHERE DO I START?

# The Office 365 Adoption guide

Achieving a successful Office 365 rollout means focusing on driving adoption and ensuring everyone understands the benefits of working in a new way. We've identified four key steps to success:

- 1 Define a Vision and Identify Business Scenarios
- 2 Prioritize Solutions and Create an Adoption Plan
- 3 Commit Resources and Execute an Adoption Plan
- 4 Measure, Share Success & Iterate

The Adoption Guide is an invaluable tool for anyone planning a rollout of Office 365. Visit the Office 365 Customer Success Center to get a copy today [success.office.com/adoption](http://success.office.com/adoption)

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