

## REVIEW OF APPLICATIONS OF THE “OFFICE 365 EDUCATION” PACKAGE

There is a number of applications created to make remote work more pleasant and to improve effective communication and organization of work – both individual and team work. There is quite a lot of such applications which can quickly make us feel overwhelmed. Moreover using even the expensive programs that are produced by different companies may be problematic as they may not be compatible in terms of data transfer. Making data available to coworkers can be difficult then as well. Installation of a new app, just because our coworker uses it, which entails spending some time on learning its functionalities can be annoying or even make us altogether reluctant towards IT solutions. Therefore it is good to first check the functionalities of the application to which all employees and students of the University of Silesia already have access. Applications included in this package are created by one producer which ensures high compatibility between the programs.

We have prepared a short review of applications available in „Office 365 Education”. Please note, that the free Office 365 package available for employees and students as a part of Microsoft Education offer has a limited functionality, as compared to the full Office 365 package. Therefore not all of the functions we can see in the internet manuals will be available in our version. The presented programs are divided into three categories:

1. „Basic applications” – the applications allowing for communication between the employees and for sharing files/information, and that include basic or/and advanced work organization tools and tools for self-management in time.
2. „Additional applications” – simple applications that can facilitate realization of a particular type of tasks, that are not very popular, or that can be used as an additional communication channel.
3. „Advanced applications” – this category includes solutions that allow to join data from the remaining applications, used to manage connections and for an advanced edition of resources stored in Office 365.

In the left column we can see the icon of the described application: icons can look different depending on how we use the application: whether we use the application installed on our computer/tablet/smartphone, or through the web browser.

### Note:



*Sometimes while using the application through the web browser the application icon is replaced by a placeholder icon and the application's name.*

## BASIC APPLICATIONS

### Outlook\*



Through the activation of the Office 365 Education account we create an additional e-mail address in the @o365.us.edu.pl domain. That e-mail address is also our login to the applications available in the Office 365 package\*. It allows for data integration between the applications as well as for cooperation in the teams and for data sharing. The e-mail address in Office 365 shall be treated as an auxiliary address for arranging meetings, making the shared workspace available and planning work in teams. Correspondence should be sent and received from the basic e-mail account in the @us.edu.pl domain.

Outlook is **available only in the online version\*** (from your web-browser. There is no installation version for the PC). The online version has a limited number of tools. It allows to export the received e-mails to the freely chosen e-mail owner (client of the electronic post program used to receive and send electronic messages, e.g. Thunderbird, Outlook application installed on the smartphone). It integrates with the Microsoft Outlook application installed on PC/tablet/smartphone.

**The online version of Outlook integrates with Calendar, Contacts, To Do.**



## Calendar



Calendar is an integral function of Outlook 365\*. The functionality was dedicated to teams. Therefore as a separate application it allows to create work schedules of the defined teams. While activating the application we can select which calendars should be displayed, that is we can choose our personal view: we can see our own calendar or our calendar together with the calendar of the team to which we belong.

1. Calendar integrates with MS Teams, therefore planning a meeting in MS Teams results in appearance of the meeting in our personal Outlook 365 calendar\*.
2. Calendar functionality is limited to persons from the University of Silesia \*\*.
3. Office 365 calendar is illustrated by two icons.

## Contacts



*simplified view  
(kiosk mode view)  
while opening  
Outlook*



*advanced view  
while opening the  
application itself*

Contacts in Office 365 have two icons. Contacts are integrated with Outlook 365\*. In Contacts you can find contact information of the persons connected with the University of Silesia who have set up an Office 365 account\*. The application by default suggests contact details of the persons with whom we correspond most often. It allows to create individual contact lists.

1. By using the application **we can create teams to work together**, and to move to the channels of the teams in which we work, or of which we are owners. The created teams have their own virtual drive, e-mail address, calendar, notes and access to the Planner application. Contacts application allows also to search for the existing groups and to send requests to join the selected team.
2. Moreover the MS Teams application can be activated for the created groups by using the „**team site**” shortcut. Clicking it opens the advanced view of the group in SharePoint.
- 3.\*\* Addresses in @us.edu.pl are blocked – students and University employees can get a free account in @o365.us.edu.pl domain created for work with Office 365\* applications. Only persons who have the account in the @o365.us.edu.pl domain can be joined to the groups. Other persons can be added to the group only by the local IT administrator.

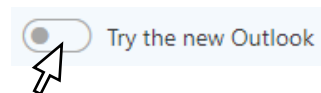
## Tasks



### To Do



Outlook has a classic application for tasks management – Tasks. Due to the growing popularity of team work the To Do application was created that allows to manage your individual tasks as well as to keep track of the tasks realized by your teams. The To Do application is a successor of the classic task management application. In order to turn it on, after selecting Tasks in Outlook 365 move the slider “New Outlook program” in the upper right corner of the screen. The traditional Tasks application will be replaced by To Do.



**Caution!** The To Do application integrates data from other applications created to set and control realization of tasks (for example Planner)..

## Teams



MS Teams is the new Skype for Business. It allows to organize and conduct audio/video conferences, to make files/screen available and to chat. It integrates data for teams by allowing to share files, notes and chat channels of the sub-teams working on a particular task. In Teams it is also possible to add external applications’ tabs: Trello, OneNote and many other popular applications.

1. External participants can be invited to take part in teleconferences/videoconferences, however, unlike the team members, they don’t have an access to chat and other functionalities after the teleconference.
2. As a part of Office 365\* you can download Skype for Business, which has wider functionality than Skype for individual users. Skype doesn’t have any support for other teamwork applications – therefore it is good to use MS Teams instead of Skype.
3. The application is available from the web browser (Edge/Chrome) and it can be installed on the PC/tablet/smartphone. Using the installed application is more reliable and has a simpler menu of the more advanced functions.



### Word, Excel



In Office 365\* we get an **access only to the online versions** of Word, Excel, and PowerPoint for a PC. Their functionality is limited, and the created or edited files are stored on One Drive. It allows a few users to work on a document simultaneously, and to track the history of changes made by particular persons. The applications can read files from the latest version of

### PowerPoint



Microsoft Office package and allows to save them also in the Open Office standard. Opening documents on your computer is possible if they were uploaded to One Drive earlier. Applications can be also installed on mobile devices.

### One Drive



As a part of Office 365 we have access to the cloud drive. We can upload files to the cloud drive in order to share them with other users. The cloud data storage is also used by other Office applications, especially those that are dedicated for teamwork.

**Caution!** Office 365 Cloud Service is an external application and it should only be used as a supplementary application to work with public/unclassified documents. Confidential documents, or documents that include personal data should not be stored on One Drive. The application can be installed on PC/smartphone/tablet.

### Planner



Planner is the application used to manage tasks in teams. Thanks to Planner we can easily organize teamwork by defining the tasks, their deadlines and persons responsible for their realization. The application has a built-in visualization of data which allows to check the workload of particular team members and to see what is the number of planned tasks, completed tasks and tasks in process. It allows to assign priorities, and to create categories used to group tasks e.g. according to project, team or realization time. It allows to easily check the level of realization of tasks, and to report the unfulfilled tasks with exceeded deadlines.



1. Application can be installed on a PC/smartphone/tablet.
2. On the left you can see two versions of Planner application's icons.

## ADDITIONAL APPLICATIONS

### Sway



Sway is an alternative for PowerPoint. It allows to create, and make available responsive presentations, that is the presentations that adjust to the size of the screen (PC/tablet/smartphone). Presentations can be made available only online. The application can be installed on the PC or other mobile devices, that is, on the tablet or smartphone.

### OneNote



OneNote allows to make quick notes, also manually. The application can be installed on the PC tablet/smartphone in the version with limited functionality \*. It can be used to order both personal notes and notes of the team. It is very useful for teamwork, for example while brainstorming.

### Class Notebook



Class Notebook is a developed version of OneNote adjusted for the needs of conducting classes. It allows to create a joint notebook for the team and for individuals, to which only the student and the lecturer have access. The application can be used to assign tasks, to evaluate them (grades), to work on case study etc.

### Forms







Forms is used to create **simple** online forms from the level of the internet browser. It integrates with MS Teams and it can be used to collect opinions, to make surveys or for voting. The data can be collected both anonymously and with assigning the user to survey participants. Forms generates simple graphs illustrating the results of the conducted surveys.




### Video



Video is the application used to view the video files – public files and video files that were made available from the web browser.

<p><b>Stream</b></p> 	<p>Stream is the application that allows to make available video recordings, to comment on them etc. Users who belong to an organization can safely transfer, display and make available the video clips. By using Stream we can make photos, meetings, training sessions etc. available to others. If the meeting was recorded in MS Teams we will find the file with the recording in Stream. The application works well with Teams, SharePoint, OneNote and Yammer. Stream makes it possible to manage the access to the recording. It is also available for installation on tablets and smartphones.</p>
<p><b>Yammer</b></p>  <p><b>Kaizala</b></p> 	<p>Yammer is a kind of social network of the organization. Kaizala is a communicator equivalent.</p> <ol style="list-style-type: none"> <li>1. It is good to use channels available in MS Teams to realize tasks. MS Teams allows to order subjects according to the planned meetings, teams and thematic channels created for the needs of work on particular project.</li> <li>2. Yammer and Kaizala can be treated as additional, less formal communication channels.</li> <li>3. Applications have also versions that can be installed on mobile devices.</li> </ol>
<p><b>Whiteboard</b></p> 	<p>The application provides access to the digital canvas where you can draw, write etc. while working in your team in real time.</p> <ol style="list-style-type: none"> <li>1. The version available through web browser has very limited functionality, which makes it impossible to work effectively. However it can be used to review the digital whiteboards.</li> <li>2. Installation version of the MS Whiteboard has the advanced tools allowing to paste pictures, documents, and slides, to create notes or lists, to write on keyboard, to draw using protractor and many other functions. The application can be downloaded for free from the Microsoft Store or the App Store.</li> <li>3. The application can serve as a „virtual flipchart” in creative work or during classes or trainings. It allows to publish the results (drawings or notes) as a picture and to publish them in OneNote or in Teams’ channels.</li> </ol>

### APPLICATIONS FOR THE ADVANCED USERS

<p><b>SharePoint</b></p> 	<p>SharePoint is designed for the complex web applications. Such programs as Calendar, Contacts or Teams use SharePoint to exchange information. SharePoint supports the management of data shared between users and programs. If we use Share Point application (not SharePoint via browser) we have also access to the advanced view of the content/files of the team of which we are owner or a member. SharePoint allows to restore previous versions of files and deleting them completely.</p>
<p><b>Power Automate</b></p> 	<p>Power Automate* is an Office 365 service which allows to optimize repetitive tasks. We can use templates or design the automation ourselves. The application allows to create connections between different web applications and to set the rules that will automate information flow **. Power Automate works also with external solutions (e.g. Twitter). Some functions are included in the trial version**.</p>
<p><b>Dynamics 365</b></p> 	<p>Dynamics 365** is a collection of two solutions: Dynamics CRM and ERP*. It includes many modules that support company management and it has many functions allowing for automation and analysis of data and making the data available. Different Office 365 applications use the above solutions and local administrators have additional tools to create solutions facilitating teamwork or analyzing how the applied solutions are used.</p>

\* subscription for education, which is free of charge is significantly limited

\*\* local administrator of the University of Silesia introduced limitations for a part of services. In order to check the possibility to unblock them please contact the IT Department

**Caution.** While installing the applications on your PC or mobile devices, your e-mail address in the @o365.us.edu.pl domain is your login, and your password is the same as the password you use to log in to the Office 365 website. When choosing the account option (Microsoft account /business account) you shall always select „the Business account”.