



## MICROSOFT 365 MIGRATION



**Microsoft when and where you need it.** Work anywhere, anytime, on any device. Microsoft 365 is ready when you are.

### OUTLOOK

- Organization and management of emails
- Streamline communication with enhanced autocomplete email address and look up feature; @Mentions
- Reminders for forgotten attachments in emails
- Automatically adds flight, hotel or rental car reservations to calendar if reservations received through email
- Ability to ignore messages/conversations
- Item alerts for important messages
- Clean Up feature for folders
- Open multiple Outlook Windows



### TEAMS

- Quick and handy chat platform
  - Invite teammates as conversation progresses
  - Name chats and save specific messages for future reference
  - Tag people to get their attention
- File sharing and real-time collaboration
  - Users can hold dynamic meetings, presentations, and worksessions where files can be shared and worked on by team members at the same time
- Join video calls and start conferences with a click
  - Join from any device and create recordings that you can use and store for future references
- Conversation threads and channels for convenience
  - Clearer communication by creating group chats where core members of your team can communicate directly with each other as well as using channels
  - Channels allow for organization of conversations by specific topics and projects, as well as ability to direct attention, send files, and collaborate with team members on specific projects
- Meeting and scheduling tools
  - Built-in calendar feature; Integration with Outlook



### STREAM

- Powerful video management tools
- Automatic closed captioning
- In-video facial recognition
- Personalized channels and page customization
- Interactive video engagement features



### ONEDRIVE/SHAREPOINT

- 1 TB of file storage
- Unlimited file access at all times
- Organizational platform for files
- Free-up device storage
- Securely store files and information
- Supports multimedia
- Shareable content across teams of different sizes
- Tightly integrates with other MS products
- Multi-purpose functionality built-in: document sharing, file management and social networking
- Customizable: ability to build custom elements in each of the MS SharePoint features
- Document management and collaboration
- Streamlined flow of information and cloud storage that can be accessed by mobile devices
- File sharing done by a simple click or touch of a button
- Integration with your existing apps
- Enhanced security: new workflow upgrades and authentication enhancements
- Ease of use and design assistance
- Content management: ability to publish documents on the platform and share it within or outside the organization
- Create and edit tasks from any device and convert documents to and from various formats, including PDF, Word, and Excel
- Collect and organize data in one place



### ONENOTE

- Real-time collaboration & Access on the go
- Easy navigation and organization of notes
- Access revisions & track changes
- Securely store info
- Use on any device & major operating system
- Scan handwritten notes & convert to text
- Touch capability to draw into system
- Supports multimedia. Record audio & video into your notebook
- Integrate with Microsoft apps & plugins



**AND MORE!** Including Forms, Word, PowerPoint, Excel, and Microsoft To Do.