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TECH THAT WORKS FOR U

Six Office 365 Apps You May Not Know About (But Should!)

Who am I?

PRESENTER



CELIA MCFADDEN

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MODERATOR



DIANNE RUBIN-ANDERSON

Sr. Business Systems Analyst,
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UM Information Technology

AGENDA



Office 365 Sway



Microsoft Stream



Microsoft To-Do



Microsoft Whiteboard



Microsoft Forms



Office 365 Delve



Next Steps

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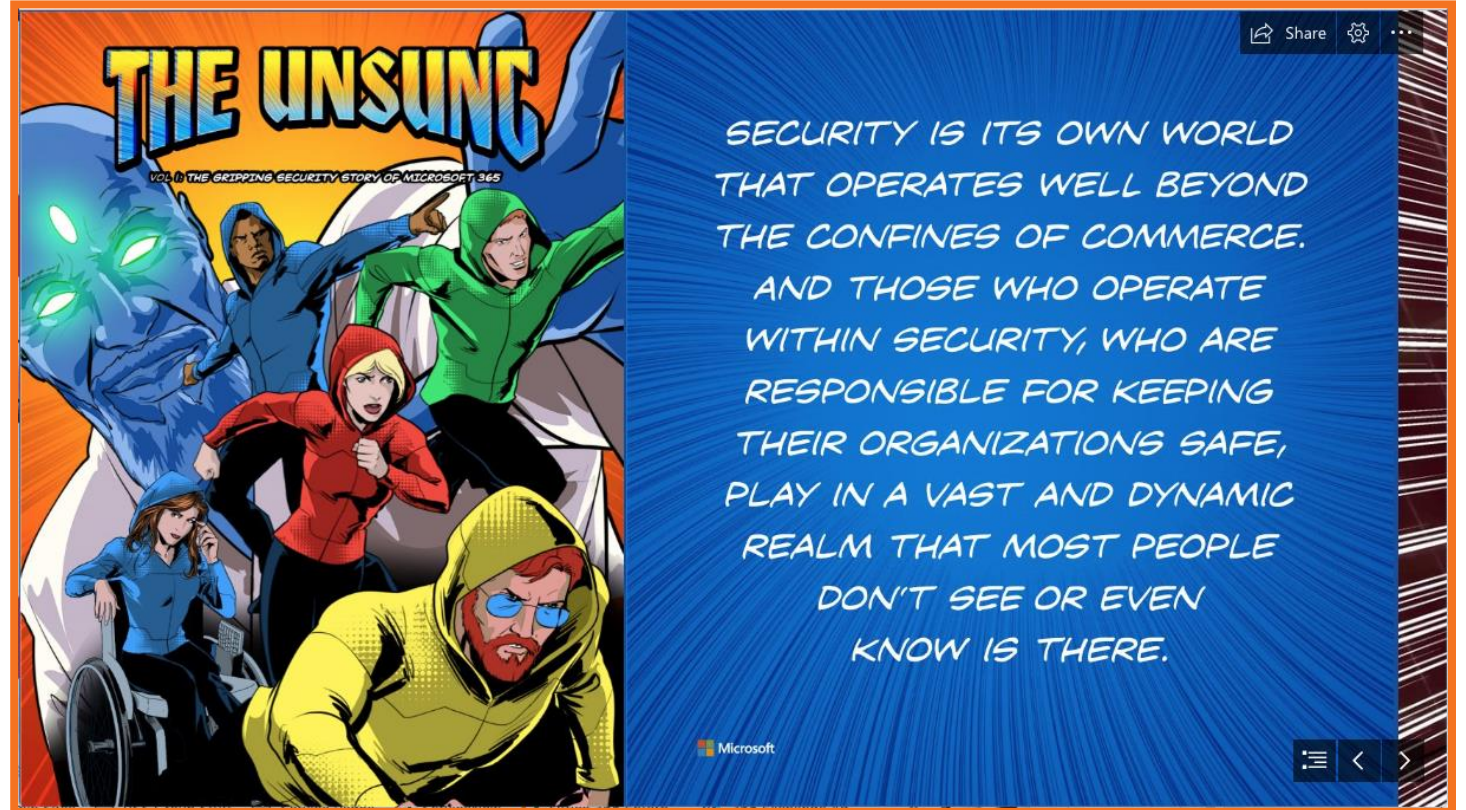


OFFICE 365 SWAY

Online-only presentations that are designed for story-telling through a rolling narrative, rather than individual slides.

<https://sway.office.com/>

- Primarily for presenting ideas onscreen rather than to an audience.
- Tutorials, topic introductions and interactive reports.
- Built-in design engine takes care of presentation formatting.
- Backed up to the cloud.
- Easily shared or embedded in websites.



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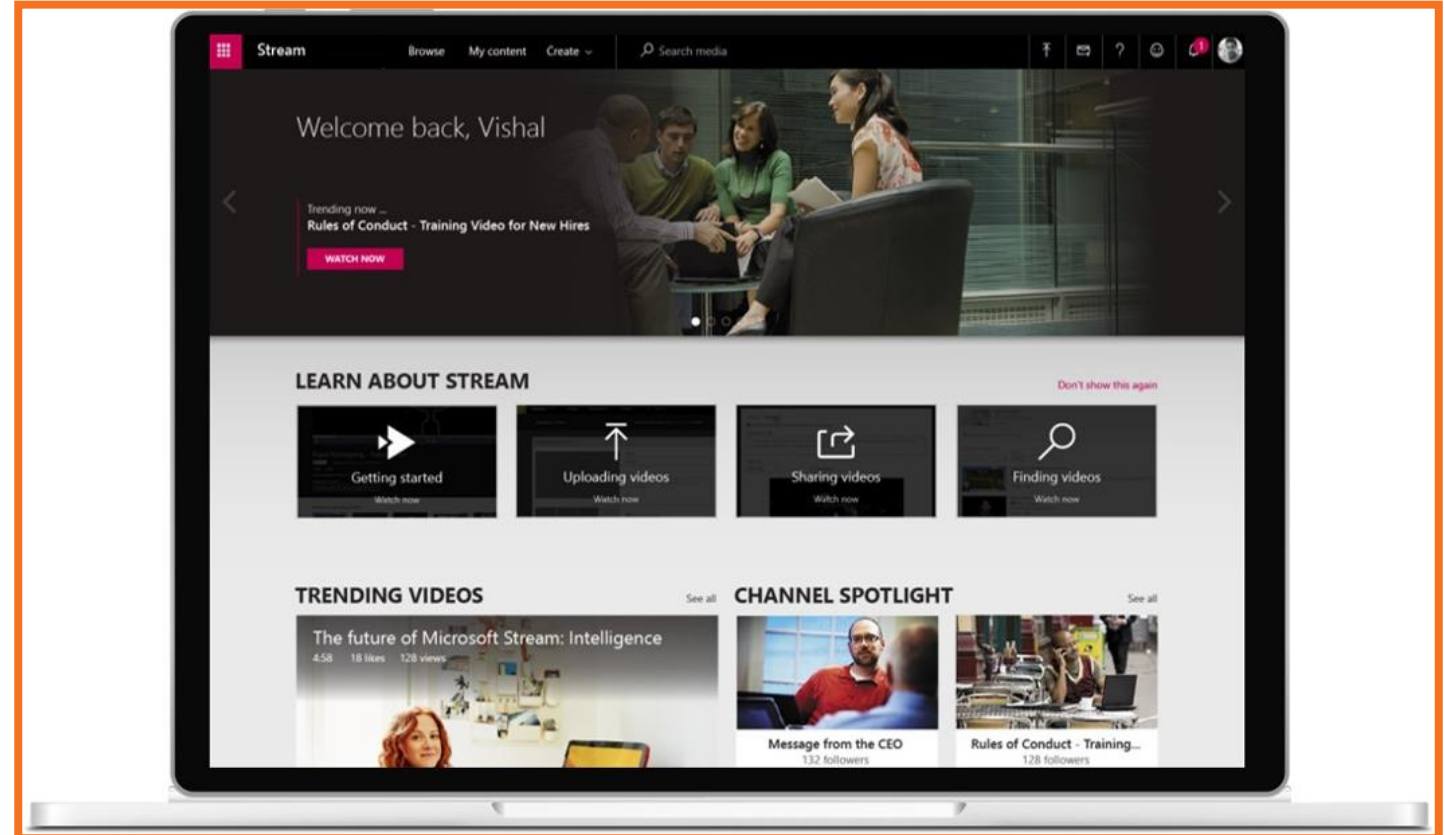


MICROSOFT STREAM

Enterprise video service where people in your organization can upload, view, and share videos securely.

<https://stream.microsoft.com>

- Upload, share, manage and view videos across the University.
- Rich video description, including links directly to specific times in a video.
- Automatic closed caption based on what's spoken in the video.
- Can set permissions on who can see the video.
- Personal watch list to get back to videos later.



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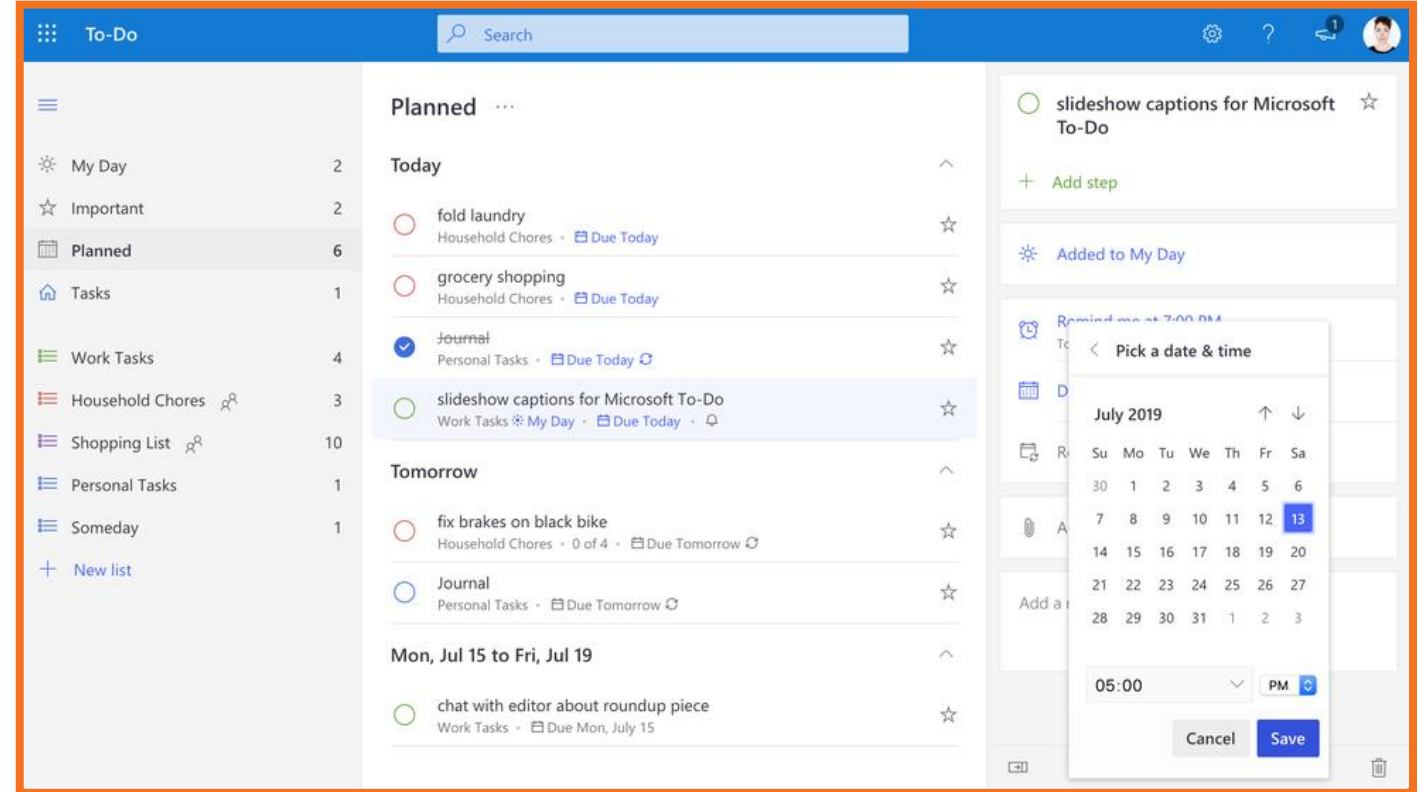


MICROSOFT TO-DO

A digital to-do list app that helps you manage, prioritize, and complete the most important things you need to achieve every day.

<https://to-do.microsoft.com>

- Start each day with a clean slate using My Day.
- Use Suggestions to prioritize your daily tasks.
- Keep track of deadlines by adding reminders, due dates, and notes to your to-dos.
- Share lists with colleagues, friends, and family.
- Available for free, and syncs across iPhone, Android, Windows 10, and the web



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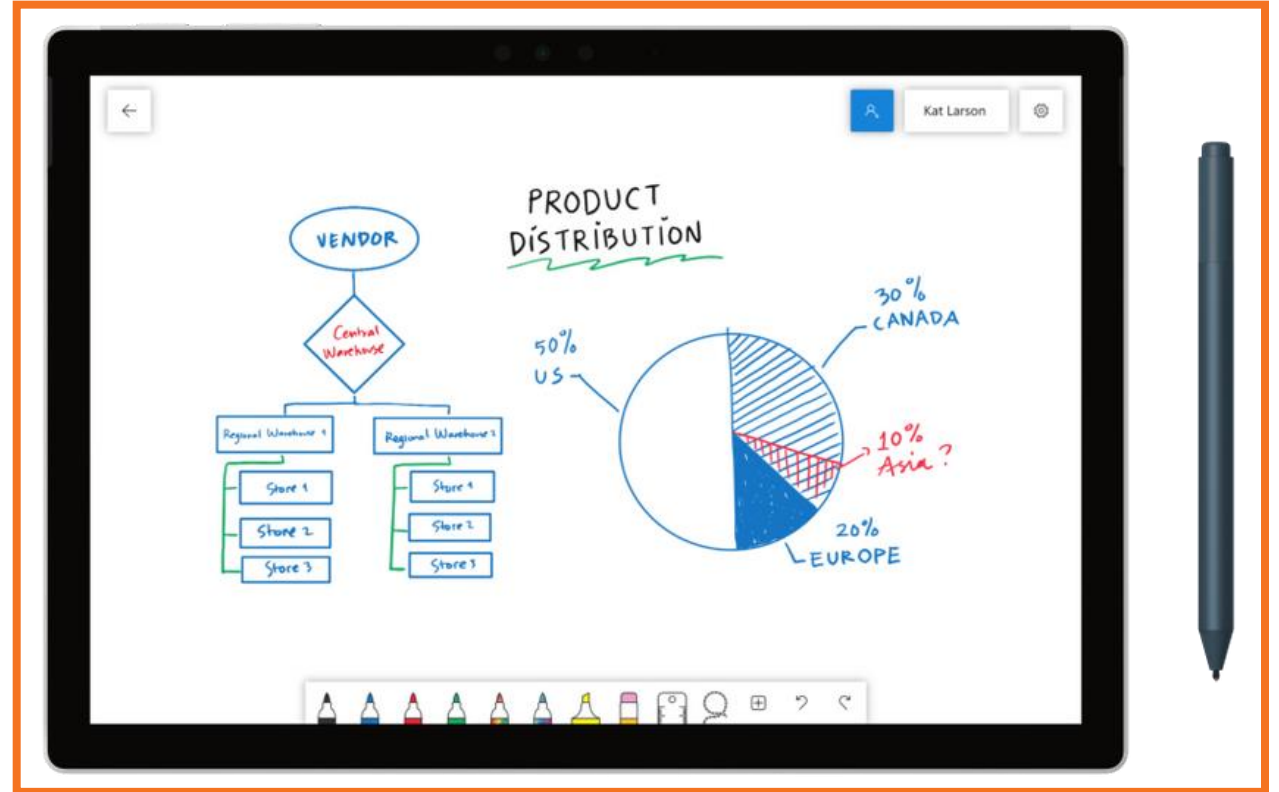


MICROSOFT WHITEBOARD

A freeform intelligent canvas where teams can ideate, create, and collaborate visually.

<https://products.office.com/microsoft-whiteboard>

- Designed for pen and touch.
- Backed up to the cloud.
- Integrates into Microsoft Teams meetings.
- Allows all team members to edit and comment directly on the canvas in real time.
- Convert notes taken on a physical whiteboard into digital.
- Analyzes handwriting and automatically replaces it with more legible strokes.
- Available on Windows and iOS.



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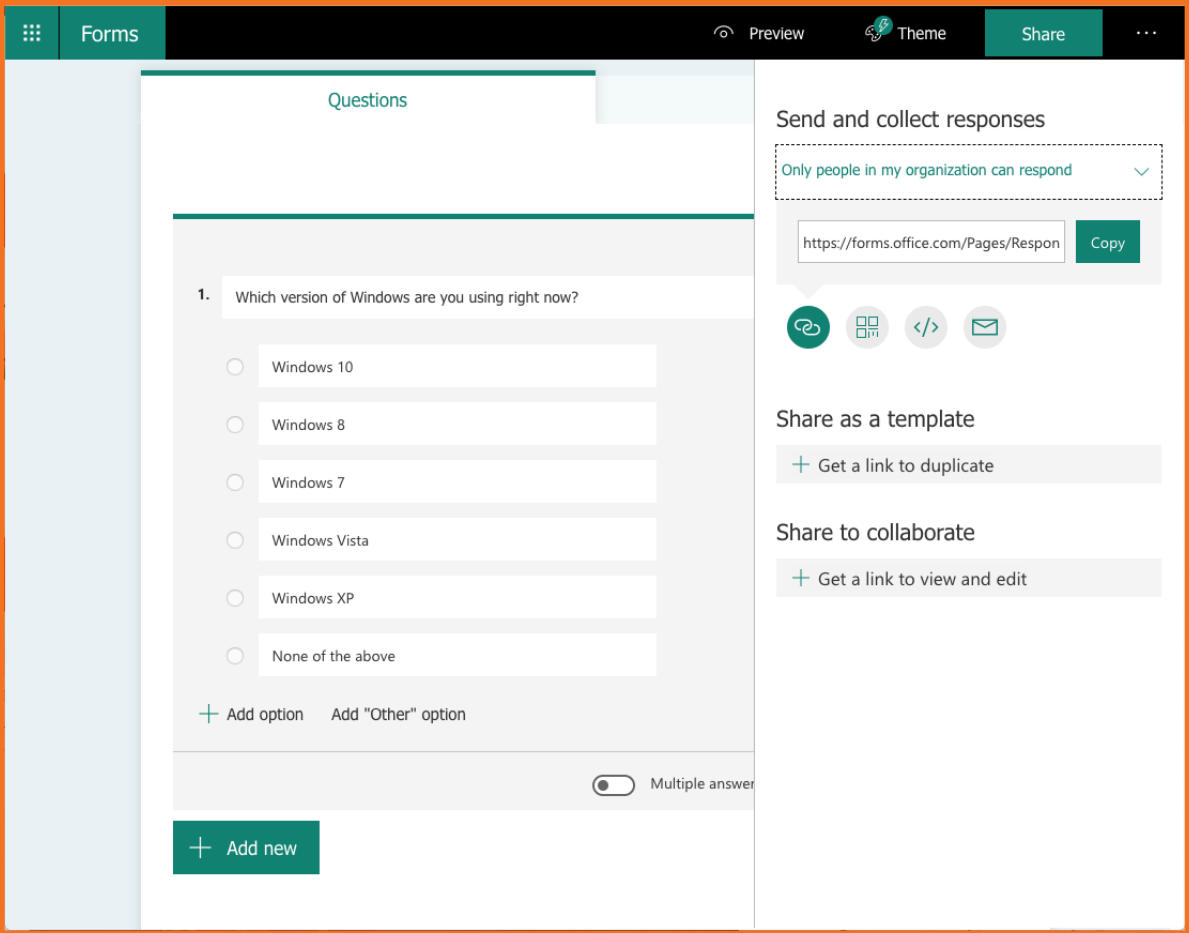


MICROSOFT FORMS

Easily create surveys and polls to collect customer feedback, measure employee satisfaction, and organize team events.

<https://forms.office.com/>

- Create shareable surveys, quizzes and polls.
- Real-time reporting and analytics functionality.
- Set questions and answers to a choice of criteria.
- Range of style customization tools.
- Open results in Microsoft Excel with one click for more custom, in-depth analysis.
- Create templates and collaborate with others.



The screenshot displays the Microsoft Forms editor interface. At the top, there is a navigation bar with 'Forms', 'Preview', 'Theme', and 'Share' buttons. The main area is titled 'Questions' and shows a poll question: '1. Which version of Windows are you using right now?'. The poll options are: Windows 10, Windows 8, Windows 7, Windows Vista, Windows XP, and None of the above. Below the options are buttons for '+ Add option' and 'Add "Other" option'. A toggle switch for 'Multiple answer' is visible at the bottom right of the question area. On the right side, there is a 'Send and collect responses' section with a dropdown menu set to 'Only people in my organization can respond', a text box containing the URL 'https://forms.office.com/Pages/Respon', and a 'Copy' button. Below this are icons for sharing, a grid, code, and email. Further down are sections for 'Share as a template' with a '+ Get a link to duplicate' button, and 'Share to collaborate' with a '+ Get a link to view and edit' button. At the bottom left of the main area is a '+ Add new' button.

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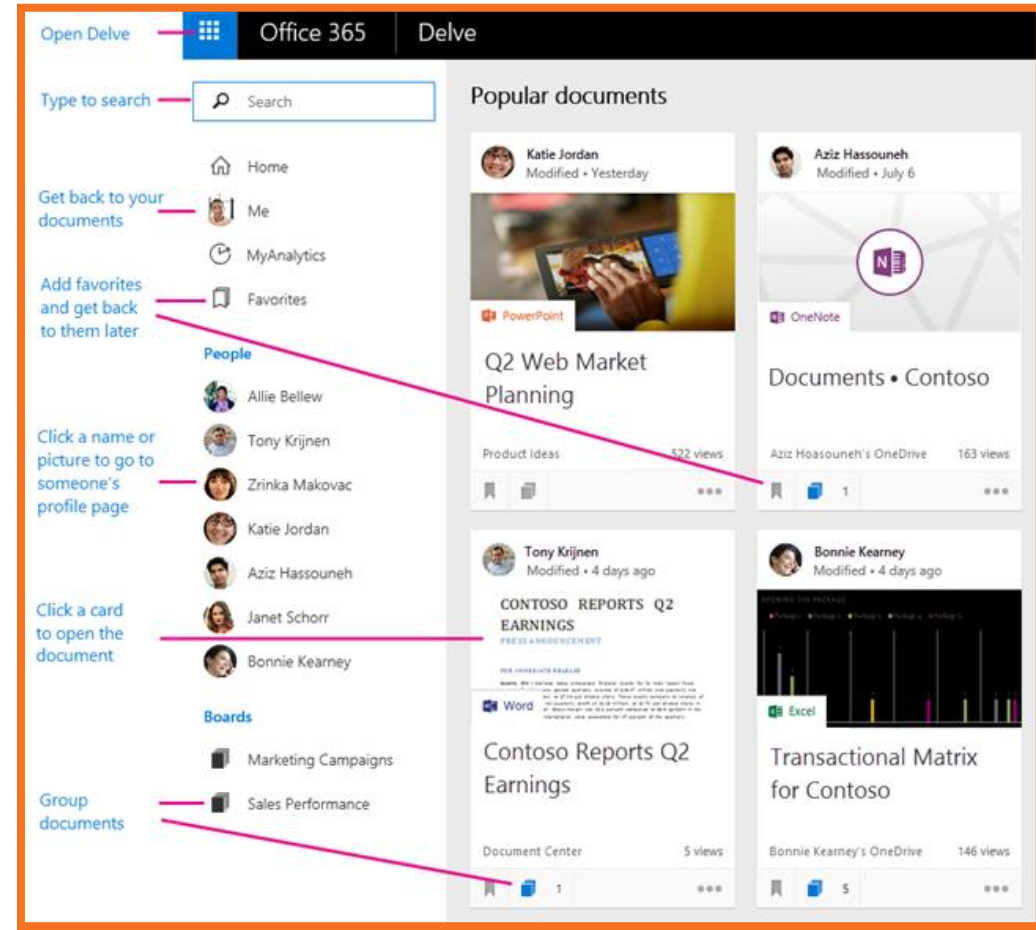


OFFICE 365 DELVE

Manage your Office 365 profile and discover and organize the information that's likely to be most interesting to you right now - across Office 365.

<https://delve.office.com/>

- An individualized account page.
- Displays recently accessed documents, friend profiles and an advised content feed.
- Create boards to see relevant or related documents.
- Only allows users to view documents which they have been granted permission to see.
- Click someone's name or picture anywhere in Delve to see documents they're working on or to learn more about them.



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NEXT STEPS



Visit Our Tech Talk Page

 it.miami.edu/about-umit/it-news/tech-that-works-for-u

Our Next Tech Talk

Office 365 Accessibility Tools

Tuesday, October 22, 2019

Lennar Conference Room 220/222

10:30 AM – 11:30 AM





Give Us Feedback

Fill out our survey and let us know how we're doing



Scan the QR to the left using your phone's camera



<https://bit.ly/2kKaHeH>



Get In Touch With Us

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ANY QUESTIONS?

ANY FEEDBACK?

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**Thank you
for attending!**