

**365**NINJA

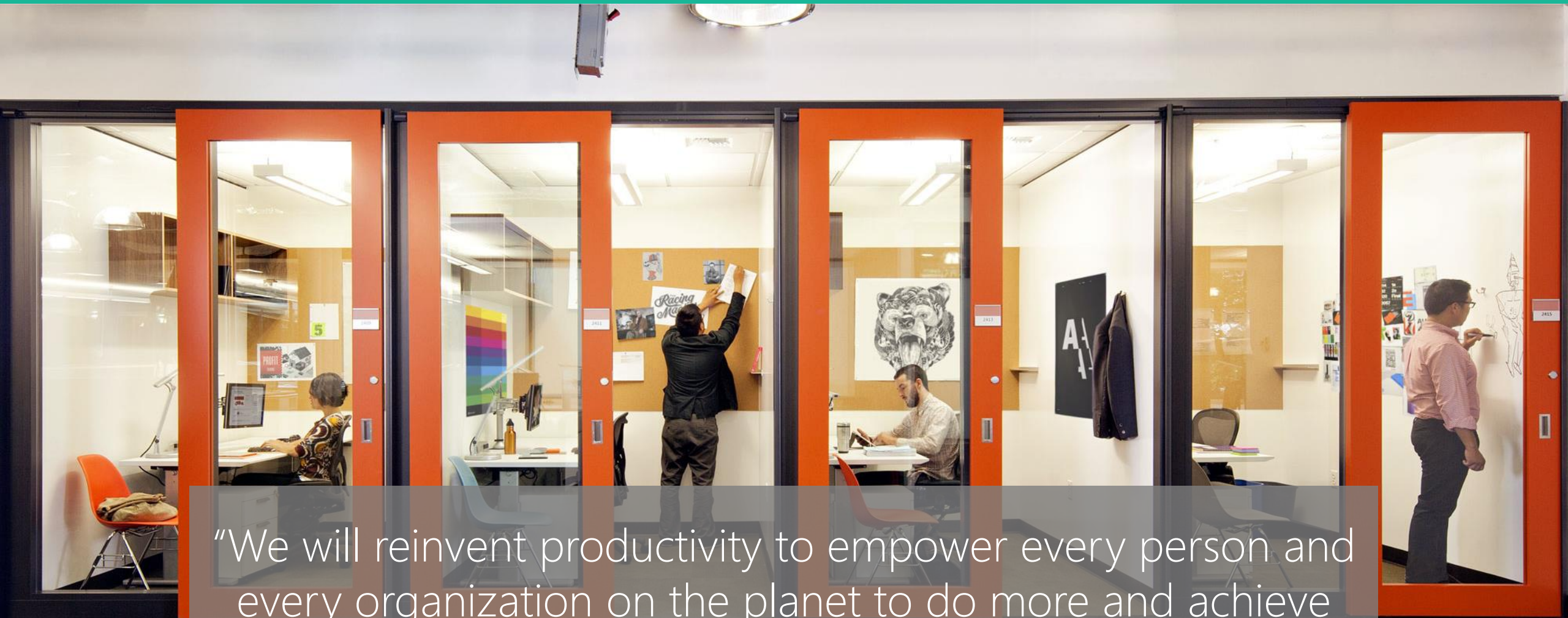
# Reinvent Productivity Across Outlook, OneNote, OneDrive, and More

Master **Office 365** for free.



# Introduction and Poll

# What Does “Reinvent Productivity” Mean?



“We will reinvent productivity to empower every person and every organization on the planet to do more and achieve more.” – Satya Nadella, Microsoft CEO, 2014

# How Does Reinventing Productivity Apply to Work Life?

- Team collaboration
- Content creation and documentation
- Gaining new insights and discoveries
- Individual task management



Office 365



# Modern Meetings

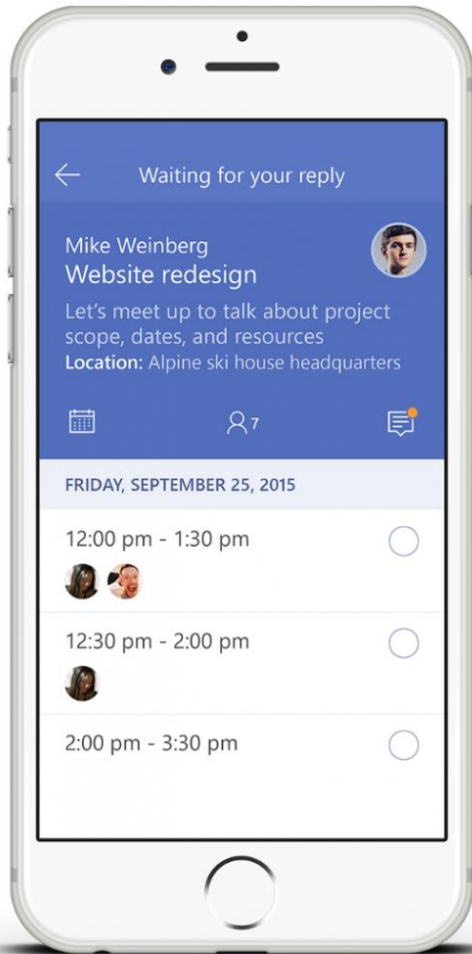
# Virtual Meetings & Video



830 million meetings  
scheduled with  
Office 365 each month

"Video meetings need to be as  
simple and seamless as walking  
into a conference room and  
sitting down"  
– Julia White, Office GM

# Calendar Sharing & Availability



The screenshot shows the Outlook web interface for Office 365. The top navigation bar includes "Office 365" and "Outlook". Below the navigation bar, there are options for "New", "Share", and "Print". The main area displays a calendar for October 2015. The calendar is in a week view, showing events for each day. The left sidebar shows "My calendars" (Calendar), "Other calendars" (TG), and "People's calendars". The right sidebar shows "Groups" with options to "Browse groups" and "Create group".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 1p Invitation: 1:1 @ Week	29 2:30p Invitation: Inbound 3p Invitation: NYC Better	30	Oct 1 8a	2	3
4 Invitation: i	5 @ Mon Oct 5, 2015 (rach) 11a 1p Invitation: 1:1 @ Week	6 12:30p Updated Invitation 4p Invitation: Marketing 4p Marketing meeting	7 6p Invitation: BetterCloud	8 8a 2p 4p chat about 365NinjaLI	9 12p Invitation: Marketing 1:30p BetterCloud speaki	10
11	12 7:30a Invitation: CAMOnc 1p Invitation: 1:1 @ Week	13 2:30p Invitation: Inbound	14 11:30a Q's on Ninja Mast 12p Updated Invitation: i	15 8a	16	17
18	19 1p Invitation: 1:1 @ Week	20 9a Updated Invitation: M 2:30p Invitation: Inbound 4p Invitation: Marketing	21 6p Invitation: BetterCloud	22 12p Invitation: Lunch for	23 11a 365NinjaLIVE dry run 5p Updated Invitation: Q	24
25	26 10a dry runs 10a 365NinjaLIVE dry run 2:30p Updated Invitation:	27 9a Invitation: NinjaLive/N 12p Updated Invitation: M 2:30p Canceled Event: Inb	28 12p Invitation: CloudSide 1p Invitation: Responding 1:50p HOLD for 365 Ninje	29 8a 11:45a HOLD for 365 Ninj 2p	30	31

# Content Creation and Collaboration



“We’re going to get rid of email attachments.”

The image shows a Microsoft Word interface with two overlapping windows. The top window is a sharing dialog titled "Share '365 Ninja's Ultimate Guide to Office 365'". It features a lock icon and the text "Only shared with you". On the left, there are three options: "Invite people" (highlighted in blue), "Get a link", and "Shared with". The "Invite people" section includes a text input field labeled "Enter a name or email address" and a dropdown menu set to "Can edit". Below this is a field for "Include a personal message with this invitation (Optional)".

The bottom window is the Microsoft Word application, titled "Document1 - Word". The ribbon is set to "Home" and shows the "Clipboard", "Font", "Paragraph", and "Styles" groups. The font is "Calibri (Body)" size 11. The "Styles" group shows "Normal" selected. In the top right corner, the user's name "Kat Larson" and a "Share" button with a person icon are visible.

Overlaid on the bottom right of the Word window is a notification box titled "OTHER PEOPLE ARE EDITING THIS DOCUMENT." with the question "Do you want to automatically share changes as they happen?". The notification includes a preview of a document with three colored pins (orange, yellow, green) indicating where other users are editing. At the bottom of the notification, there is a checked checkbox for "Don't ask me again" and "Yes" and "No" buttons.

# OneDrive for Business Improvements

Microsoft OneDrive

## Sync files from your OneDrive

Choose what you want to download to your OneDrive - Contoso folder. You can get to these items even when you're offline.


Sync all files and folders in my OneDrive

Sync only these folders




- Email attachments (3.1 MB)
- FY14 (3.1 MB)
- FY15 (2.2 MB)
- FY16 (522.7 KB)
- FY17 (0.7 KB)
- FY18 (2.3 MB)
- Sales Demo (2.2 MB)


Selected: 14.4 MB  
Remaining space on C: 134.5 GB

## Attachments Save To Cloud Feature

 **James Peters**  
To: Rebecca Lawler; ▾

[Reply all](#) ▾  
Tue 5/12/2015 16:03

 <b>Group Essentials.xlsx</b> 31 KB	 <b>Presentation.pptx</b> 27 KB	 <b>Demo Script.docx</b> 15 KB
▽ Show all 3 attachments	Save all to OneDrive	

 DocuSign

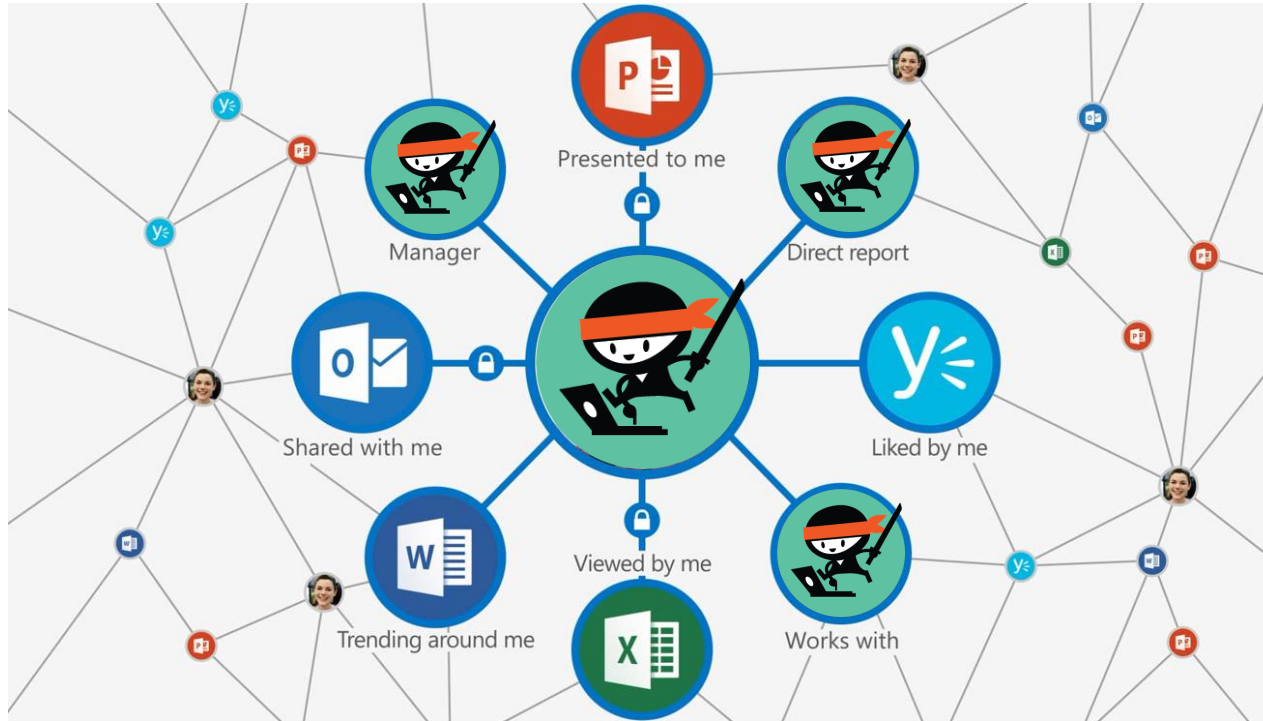
- View
- Download
- Save to OneDrive

Check out our cool new feature. It allows people to save attachments from their email's directly to OneDrive.

James Peters

Insights and Discoveries

# Office Graph & Office Delve



Office Graph uses machine learning across Office 365 to map content, interactions, and other information



Office Delve surfaces information that is most relevant to you



That information includes OneDrive for Business files, email attachments, Yammer posts, and more

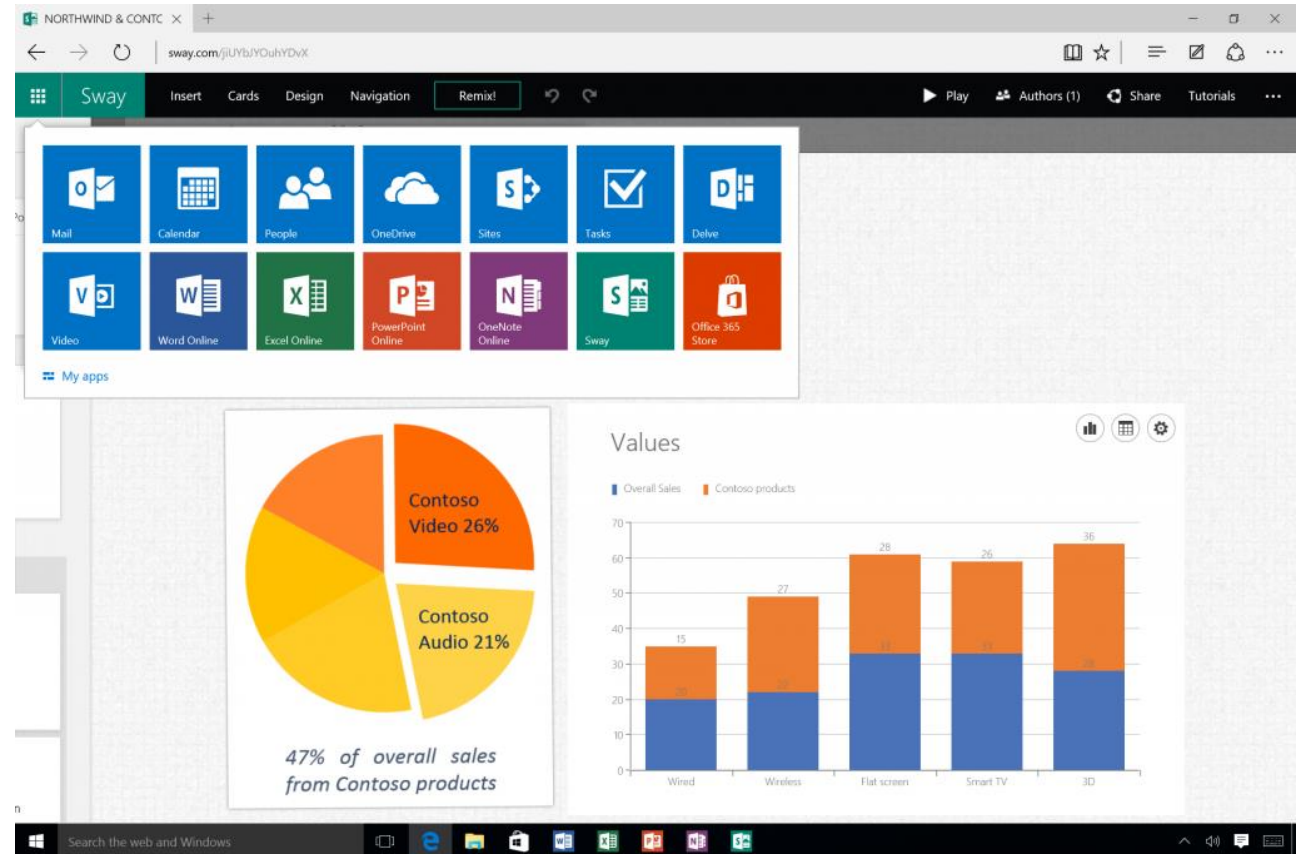
# Yammer

- Communication among team members
- Collaboration and conversation
- Accessible from anywhere
- Provides visibility across the network, so you can discover relevant information, people, and conversations



# Sway

- Interactive presentation tool
- Integrated into Office 365 for Business and Education
- Includes co-authoring, Office Graph content, ability to embed Office files, etc.

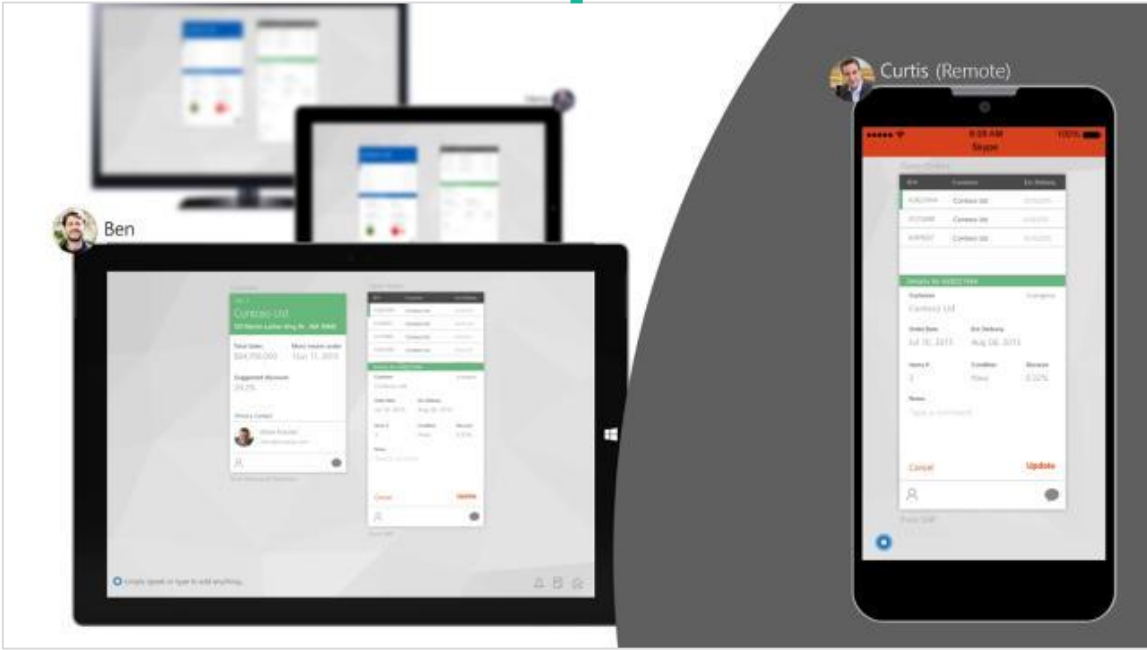


# New Products and Applications



Surface Hub

GigJam



# Personal Productivity in Office 365

Office 365 on any device

Outlook tools and controls

Office 2013/2016 customizations

OneNote



Conclusion

# 365NinjaLIVE

## FREE Office 365

# Training

Oct 28th - Oct 29th, 2015

