Get it done from anywhere

Training Deck
Microsoft Corporation
Get it done from anywhere

- Sign in and use Office 365 from the browser
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Sign in and use Office 365 from the browser

When you’re signed in to Office 365, you can access any of the apps and services right in the browser window. You’ll find your email under Outlook, any appointments or meetings under Calendar, and contacts under People. There is also a quick access to OneDrive for Business, where you can store your personal work files and access them from your computer, mobile phone, or tablet. In this module, we’ll introduce you to:

- Signing in to Office 365 from a browser
- Changing the page you see when you sign in to Office 365
Sign in to Office 365 from a browser

To work with Office 365, you first sign in.


   For example ellen@contoso.onmicrosoft.com, ellen@contoso.edu, or ellen@contoso.com. If you're not sure what your organizational account is, check the welcome email message that asked you to sign in the first time.

2. At the top of the site, choose where you want to go.

3. If you select OneDrive, for example, you'll see a place where store, sync, and share work files. Because the files are in Office 365, you can access them from almost anywhere.
Change the page you see when you sign in

You can choose what you see when you first sign in to Office 365. For example, if you frequently use email, you may want to set up Office 365 to show your email every time you sign in.

1. Select Settings 🛡️ > Office 365 Settings.
2. Select Start page.
3. In the Set your start page box, choose an option, and then select Save.
Get to your docs from anywhere

PC, Mac, tablet, phone? At the office, at home, or on the road. With Office 365, your settings and documents are always available – ready to pick up right where you left off. No matter where you are or what device you’re using. In this module, we’ll introduce you to:

- Creating documents using your familiar Office Apps
- Saving your documents to the cloud using One Drive for Business, so the docs are available from anywhere
- Accessing documents from anywhere, with almost any device.
Get to your docs from anywhere

The trick to anywhere access is getting your documents in the cloud – so you can get to them from anywhere.

- To create documents, you can use the familiar Office apps – Word, Excel, and PowerPoint, even OneNote. You can use Office from your desktop or you can use an Online version of Office.
- You can save the documents you create to OneDrive for Business. Even easier, you can drag them from your PC folder into OneDrive for Business.
- Once your documents are saved to OneDrive for Business, you can access them from almost any device – iPhone, iPad, Windows or Android phone.
Drag and drop files to OneDrive for Business

OneDrive for Business is the place where you can store, share, and sync your work files and then get to them from anywhere on virtually any device. The first step is to drag some files to OneDrive for Business in a browser.

In this module, you’ll learn how to:

• Drag files to OneDrive for Business
• Upload files to OneDrive for Business
Drag and drop files to OneDrive for Business

1. Sign in to Office 365.

2. At the top of any page in Office 365, select OneDrive. Or select 🔄, and then select OneDrive.

3. Find the documents that you want to upload on your computer and drag them to the space in the library where it says drag files here.

Note: The first time you click OneDrive, you see some setup screens and instructions while your personal site is being set up. You may have to wait and then click OneDrive again before continuing to step 2.

If you don’t see the option to drag and drop files, update your copy of Office.
Upload files to OneDrive for Business

Here’s another way to do it:

1. Instead of dragging files, select **Upload**.

2. In the **Choose File to Upload** dialog box, select the files you want to upload, and then click **Open**.

**Tip:** Your files are private unless you decide to share them. To share files easily with everyone in your organization, drag them into your **Shared with Everyone** folder. For more about sharing, see [Sharing files with others](#).
Get to your files from work or home

After you upload files to OneDrive for Business, the files are available on any device where you can access Office 365. Here’s an example of how you can get to your

In this module, you’ll learn how to:

• See your files from other devices
Get to your files from work or home

The files you upload from any device are right there for you to use.

1. On any device, sign in to Office 365 with your organizational account.
   
   For example, ellen@contoso.onmicrosoft.com, ellen@contoso.edu, or ellen@contoso.com.

   If you're not sure what your organizational account is, check the welcome email that asked you to sign in the first time.

2. At the top of any page in Office 365, select OneDrive. Or select ☐, and then select OneDrive.
Get to your files from work or home (cont.)

You can open a file directly from OneDrive for Business.

1. Double-click the file to open it.

2. The file opens in an Office Online file. As shown in the example, you can work directly with the file or you can click Open in Excel to work on the file with your Excel desktop app.
Get to your files from work or home (cont.)

If you have Office 2013 installed on your desktop, you can get to your documents in the cloud directly from your Office desktop applications.

1. From your Desktop, open an Office app. In this example, it’s Excel.

2. Select **File > Open**. You will see a list of your most recent documents. You can open the document in an Office app, edit it, and then save it back to OneDrive for Business.
Get to your files from a mobile device

Seeing your documents on a mobile device for the first time can be an “AHA” moment — the moment when you realize your docs will be there, no matter where you go.

In this module, we’ll show you how to:

• Get to installation instructions for OneDrive for Business for mobile devices
• Get to your files on a mobile device
Get to your files from a mobile device

Office 365 is supported on Android phones, iPhones, iPads, and Windows phones. To access your docs on a mobile device, you’ll need to set up Office Mobile on your phone or tablet.

To get your Office Mobile apps to work with Office 365, choose your device.
Get to your files from a mobile device (cont.)

Once you’ve set up Office mobile on your device, you can get to your docs with a few taps. Here’s an example of how to do it on a Windows Phone:

1. On your Windows Phone, tap the Office icon.

2. Office Mobile will show your most recent documents. Tap the document you want to open or swipe left for Places, tap OneDrive @ <your domain name>, and then tap the document you want.

3. The document appears on your Windows Phone.

For other devices, see:

- iPhone
- iPad
- Android device