TECH THAT WORKS FOR U

Six Office 365 Apps You May Not Know About (But Should!)
Who am I?

PRESENTER

CELIA MCFADDEN
Manager, Integrated Solutions Support
UM Information Technology

MODERATOR

DIANNE RUBIN-ANDERSON
Sr. Business Systems Analyst,
Integrated Solutions Support
UM Information Technology
AGENDA

Office 365 Sway
Microsoft Stream
Microsoft To-Do
Microsoft Whiteboard
Microsoft Forms
Office 365 Delve
Next Steps
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.
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.
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
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.
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.
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.
NEXT STEPS
NEXT STEPS

Visit Our Tech Talk Page

[Link to Tech Talk Page]

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

https://it.miami.edu

swat.it@miami.edu

iss@miami.edu
ANY QUESTIONS?
ANY FEEDBACK?
Thank you for attending!