



Utilize the Office 365 Apps That You're Not Taking Advantage of

Don't Waste Time, Be as Productive as Possible with Office 365

Your Office 365 license comes with many apps and services that you are paying for, but probably aren't fully utilizing. Most people are familiar with Microsoft Word, Excel and PowerPoint, but below are many other amazing applications included with Office 365 and Microsoft 365 licenses. Let us help you take full advantage of the cloud! Interested in a more hands-on learning experience? Visit [TrustedInsITe.com/CIE](https://www.TrustedInsITe.com/CIE) for our latest free Office 365 training events! We will walk through how you can use the tools in this article to increase productivity, save time, increase collaboration and automate tasks, all with the power of O365.



Updated for the cloud, Outlook is now more deeply integrated with other Office applications for a seamless user experience. As well as functionality for sending, receiving and storing emails, Outlook includes calendars, address books, an area to keep notes plus task reminder features and a full journal.



Throw out your notebook and replace it with OneNote, which allows you to type, write, draw and clip ideas and information in digital form, making it simpler to gather, organize and share your thoughts across all your devices, regardless of platform.



OneDrive provides a place in the cloud where you can store, share and sync your work files, across any browser or device. Share documents with anyone, and work together using familiar Office applications.



Microsoft Teams is a chat-centered workspace in Office 365 that helps team members achieve more together. Microsoft Teams serves as a hub for teamwork, providing instant access to chat conversations, content, and tools from across Office 365 into a single workspace. SharePoint and OneNote are built in, and team members can work on Office documents right within the app. Microsoft Teams also supports video calls and meetings to enable teams to meet live, whether on demand, or scheduled.



SharePoint is a collection of Cloud-based service that helps organizations share and collaborate with colleagues, partners, and customers. With SharePoint Online, you can access internal sites, documents, and other information from anywhere—at the office, at home, or from a mobile device. SharePoint Online is a powerful set of tools that empowers sharing and collaboration on your intranet. It includes document management capabilities, including records management, compliance settings, and workflows. There are also more advanced document management features, such as versioning, metadata tagging, and real-time coauthoring.



Microsoft Office Delve is a data visualization and discovery tool that incorporates elements of social networking and machine learning with the search capability of the Office 365 suite. Delve is a Cloud-based service powered by Office Graph, which helps users find and discover pertinent information across integrated Microsoft products by pulling user content from Exchange, OneDrive for Business, SharePoint, and Yammer.



Microsoft Flow is a cloud-based service that makes it practical and simple for line-of-business users to build workflows that automate time-consuming business tasks and processes across applications and services. You can use Flow to connect email and IM alerts, synchronize files between applications, copy files from one service to another, collect data from one app and store it in another, and more.



Microsoft Planner is a tool that gives users a visual way to organize teamwork. Teams can create new plans, organize and assign tasks, share files, chat about what they're working on, set due dates, and update status. Microsoft Planner also offers the ability to associate documents with specific tasks, edit them together, and have conversations around tasks.



PowerApps is an enterprise service that helps you quickly build, integrate, and share apps that work on any device. PowerApps lets you use built-in connections or those built by your company to connect your app to Cloud and on-premises services, including Office 365, Dynamics CRM, OneDrive, SharePoint, SQL Server, Oracle databases, and more. You can easily share your PowerApps with coworkers by simply typing an email address. PowerApps, at its core, is a Platform-as-a-Service (PaaS). It allows you to create Mobile Apps that run on Android, iOS, Windows, with almost any Internet browser. It is essentially a container that makes mobile apps much easier to use across mobile platforms.



Microsoft Stream is an enterprise video service that professionals within your organization can use to upload, view, and share videos securely. You can share recordings of classes, meetings, presentations, training sessions, or other videos that aid your team's collaboration. Microsoft Stream also makes it easy to share comments on a video and tag time codes in comments and descriptions to refer to specific points in a video.



Microsoft Bookings is an online and mobile app for small businesses that provide services to customers on an appointment basis. With the Bookings mobile app, you have full access to your customer, staff, and calendar information where and when you need it. Use the app to email, call, or text customers or create a new appointment with a few taps.



Microsoft Forms is part of Office 365 that allows you to quickly and easily create custom quizzes, surveys, questionnaires, registrations, and more. When you create a quiz or form, you can invite others to respond to it using any web browser, even on mobile devices. As results are submitted, you can use built-in analytics to evaluate responses. Data from Forms can be easily exported to Excel for additional analysis. Forms can be embedded in a Sway or in a OneDrive for Business page, or they can be inserted into OneNote Online or Excel Online pages.



Microsoft Sway is a professional digital storytelling app for businesses that helps modern workers express ideas using an interactive, web-based canvas. Microsoft Sway's built-in design engine helps you produce professional, visually-appealing reports, presentations, and more, without the need for extensive formatting. You can also modify the results to get the unique look and feel you want.



Power BI is a suite of business analytics tools that deliver insights throughout your organization. Connect to hundreds of data sources, simplify data prep, and drive ad hoc analysis. Produce beautiful reports, then publish them for your organization to consume on the web and across mobile devices. Everyone can create personalized dashboards with a unique, 360-degree view of their business.



Formerly known as Delve Analytics, MyAnalytics helps you focus on what matters most by providing personalized insights about how employees spend their time at work. In addition to the capabilities that had been available in Delve Analytics, MyAnalytics will allow modern workers to stay up-to-date with important contacts, share key metrics, and help them prioritize the time spent with different groups.