

Charting the Course Together: Office 365

*2019 Financial
Forum*

November 14, 2019



Agenda

- Your Presenters
- Introduction to O365
- Teams
- OneDrive
- Planner
- Demos

Your Presenters

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Introduction to Office 365

McMaster Site License

Provides faculty, students and staff at McMaster access to a wide range of Microsoft products which you can access (free of charge!) via the Office 365 Hub:

<https://office365.mcmaster.ca/>

Including, but not limited to:



Excel



Forms



OneDrive



OneNote



Planner



PowerPoint



SharePoint



Teams



Word

Introduction to Office 365

The Office 365 Hub



UNIVERSITY TECHNOLOGY SERVICES

Office 365 Hub



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[IT SUPPORT](#) ▾

FAQS FOR OFFICE 365

Who? What? Where? Why? How? Frequently asked questions about the Application, People and Data/File Storage in Office 365.

[FAQS FOR OFFICE 365](#)



OFFICE 365 @ McMASTER

McMaster University offers Microsoft Office 365 at no charge to students, staff, and faculty, and includes access to leading productivity and collaboration tools for everyone in the community.

Office 365 also includes access to download the Office 365 ProPlus applications which can be installed on up to 5 devices, Windows or Mac, as well as unlimited mobile devices for iOS, Android, & Windows Phone.

[LOGIN TO OFFICE 365 PORTAL](#) →



Introduction to Office 365

An Evolving Process

University Technology Services is rolling out additional O365 resources:

- Roadmap
- Policies & Procedures
- Guidelines & Best Practices
- Service Standards

Watch for future communications at the Office 365 Hub and register for the upcoming IT Forum!

Introduction to Office 365

Need Some Help?

UTS can help with the administration of Office 365:

- Accessing the Office 365 Portal
- Licensing of Office 365 applications
- MacID and password issues

UTS Service Desk

- Burke Science Building (BSB) Room 245
- Monday – Friday 8:30 am – 4:30 pm
- uts@mcmaster.ca
- 905-525-9140 x 24357 (2HELP)
- <https://www.mcmaster.ca/uts/>

The O365 Hub has many links to Microsoft guides and training materials!

Microsoft Teams

Introduction



An application that facilitates collaboration between groups of people via:

- Text based chat
- Audio / video conferencing
- Screen sharing

Microsoft OneDrive

Introduction



OneDrive is an online file hosting & synchronization service:

- Share files online / auto-backup
- File editing
- Online instances of other O365 apps

Microsoft Planner

Introduction

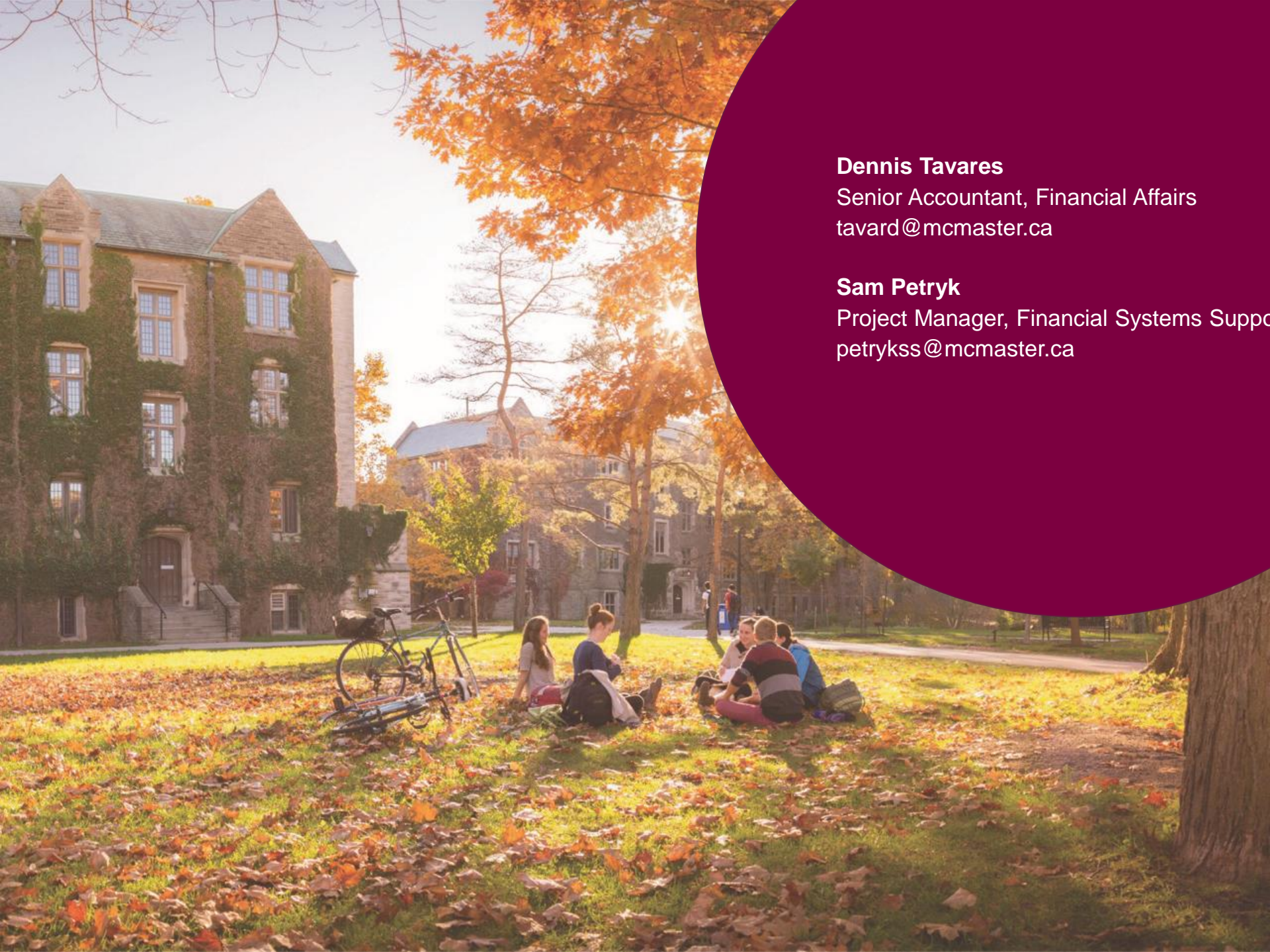


Planner is an application that allows for larger-scale organization of teams working on projects:

- Manage goals and tasks
- Track progress
- Integrate with other O365 apps



Questions?



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