# Office 365 Cheat Sheet

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<th>The Application</th>
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| E-mail          | Groups         | What are groups?  

- Collaboration tool for sharing:  
  - Mailbox  
  - Calendar  
  - Library  
  - OneNote  
  - Planner |
|                 |                |          | E-mail contacts and lists |                 |          |
|                 |                | Instead of typing each individual, you could create lists for sets of people (Junior High Teachers, etc) |                 |                |          |
| Cloud File storage | **Sensitive Data should not be stored on OneDrive** | Can now access files from wherever you log in!  

- H/O/S drive was only accessible at school- this is now accessible through o365- so library, home, smartphone, etc. | Online calendar (s)  

- Calendars can be see individually, or grouped together.  

- Can add activities for more than one person.  

- Can decline or accept invitations to participate.  

- Can set reminders | Online versions of Microsoft Word, Excel, and PowerPoint |
| Digital “to-do” list | Shows tasks and flagged e-mail | Computers that do not have these programs installed can still run the online version |                 |                |          |
| Groups can assign work (tasks) to specific members. | On “My tasks” tab under the planner, only tasks assigned to you are accessible. To see all tasks for a group, click on the group. | Digital note taking app that collects all notes (handwritten or typed), drawings, screen clippings, and audio commentaries in “Notebooks”. Can create more than one notebook. |                 |                |          |
|                 |                | Very geared towards organization.  

- Can create multiple notebooks with sections (like dividers in physical notebooks), and pages that can be labeled. |                 |                |          |
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<td>“Channels” of uploaded videos for organizational sharing. E-mail is sent when video is done uploading.</td>
<td>- Easy access to videos needed for class- no need to store them on desktop, or attempt to stream. Allows teachers to see videos other teachers have found useful</td>
<td>Forms</td>
<td>Data collection and sharing</td>
<td>Can create “forms” which can be used as a type of survey or test and results are gathered in real time. Responses can come from a class, a group, the entire organization, or can even be made public.</td>
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<td>Classroom</td>
<td>Manage assignments, calendars, conversation (e-mail), and class notebook</td>
<td>- Utilizes OneNote/class notebook. - Can grade all assignments online. Grade distribution available for each assignment (especially helpful for SLT/checkpoint data collection)</td>
<td>Class Notebook</td>
<td>Add-in for One Note</td>
<td>Included in Microsoft Office (Can be used on desktop) - Can organize all classes, units within classes, pages of notes within units.</td>
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<td>SharePoint</td>
<td>Sites within the site Each school will have their own SharePoint site with a calendar of specific events, shared documents, etc.</td>
<td>- Teachers can share files - Check in/check out for editing - Control editing of files/calendar/announcements - Discussion board</td>
<td>Sway</td>
<td>Online presentation similar to PowerPoint</td>
<td>- Collaboration- more than one person can work on it at a time - Can be embedded in a website</td>
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<td>Social Media live updates, Can compare to twitter- @whomever you are addressing</td>
<td>Public forum- ask popular questions</td>
<td>Yammer</td>
<td>Social media for “private” conversations within an organization</td>
<td>- Discussions among EVERYONE in the organization: all students, teachers, administrators, etc.</td>
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- **Video**
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- **Forms**
  - Data collection and sharing
  - Can create “forms” which can be used as a type of survey or test and results are gathered in real time. Responses can come from a class, a group, the entire organization, or can even be made public.

- **Classroom**
  - Manage assignments, calendars, conversation (e-mail), and class notebook
  - Utilizes OneNote/class notebook.
  - Can grade all assignments online.
  - Grade distribution available for each assignment (especially helpful for SLT/checkpoint data collection)

- **Class Notebook**
  - Add-in for One Note
  - Included in Microsoft Office (Can be used on desktop)
  - Can organize all classes, units within classes, pages of notes within units.

- **SharePoint**
  - Sites within the site Each school will have their own SharePoint site with a calendar of specific events, shared documents, etc.
  - Teachers can share files
  - Check in/check out for editing
  - Control editing of files/calendar/announcements
  - Discussion board

- **Sway**
  - Online presentation similar to PowerPoint
  - Collaboration- more than one person can work on it at a time
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- **Neversfeed**
  - Social Media live updates, Can compare to twitter- @whomever you are addressing
  - Public forum- ask popular questions
  - Social media for “private” conversations within an organization
  - Discussions among EVERYONE in the organization: all students, teachers, administrators, etc.