

# **Microsoft Office 365**

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# Agenda

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- ▶ MS Office 365 For Your Computer
  - ▶ Subscriptions
  - ▶ Basic Apps (WORD, EXCEL, POWERPOINT, OUTLOOK, ETC.)
  - ▶ Cloud Storage – One Drive
- ▶ MS Office 365 on the Web - FREE
- ▶ MS 365 Mobile on your Devices - FREE
  - ▶ One Drive – Access to files on your Mobile Devices
  - ▶ Capture – Scan, Record, Dictate, Explain with Co-Pilot
  - ▶ Co-Pilot – Access AI on your Mobile Devices
  - ▶ Create – Access to Main Apps (WORD, EXCEL, PP & PDF)
  - ▶ Apps – Additional MS Apps to Download

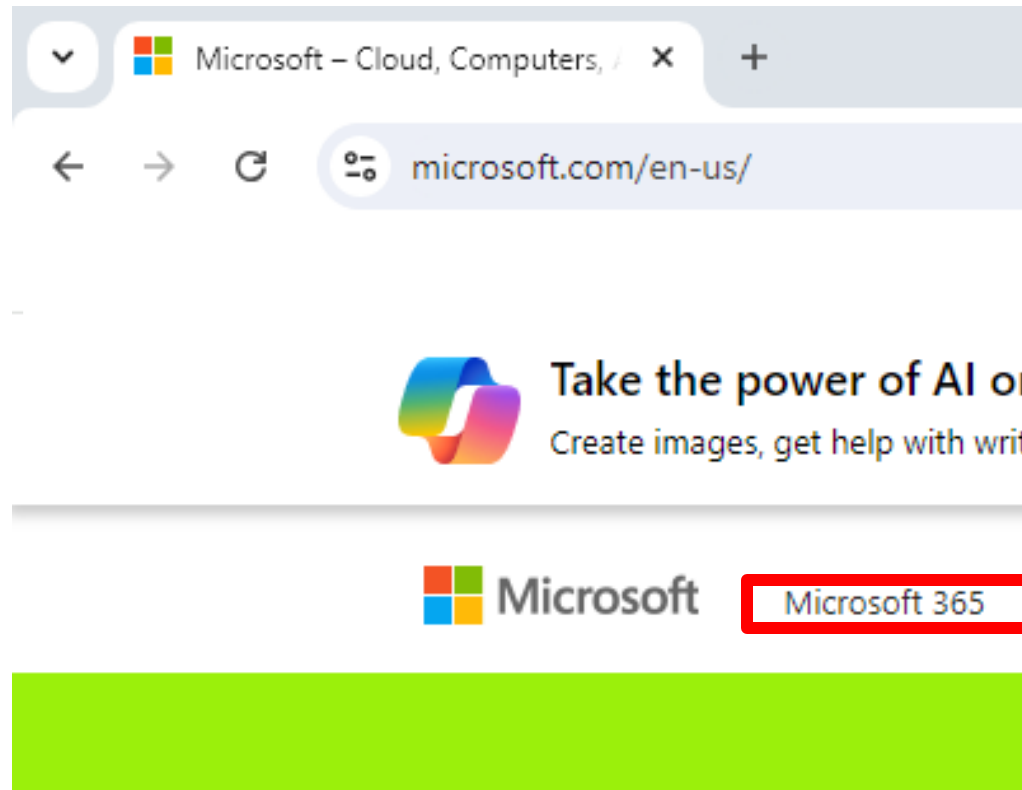


MS Office 365

For the Computer

# Installing Microsoft 365 - Computer

- ▶ Go to [Microsoft.com](https://Microsoft.com)
- ▶ Click Microsoft 365



# Yearly Subscription

Paid yearly

Paid monthly

Save \$19.89 with a yearly plan

## Microsoft 365 Family

\$99.99/year



- For one to six people
- Sign in to five devices at once
- Use on PCs, Macs, phones, and tablets
- Up to 6 TB of secure cloud storage
- Apps with premium features and offline access
- Identity,<sup>1</sup> data, and device security
- Ad-free secure email

Buy Now

Or buy at \$9.99/month >

Try free for 1 month >

Save \$13.89 with a yearly plan

## Microsoft 365 Personal

\$69.99/year



- For one person
- Sign in to five devices at once
- Use on PCs, Macs, phones, and tablets
- 1 TB of cloud storage
- Apps with premium features and offline access
- Identity,<sup>1</sup> data, and device security
- Ad-free secure email

Buy Now

Or buy at \$6.99/month >

# Monthly Subscription

Save \$19.89 with a yearly plan

## Microsoft 365 Family \$9.99/month



- For one to six people
- Sign in to five devices at once
- Use on PCs, Macs, phones, and tablets
- Up to 6 TB of secure cloud storage
- Apps with premium features and offline access
- Identity,<sup>1</sup> data, and device security
- Ad-free secure email

[Buy Now](#)

[Or buy at \\$99.99/year >](#)

[Try free for 1 month >](#)

Save \$13.89 with a yearly plan

## Microsoft 365 Personal \$6.99/month

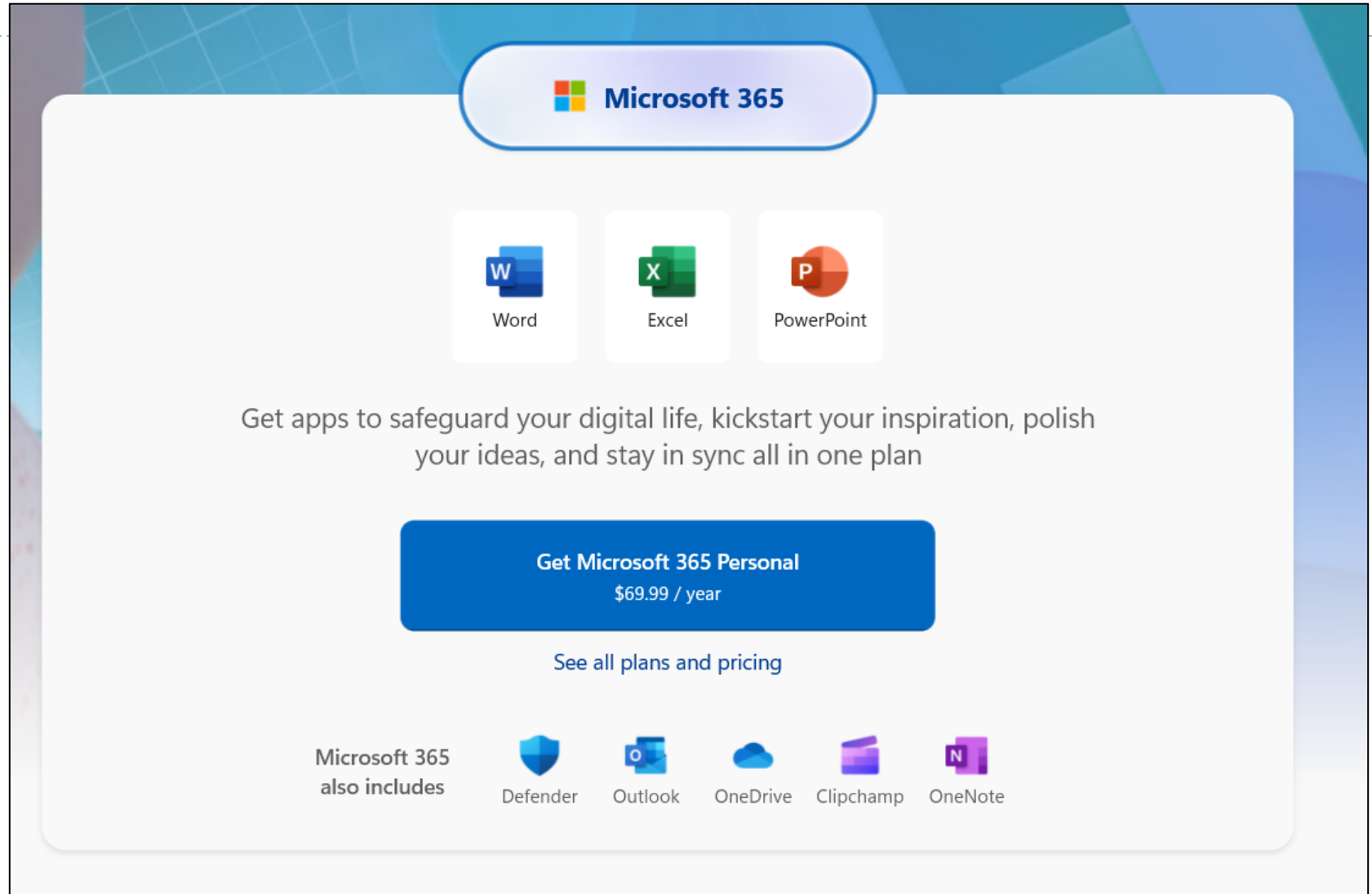


- For one person
- Sign in to five devices at once
- Use on PCs, Macs, phones, and tablets
- 1 TB of cloud storage
- Apps with premium features and offline access
- Identity,<sup>1</sup> data, and device security
- Ad-free secure email

[Buy Now](#)

[Or buy at \\$69.99/year >](#)

# Basic Apps included



The advertisement features a light blue background with a subtle grid pattern. At the top, a white rounded rectangle contains the Microsoft 365 logo. Below this, three white rounded rectangles display the Word, Excel, and PowerPoint icons and names. A central text block describes the benefits of the suite. A large blue button offers the 'Personal' plan with its price. Below the button is a link to view all plans. At the bottom, a row of icons represents additional included services: Defender, Outlook, OneDrive, Clipchamp, and OneNote.

**Microsoft 365**

Word Excel PowerPoint

Get apps to safeguard your digital life, kickstart your inspiration, polish your ideas, and stay in sync all in one plan

**Get Microsoft 365 Personal**  
\$69.99 / year

[See all plans and pricing](#)

Microsoft 365 also includes

Defender Outlook OneDrive Clipchamp OneNote

# Home – Cloud Storage – Manage cloud storage

## ► Select **Settings – Home – Manage cloud storage**

The screenshot displays the 'Microsoft storage' settings page. At the top, it shows 'Microsoft storage' with a cloud icon, a description 'This includes files, photos, attachments, and more across your Microsoft account', and a storage usage indicator '2.8 GB / 5 GB' with a dropdown arrow. Below this is a section for 'Microsoft 365 Family' with a description 'Premium productivity apps, OneDrive cloud storage, and more' and an upward arrow. A promotional banner for 'Try Microsoft 365 for free' is present, stating 'Share with up to 5 others. Each person gets the latest premium Microsoft 365 apps, 1 TB of cloud storage, and more.' Below the banner are two buttons: 'Try for free' and 'Learn more'. Underneath the buttons are icons for Word (W), Excel (X), PowerPoint (P), OneDrive (cloud), Outlook (O), and Notes (N). A detailed view of the storage usage is shown on the right, including a progress bar indicating '56% used' and a list of storage usage by app: OneDrive (2.8 GB) and Outlook (Attachments) (0 GB).

Microsoft storage  
This includes files, photos, attachments, and more across your Microsoft account  
2.8 GB / 5 GB

Microsoft 365 Family  
Premium productivity apps, OneDrive cloud storage, and more

Try Microsoft 365 for free  
Share with up to 5 others. Each person gets the latest premium Microsoft 365 apps, 1 TB of cloud storage, and more.

Try for free Learn more

W X P  
cloud O N

Microsoft storage  
This includes files, photos, attachments, and more across your Microsoft account  
2.8 GB / 5 GB

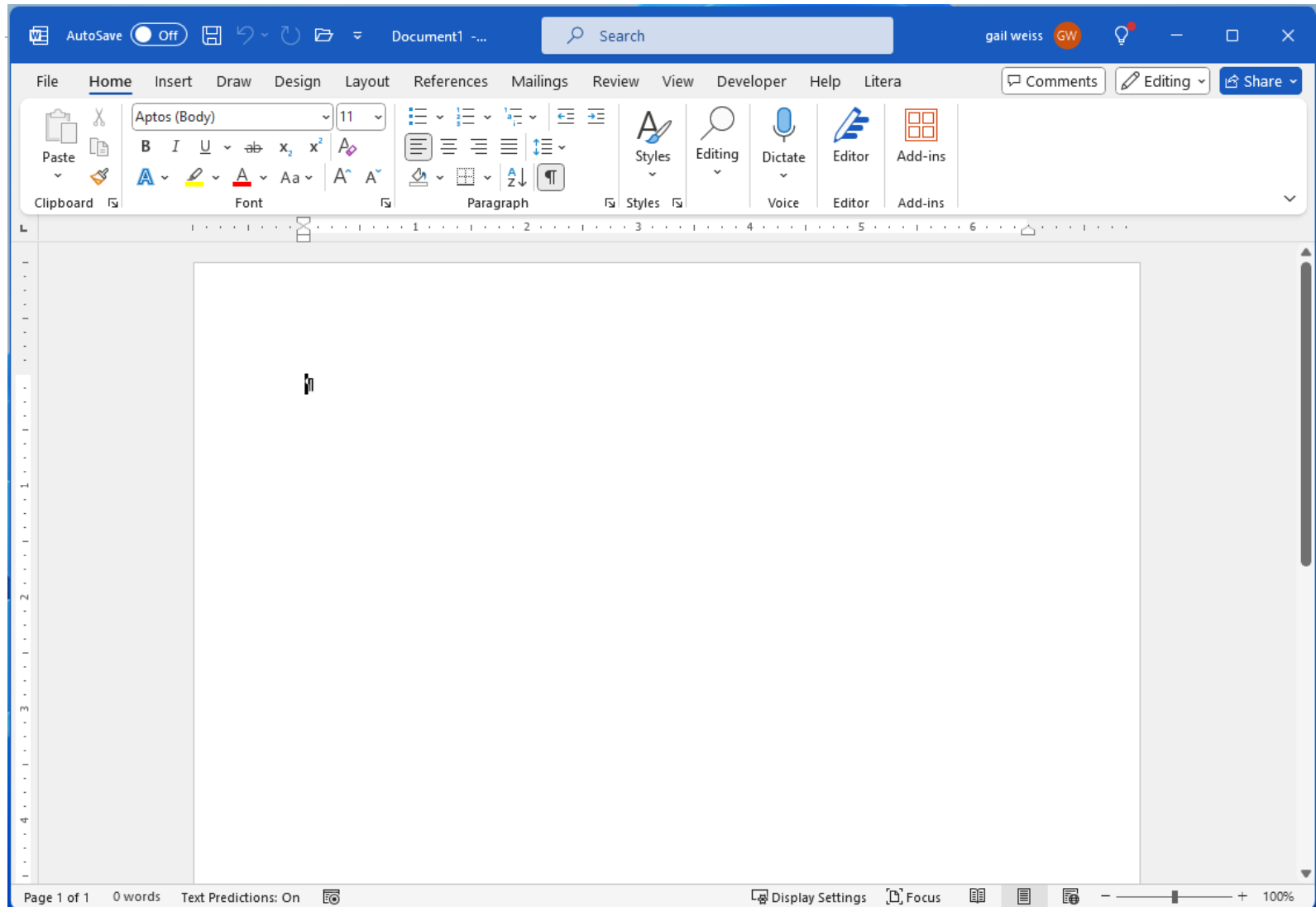
Total used  
2.8 GB / 5 GB  
Get more storage

56% used

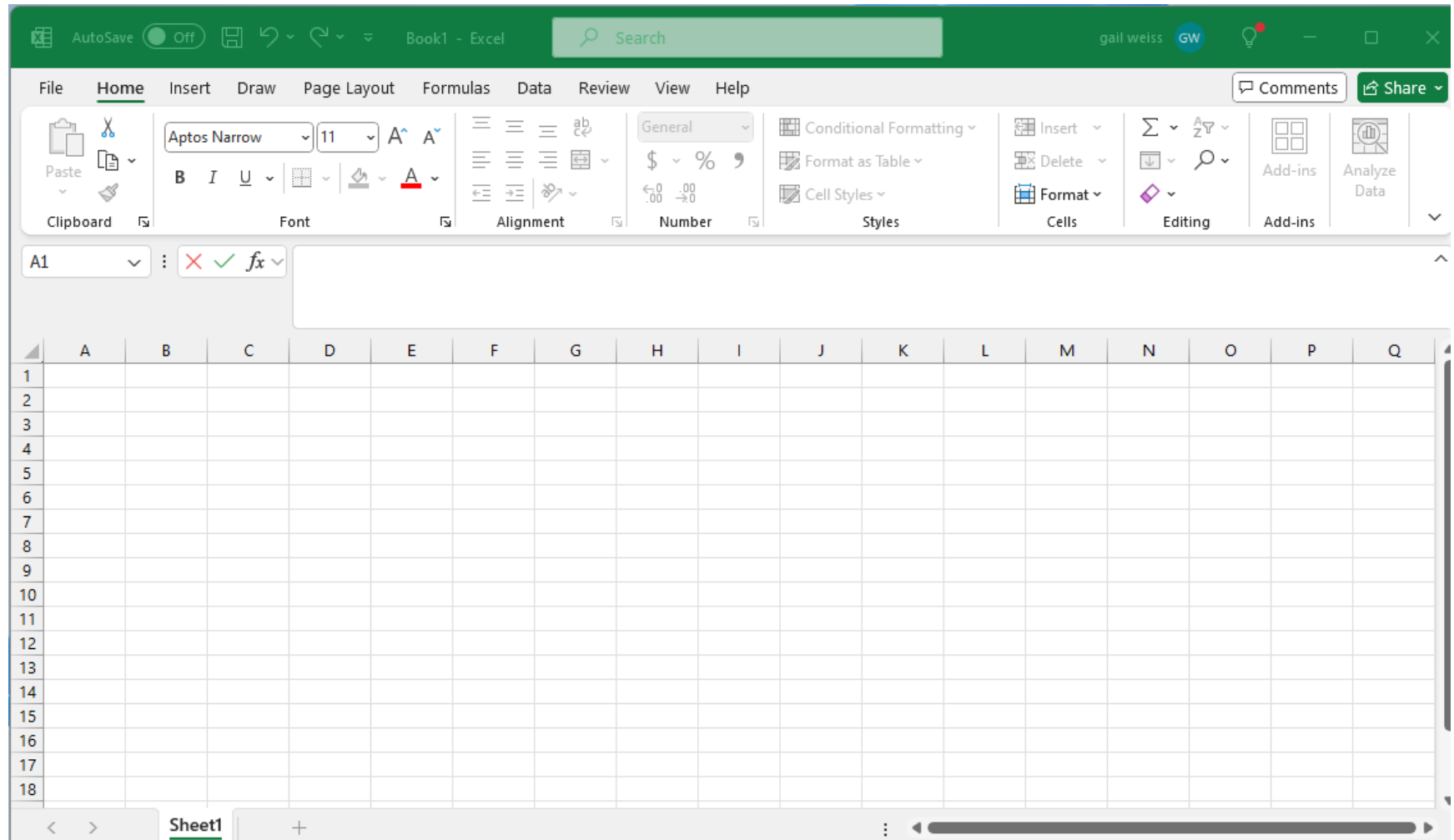
OneDrive 2.8 GB  
Outlook (Attachments) 0



# MS WORD

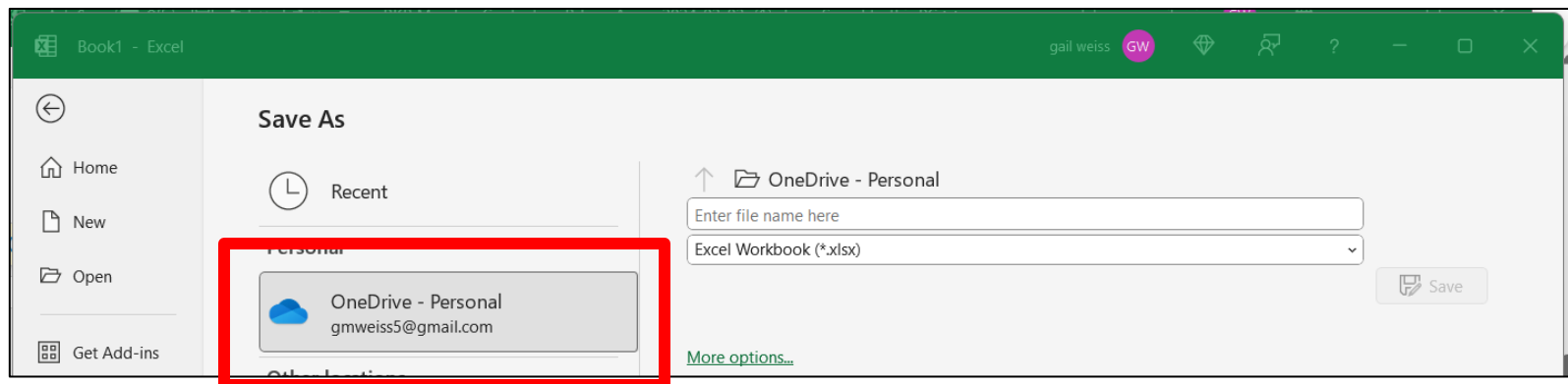
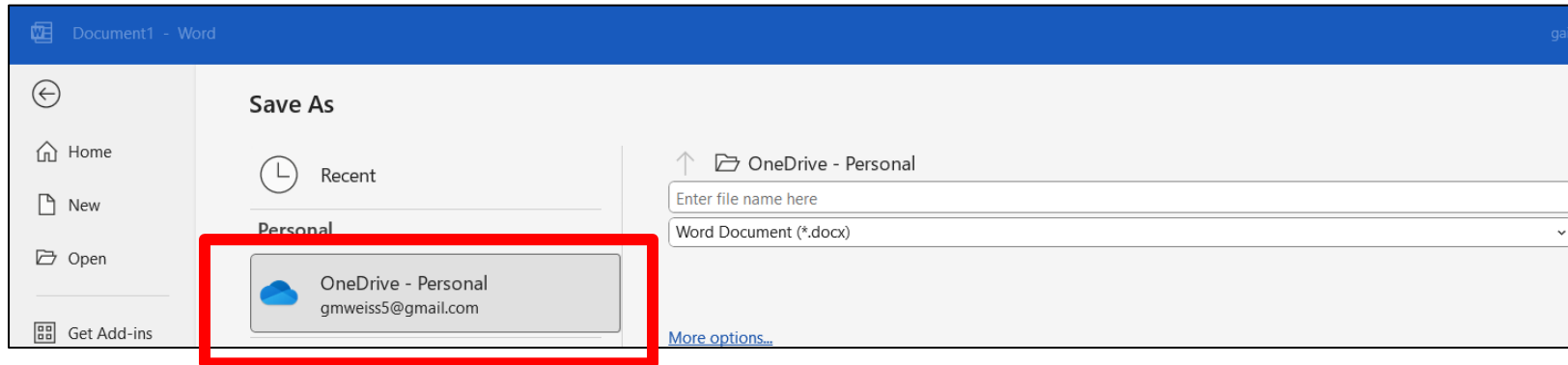


# MS EXCEL



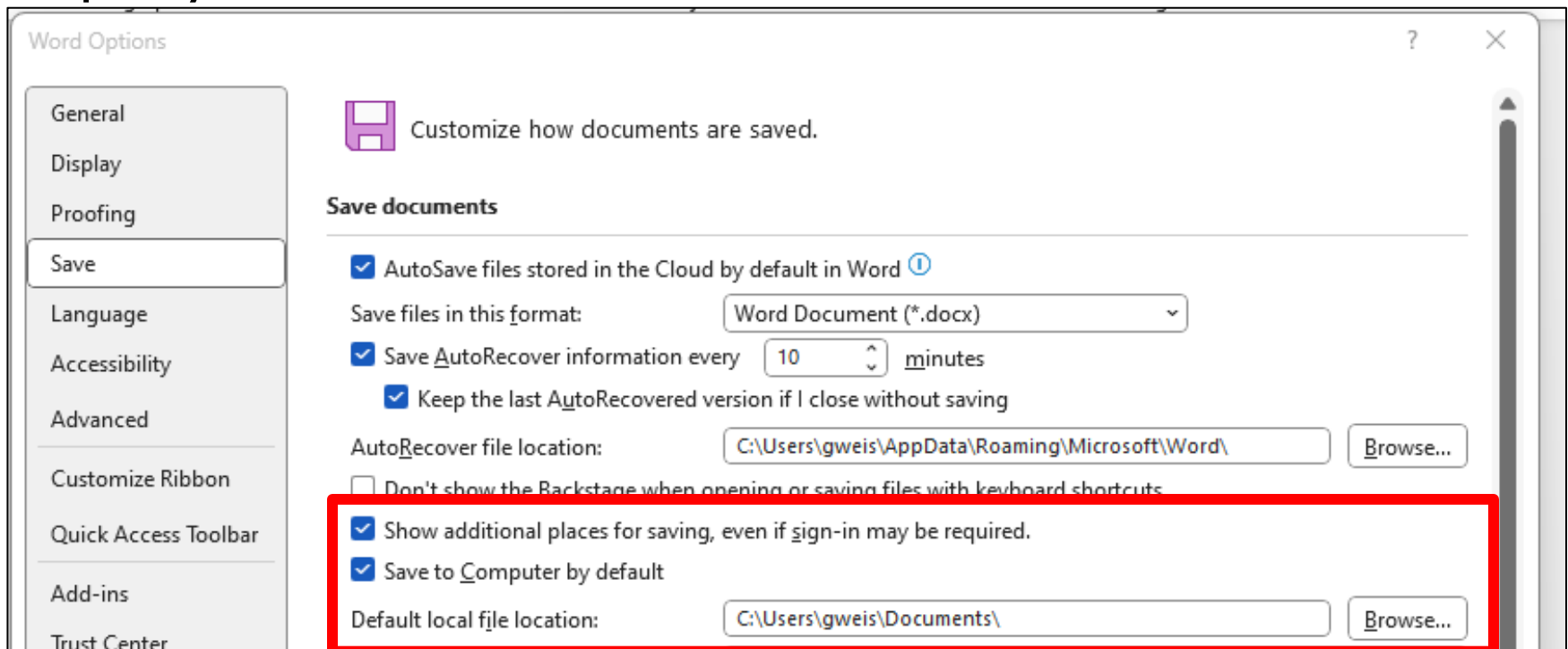
# All MS Office Apps – Default to One Drive

## ► Word, Excel, PowerPoint, Outlook, etc.



# Saving Files to Computer By Default

- ▶ To save files to your computer by default, in any MS Office application, click **File – Options – Save**.
- ▶ Check both as shown below:
- ▶ Specify a default location.



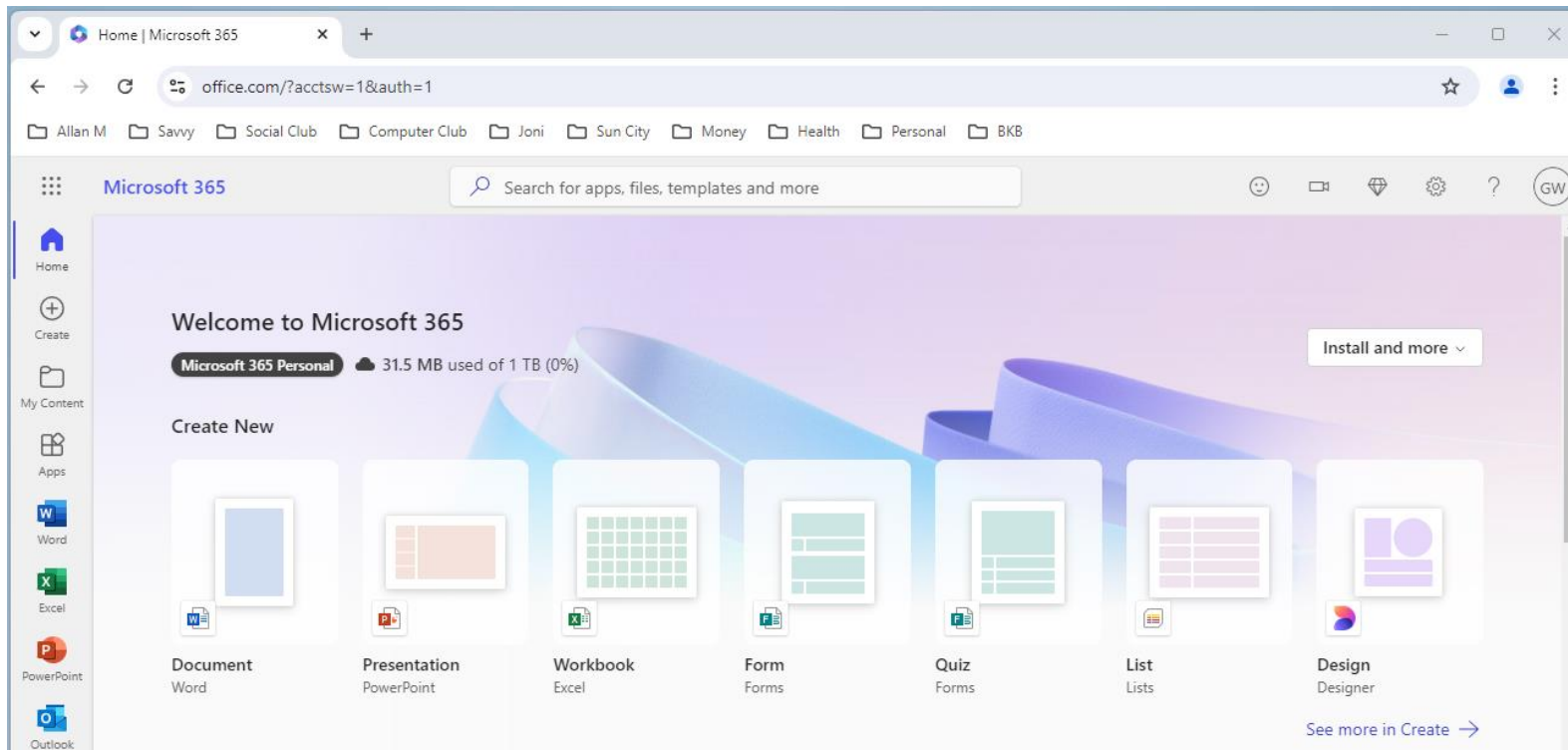


# MS Office 365

Access on the Internet

# Web Version of Microsoft 365

- ▶ Go to office.com
- ▶ Login with your Microsoft Account
- ▶ Access to main MS Office Applications “Free”





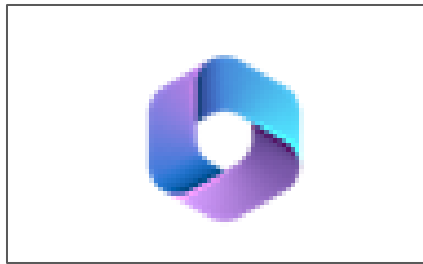
# MS 365 Mobile

Iphone, Ipad, Adroid

# Microsoft 365 Mobile Applications

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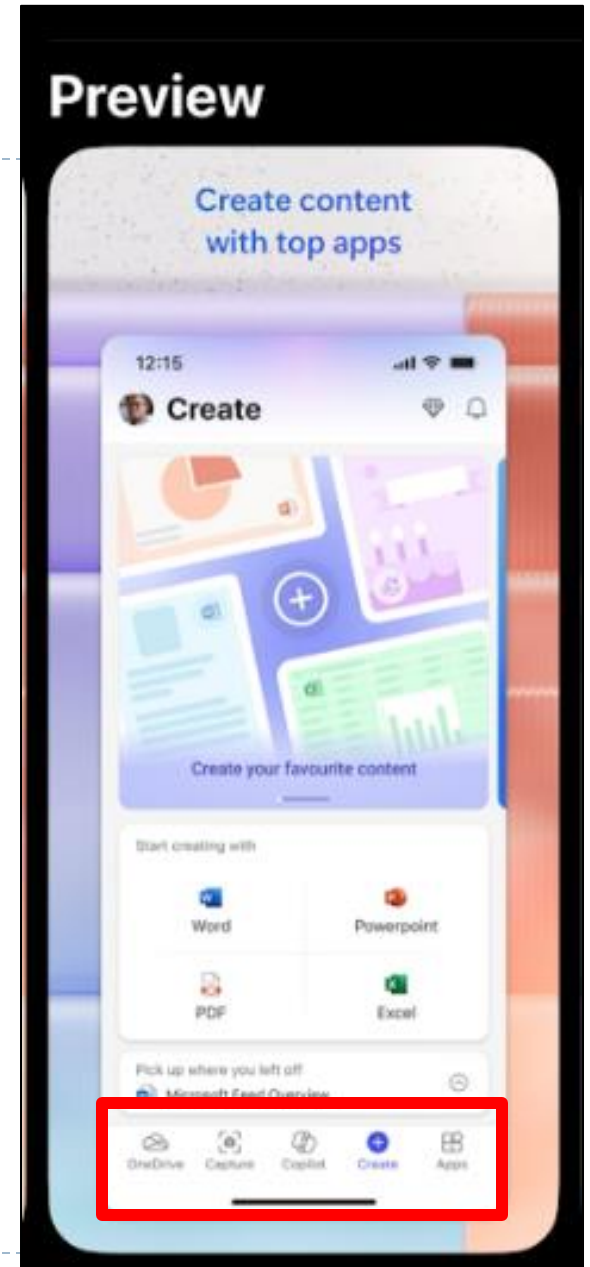
- ▶ Search the App Store on the iPhone/iPad or Google Play on an Android/Tablet for “**Microsoft 365**”.
- ▶ Microsoft 365 Icon





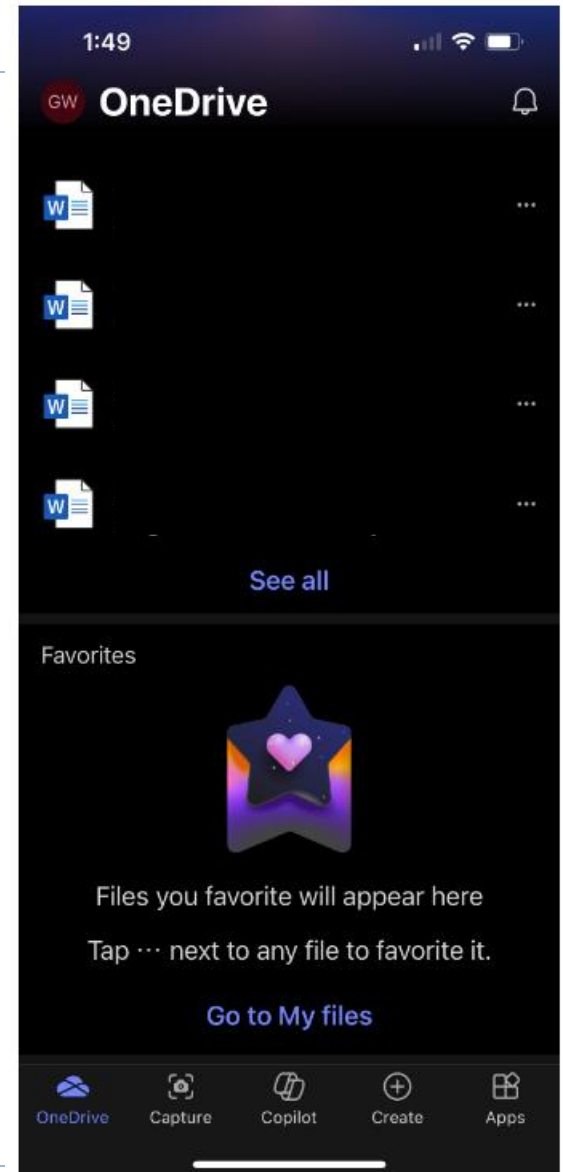
# MS 365 Options

- ▶ OneDrive
- ▶ Capture
- ▶ CoPilot
- ▶ Create
- ▶ Apps



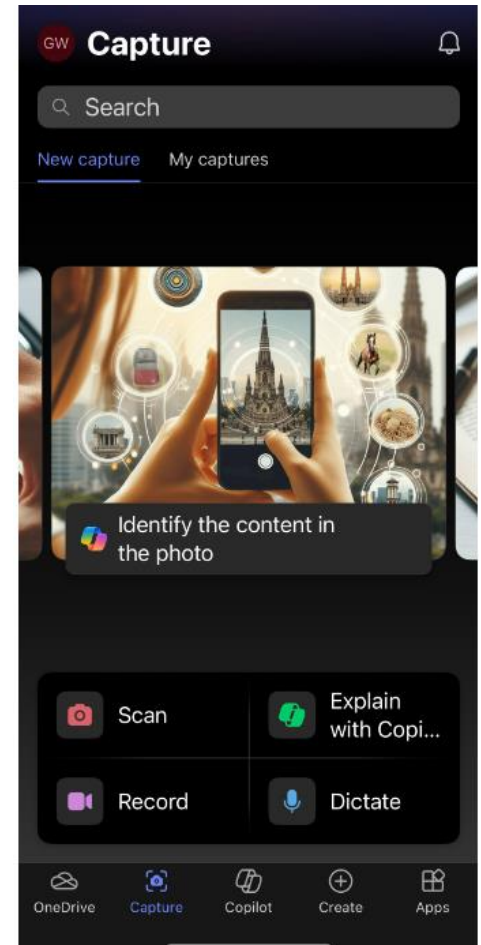
# One Drive – Storage in the Cloud

- ▶ Select the OneDrive option at the bottom of the App.
- ▶ Access to all files saved to One Drive on your mobile device



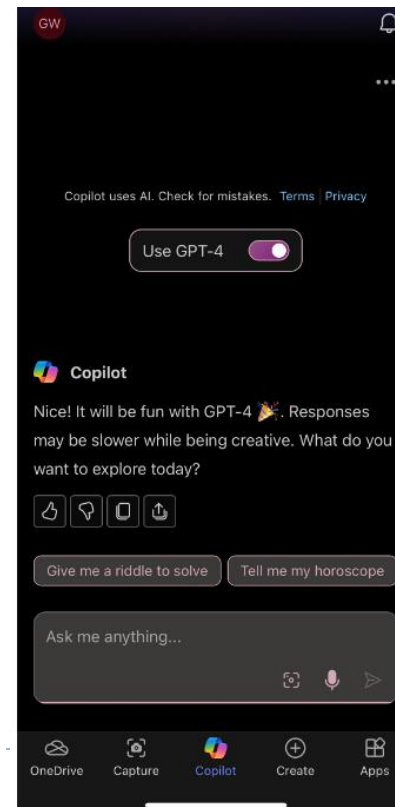
# Capture – Photos ad Videos

- ▶ Select the **Capture** option at the bottom of the app.
- ▶ The **Scan** function allows you to use your devices' camera to scan documents and convert them into PDFs to share.
- ▶ The **Record** feature allows you to record a video.
- ▶ The **Dictate** function allows you to record voice memos. The voice memo also comes with speech to text function.
- ▶ The **Explain with CoPilot** – will identify the contents of a captured image.



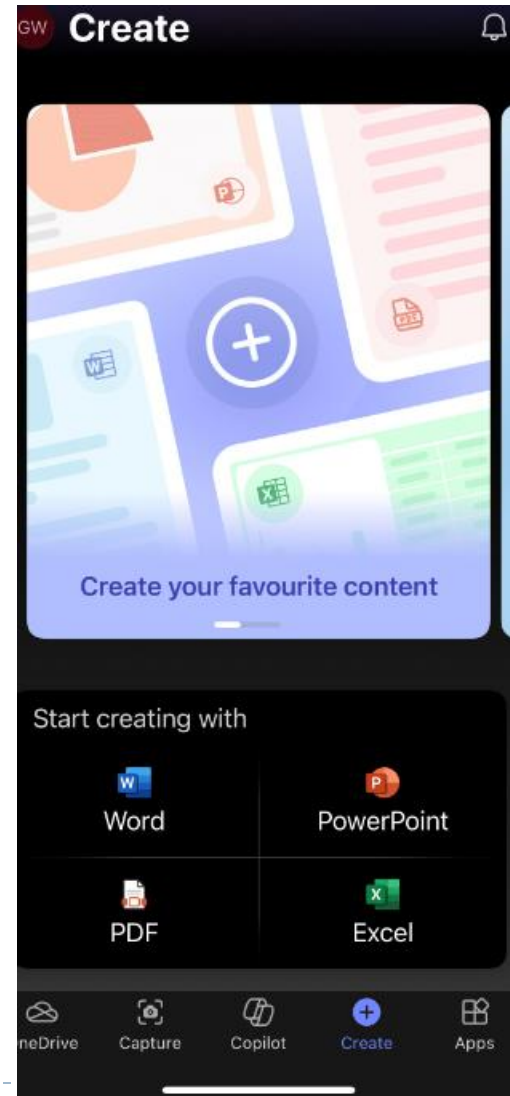
# Copilot

- ▶ Microsoft Copilot is an AI-powered digital assistant that helps users with tasks and activities on their devices. It's designed to improve productivity by integrating with Microsoft 365 apps and services, such as Word, Excel, PowerPoint, Outlook, and Teams.



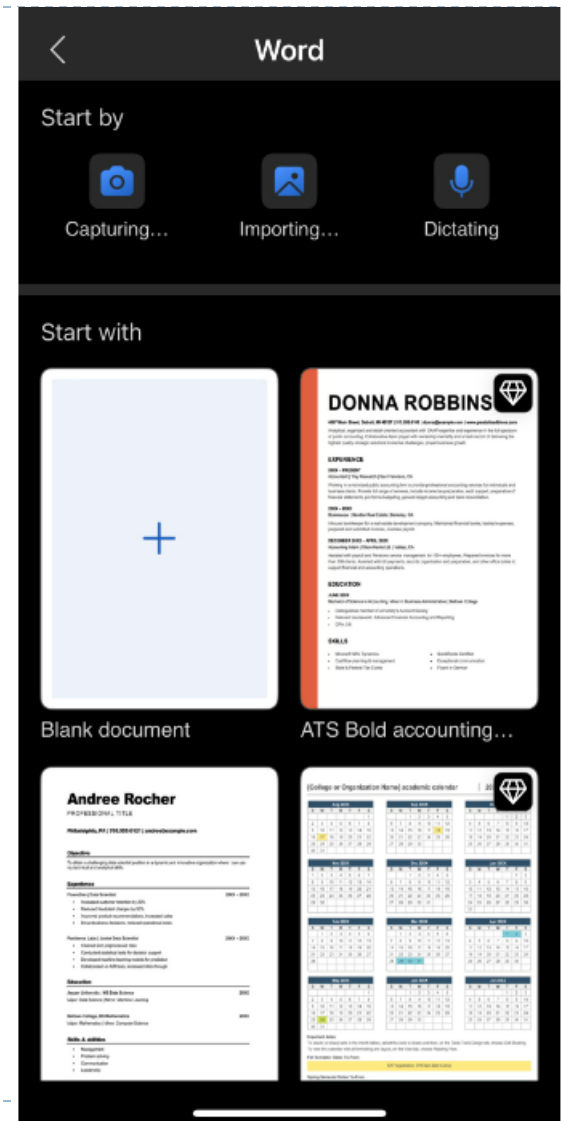
# Create – Access to MS Main Apps

- ▶ WORD
- ▶ EXCEL
- ▶ POWERPOINT
- ▶ PDF



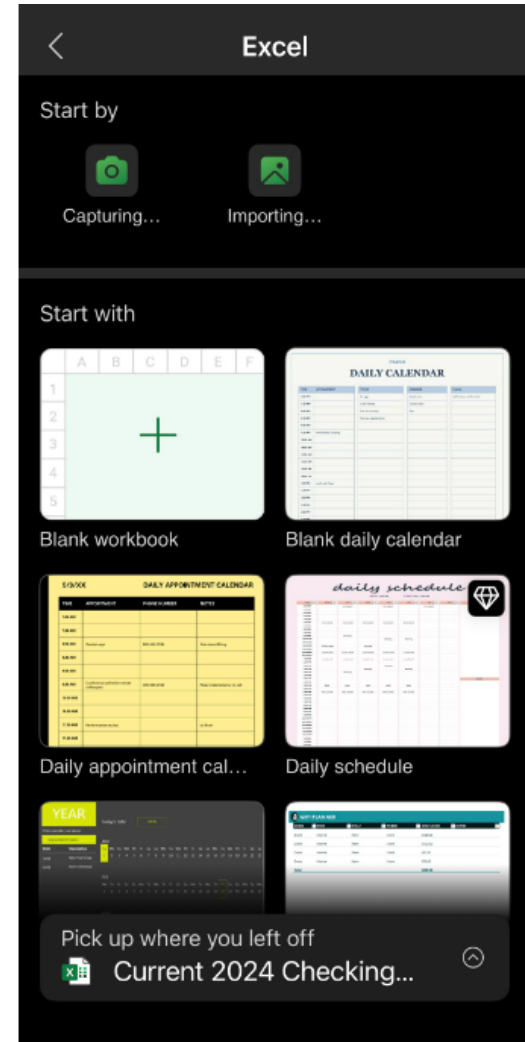
# Mobile WORD

- ▶ Click the Plus Start for a Blank Document
- ▶ Use existing Templates



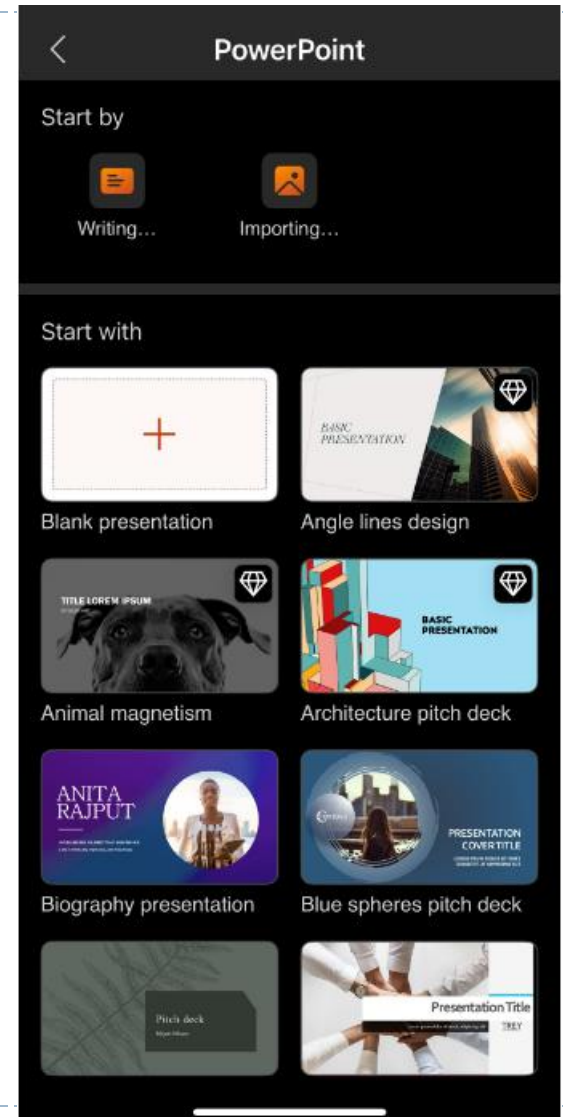
# Mobile Excel

- ▶ Click the Plus Start for a Blank Worksheet
- ▶ Use existing Templates



# Mobile PowerPoint

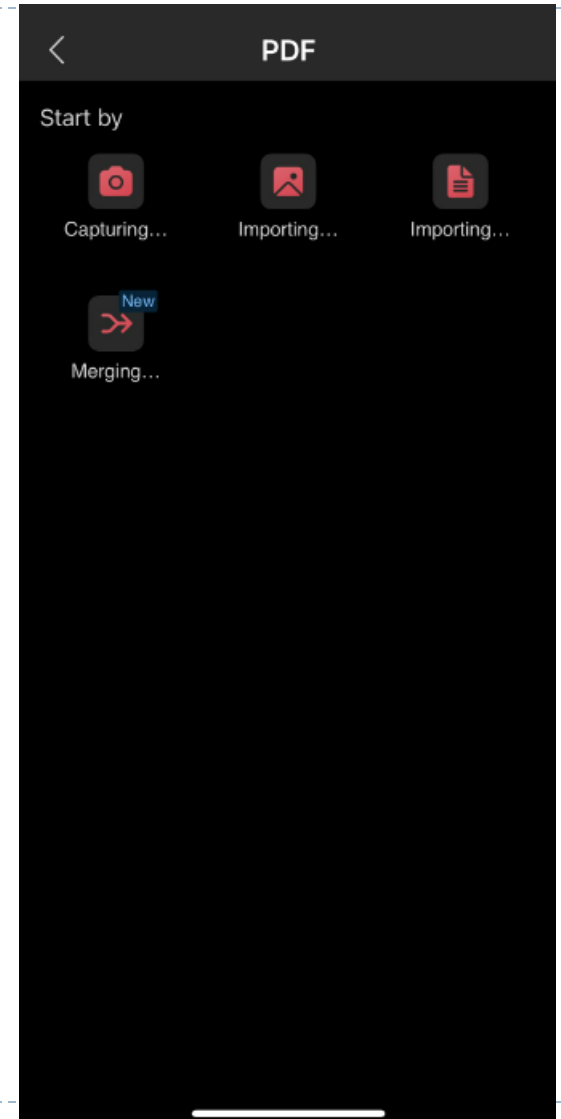
- ▶ Click the Plus Sign to start a blank presentation
- ▶ Use existing Templates





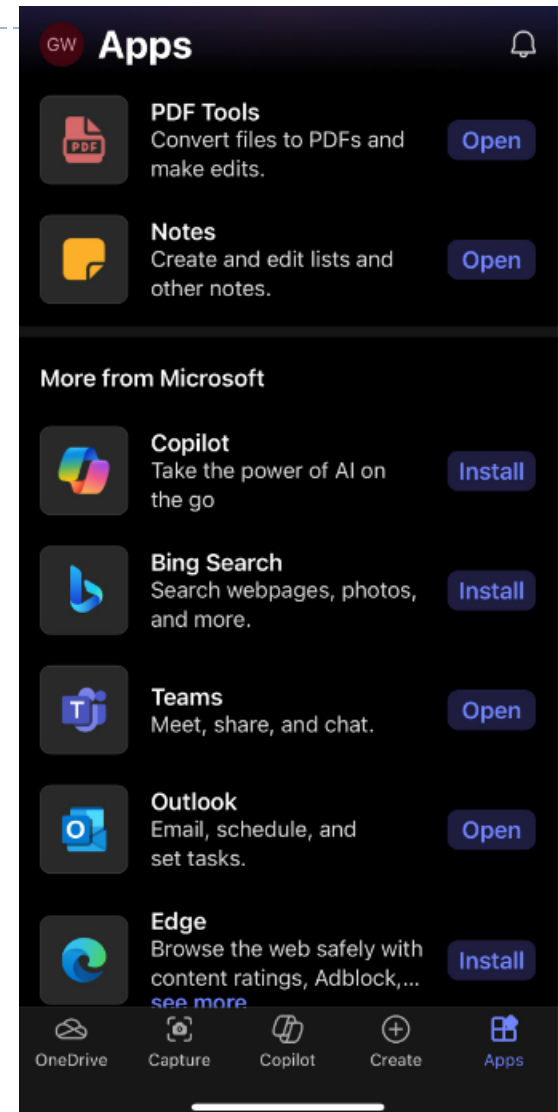
# Mobile PDF

- ▶ Capture a photo and convert to a PDF file
- ▶ Import a photo on your device and convert to a PDF file
- ▶ Import a file on your device and convert to a PDF file
- ▶ Merge existing PDF files into one file



# Additional Applications

- ▶ Additional applications available to install on your mobile device



# MS 365 Mobile Applications



## Copilot

Take the power of AI on the go with the Copilot app.

[Download for iOS >](#)

[Download for Android >](#)



## Word

Create and edit beautiful documents anywhere and read them comfortably on any device.

[Download for iOS >](#)

[Download for Android >](#)



## Excel

Easily add formulas, reorder columns, and resize spreadsheet tables on your mobile device or tablet.

[Download for iOS >](#)

[Download for Android >](#)



## PowerPoint

Edit slides on the go and add animations, transitions, charts, and speaker notes right from your device.

[Download for iOS >](#)

[Download for Android >](#)



## Outlook

Connect your email accounts and calendars in one convenient spot.

[Download for iOS >](#)

[Download for Android >](#)



## OneDrive

View or share photos, videos, and documents from your mobile device with 1 TB of cloud storage.

[Download for iOS >](#)

[Download for Android >](#)



## Edge

Browse with Microsoft Edge across all your devices.

[Download for iOS >](#)

[Download for Android™ >](#)



## Bing

Ask real questions and get complete answers from your AI copilot for the web.

[Download for iOS >](#)

[Download for Android™ >](#)



## Phone Link

Link your phone and sync your life.

[Download for iOS >](#)

[Download for Android™ >](#)



## OneNote

Easily organize your notes, plan a trip, and keep track of your lists.

[Download for iOS >](#)

[Download for Android >](#)



## Yammer

Stay on top of conversations and the latest company news and collaborate on the go.

[Download for iOS >](#)

[Download for Android >](#)



## Microsoft Teams

Instantly access all your team's content and collaborate from a single place where messages, files, people, and tools live together.

[Download for iOS >](#)

[Download for Android >](#)

# More Mobile Applications

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## Microsoft Stream

Be productive on the go with fast access to all your videos for online and offline viewing.

[Download for iOS >](#)

[Download for Android >](#)



## Microsoft Lens

Trim, enhance, and make pictures of whiteboards and documents readable, then save them to OneNote.

[Download for iOS >](#)

[Download for Android >](#)