



Access Office 365 Forms:  
[it.miami.edu/o365forms](http://it.miami.edu/o365forms)



Access Office 365 Sway:  
[it.miami.edu/o365sway](http://it.miami.edu/o365sway)



Access Office 365 Yammer:  
[it.miami.edu/o365yammer](http://it.miami.edu/o365yammer)

## Waffle access:

When you're logged in to the Office 365 email portal ([email.miami.edu](mailto:email.miami.edu)), you can easily access these tools and many others by clicking the "waffle" icon on the top-left of the Office 365 portal.



## At a glance:

Office 365 tools – such as Forms, Sway, and Yammer – assist faculty, staff, and students with creating interactive and engaging materials for their personal and professional needs.

## Who can use it?

Office 365 tools are available at no cost for all UM faculty, staff, and students who have been [migrated to the Office 365 environment](#).

## Who to contact:

If you have any questions, please contact the UMIT Service Desk at: (305) 284-6565 or [help@miami.edu](mailto:help@miami.edu).

## Office 365 Productivity Tools:

# Forms, Sway, & Yammer

A snapshot of some of the productivity and communication tools available to all UM faculty, staff, and students through Microsoft Office 365.

### Forms:

[Office 365 Forms](#) enables you to quickly and easily create basic surveys, questionnaires, and more. View results as they are submitted via built-in analytics, and export data to Excel for additional analysis.



Create Forms Easily



Send Forms to Anyone



See Results in Real Time

### Sway:

Captivate your audience with [Office 365 Sway](#). Create and share dynamic presentations, reports, and personal stories using Sway's built-in design engine, which brings your content together with beautiful styles – so you worry less about formatting and focus more on storytelling.



Create Reports



Create Presentations



Create Newsletters

### Yammer:

[Office 365 Yammer](#) is a private social network that provides a simple way for your team to collaborate, share knowledge, and engage everyone across the University. You can join groups organized by project or topic, and interact with colleagues and peers – from any location at any time.



Document Collaboration



Intelligent Insights



Connected Experience