

Microsoft Office 365 - Glossary

This documentation will support the user to understand terminology used in relation to Office 365.

Quick Reference Guide

What is 365?

Office 365 – Office 365 is a suite of productivity tools that can be used both online ([Office Online](#)) or via desktop applications. e.g. Word, Excel, Outlook, PowerPoint, OneNote and OneDrive.



Office Online – This is cloud based access to web based versions of Word, Excel, OneNote and PowerPoint. This allows individuals to work on documents from any device, regardless of what software is installed on that device.



Office 365 Migration – This is the process of moving an account(s) from an on-site Microsoft Exchange server to an Office 365 cloud based solution.

Exchange Online – Enables emails to be synced across multiple devices. For example, if an email was sent from a mobile device, the same reply will be on the desktop application (Outlook).



Microsoft Apps for Enterprise – This is a subscription plan that is charged per user and allows Microsoft applications to be installed on up to five Windows/Mac computers, five iOS/Android Tablets and up to five iPhone or Android smartphones.

Sharepoint 365 – This is a cloud-based service that can be used to create websites as a secure place to store, organise, share and access information from any device.



OneDrive – OneDrive allows users to store, modify, sync and share files collaboratively in real time (cloud based service). Files can be accessed from other devices – No more pen drives!



Apps – Applications that are available in 365 and Microsoft Teams.



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