

# Office 365 Integration

Many of the more recent Microsoft Apps rely on the integration of an Office 365 Account to be fully functional. File storage becomes more efficient as the need for saving locally is reduced due to cloud based storage. General working practice becomes more agile.

## Quick Reference Guide

### Key Benefits of Office 365 integration

#### Accessibility

- Constant access to the latest software updates and new features as and when they become available
- An internet connection, a browser and login details will allow access from any machine or mobile device
- Use all Office apps online, including Outlook, Word, Excel and Teams
- Any completed work saves instantly and is accessible on a usual device
- Install Office programs onto multiple devices, Windows, Mac and Android

#### Teams

- Files can be shared privately via Chats due to OneDrive for Business integration
- All apps within Teams will be fully functional
- External contacts can be communicated with via Chat
- Outlook Contact Groups can be imported when Teams and Channels are created

#### Calendar


- Two way sync with Outlook Calendar
- Accept and Reject invites from within Teams
- One click to join meetings within Teams
- Chat with participants and invitees from within the Teams App

#### File Sharing & Storage

- Create Word, Excel, PowerPoint and OneNote files within Teams without the need for an external application
- Manage files in folders within Teams for colleagues to access at all times
- Co-edit files in real time with colleagues
- Files edited and saved in an external app are updated instantly in Teams
- OneDrive integration allows cloud based file storage
- Sharepoint integration allows files to be opened and saved directly from apps

#### Stream

- Upload videos to cloud based app for instant sharing
- Recordings automatically stored within Stream for sharing
- Create and broadcast live events
- Organise videos into specific channels and groups
- Manage members and contributors to channels and groups

Comparison of functions with and without Office 365 integration		
		
Features	Without 365	With 365
Use the staple apps (Word, Excel etc.)	✓	✓
Microsoft Outlook	✓	✓
Skype for Business	✓	✓
Instant access to the latest features without installing an update		✓
Access Apps from anywhere (internet connection required)		✓
Install Apps onto multiple machines		✓
Microsoft Teams	✓	✓
Arrange Teams into Channels	✓	✓
All Apps in Teams fully functional		✓
Share files with Channels	✓	✓
Share files privately via Chat		✓
Communicate with external contacts using Teams		✓
Import Contact Groups from Outlook		✓
Access to Calendar App in Teams	✓	✓
Two way sync with Outlook Calendar		✓
One click to join meetings		✓
Accept and reject invites within Teams		✓
Create Files within Teams	✓	✓
Instantly save changes to files		✓
Co-edit files in real time with colleagues	✓	✓
Open files in external app	✓	✓
Changes made externally are saved for others to access instantly		✓
Sharepoint integration	✓	✓
OneDrive integration	✓	✓
Increased OneDrive storage		✓
Upload and instantly share videos		✓
Create & Broadcast live events		✓
Organise videos into specific groups & channels		✓
Manage who can view and contribute to groups and channels		✓

To book training or speak to a trainer, please get in touch via:  
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