

Collaboration with Office 2016/365 Handout – 7/13/2016

- Groups (Outlook 2016/Office 365)
 - You can create or browse groups to join
 - Home, expand on Groups
 - Choose between Private and Public
 - Can't be changed
 - Private you have to approve joiners
 - Public can be joined by all staff (students??)
- Calendar Sharing (Outlook 2016/Office 365)
 - Right-click on your Calendar (under My Calendars) and choose "Share Calendar"
 - Fill in the Share With, then set the level of details and click "Send"
 - To change who you share your calendar with or the view options
 - Right-click on your Calendar, choose permissions and change
- Document Collaboration or Off-Site Use
 - Sites – NCRESA = a shared/collaboration storage area
 - You should have a link mapping you to your area
 - OneDrive – NCRESA = your own storage area
 - Save things here to access from remote locations/mobile devices
 - You can share a link to a file in this area for someone else to see/edit
 - When sharing documents from your OneDrive, you select to who and send the invite
 - They receive an e-mail with the link to initially connect them
 - Even the Shared with Everyone Folder is just yours and might be a good place to store documents you share with others (you have to send invite)
- OneDrive Notes
 - You can save back to the network from the web/cloud
 - You can change sharing properties to stop sharing a document
 - You can remove files that are shared to you (doesn't delete the file)
 - You can share files with recipients who don't have an Office 365 account
- Installing Apps on your Mobile Device
 - Another option other than logging into <https://portal.office.com> is to install apps on your mobile device
 - The apps for iPhone vs Android will look and work a little differently but should be available
 - Outlook App; Office App; OneDrive App

- Join my Office 365 Tips and Tricks Group if you'd like
 - From the list of groups find Office 365 Tips and Tricks and request to join
- Spreadsheet Collaboration Scenario: Suppose that you need to work on a spreadsheet together or you're planning to work on the spreadsheet from various remote locations. With Office 365, you can save your file to the cloud, access it using different devices, and even share it with your team so you can all work on it together. See the following video:
 - <https://support.office.com/en-us/article/Me-and-my-docs-f4038601-67d7-465c-82be-11e15eac1bf8>
- Try it:
 - Log in – <https://portal.office.com>
 - Create a file and save it to OneDrive for Business
 - Share your file with a co-worker
 - Co-edit the file using Office 365
- You might also try:
 - Opening/editing the file from your tablet or smartphone

- Additional Resources

- Learn your way around Office 365 - Google search "Microsoft learn your way around Office 365"
 - <https://support.office.com/en-us/article/Learn-your-way-around-Office-365-9b7306d3-8d61-4794-bb6f-6520f65956d9>
- Office 2016 Training
 - <https://support.office.com/en-us/article/Office-Training-Center-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>
- Microsoft Virtual Academy - <https://mva.microsoft.com/>
 - Search the site for "Teacher academy Office and OneDrive"
 - Search the site for "Teacher academy In the Cloud File Storage"
- Sample Microsoft Training Materials/Videos
 - Note, the following mva.microsoft links might not open with clicking – if not, copy and paste them into the browser
 - Uploading a file from your pc to the Cloud (no audio ☹)
 - https://mva.microsoft.com/en-US/training-courses/teacher-academy-get-more-out-of-office-online-and-onedrive-11321?l=hdUFHoUFB_1004668935
 - Managing your documents in OneDrive (no audio ☹)
 - It's the next video (click next)
 - https://mva.microsoft.com/en-US/training-courses/teacher-academy-get-more-out-of-office-online-and-onedrive-11321?l=E92t1oUFB_2404668935