

Office 365 – (O365)

OWA 2013

Additional Tabs

Tutorial # 1

(Story board)



Introduction

The following is a story board tutorial depicting the steps and screen selections required to perform various functions using the Office 365 OWA application.

What is covered in 'OWA 2013 – Additional Tabs' tutorial is a high level review of:

- Newsfeed Tab
- OneDrive Tab
- Sites Tab

As the tutorials are designed to be reviewed in a reasonable amount of time, each one covers specific activities. Other commonly used capabilities will be the subjects of other tutorials.



Overview



OWA 2013 Notes

- OWA 2013 currently has a total of 7 Tabs
 - Outlook
 - People
 - Tasks
 - Calendar
 - Newsfeed
 - Sites
 - OneDrive
- Documented in video tutorials OWA-1 thru OWA-8
- Subject of this tutorial

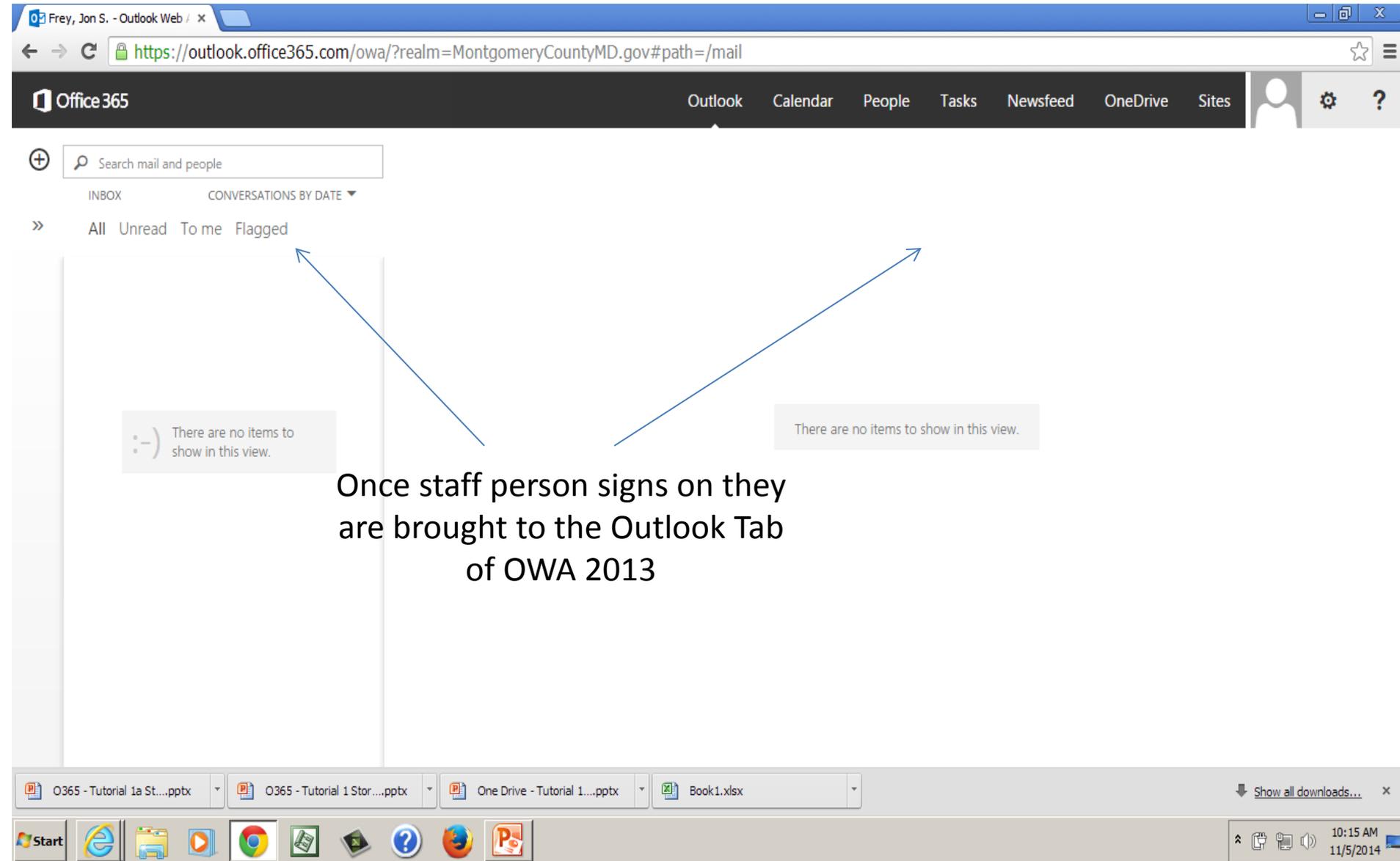
(Add link to Phase II Web site

<http://montgomerycountymd.gov/office365/>)



Basic OWA interface view

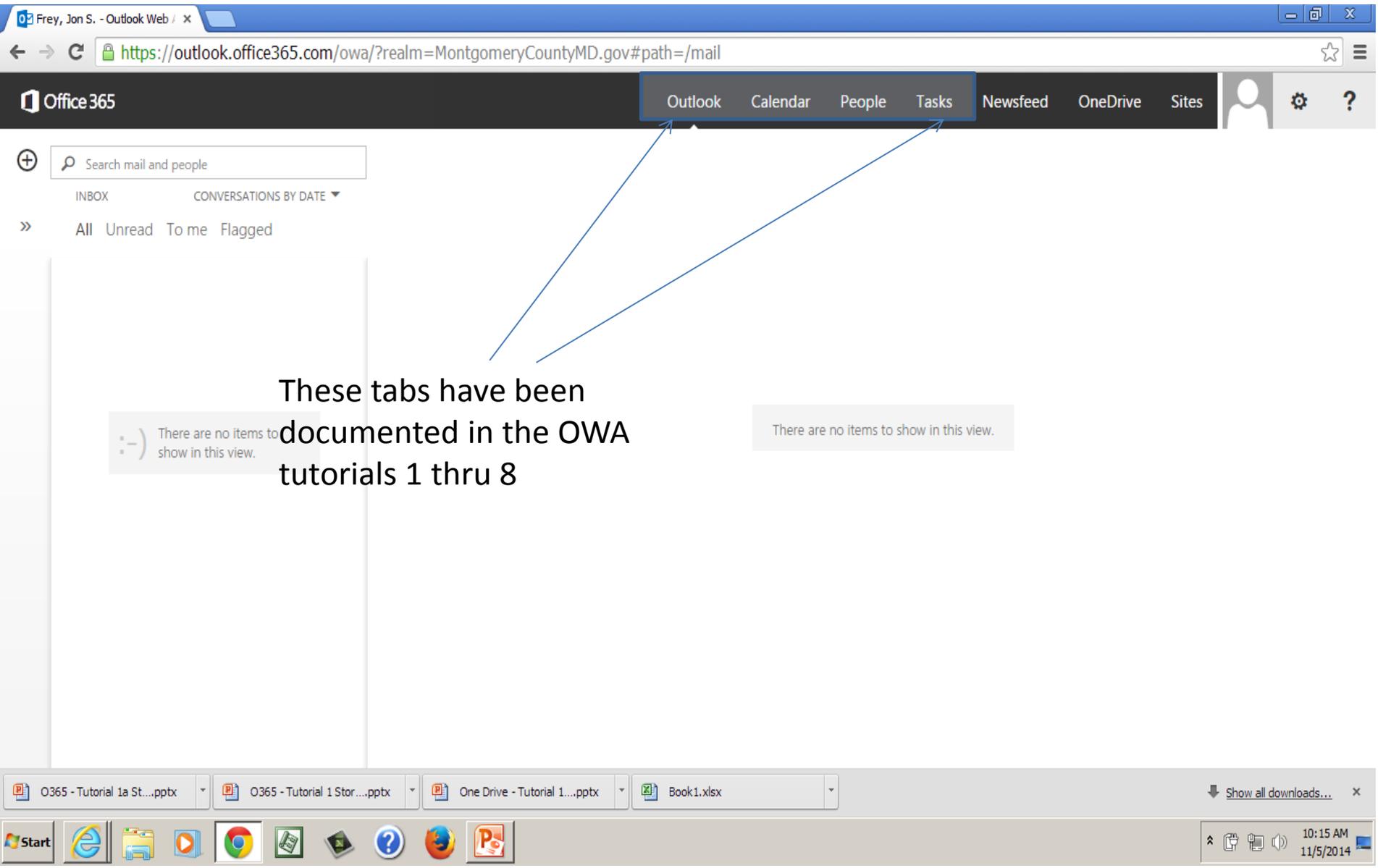
OWA 2013 – Additional Tabs – OWA interface display



Once staff person signs on they are brought to the Outlook Tab of OWA 2013

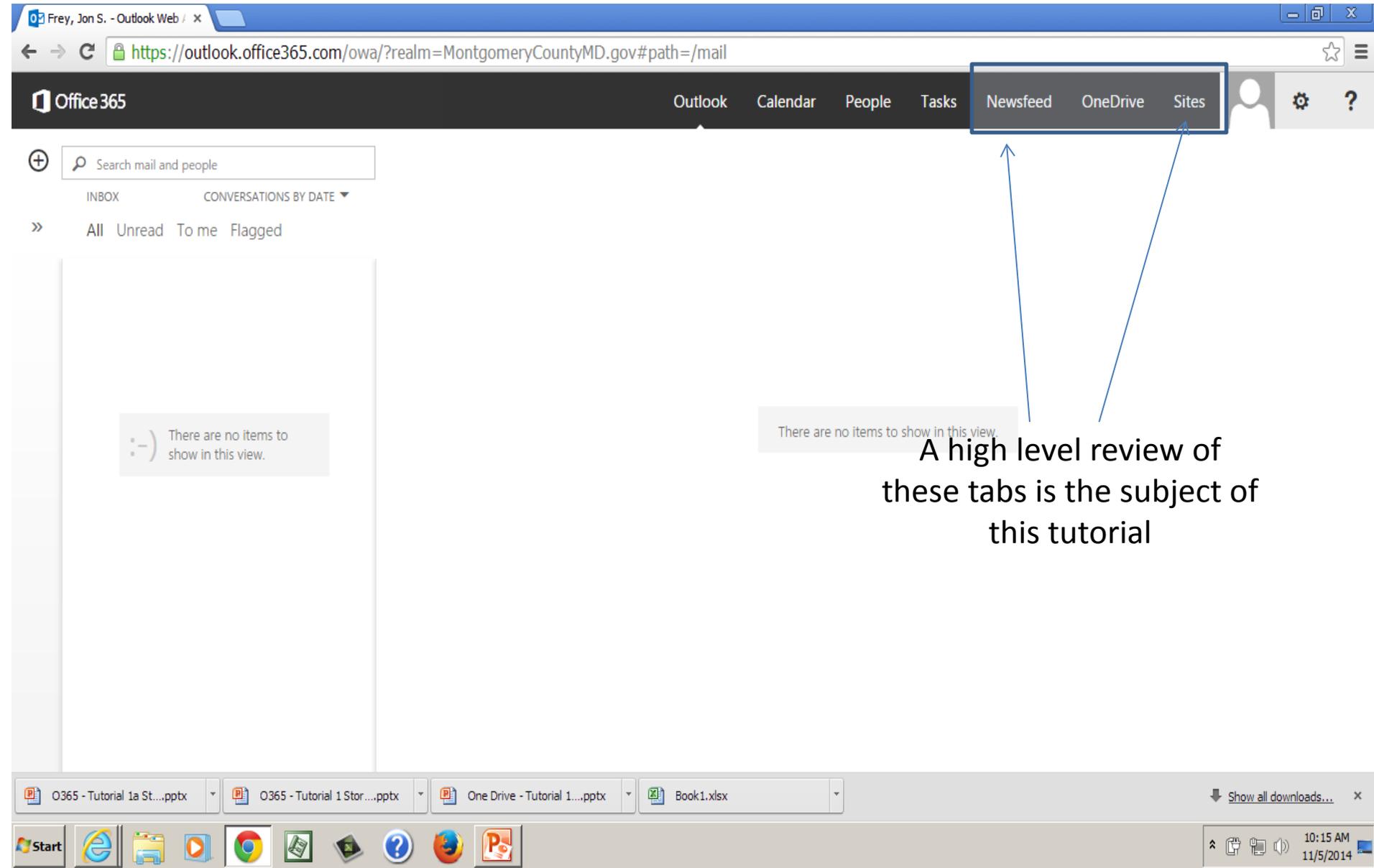


OWA 2013 – Additional Tabs – Tabs Previously Covered



These tabs have been documented in the OWA tutorials 1 thru 8

OWA 2013 – Additional Tabs – Additional Tabs



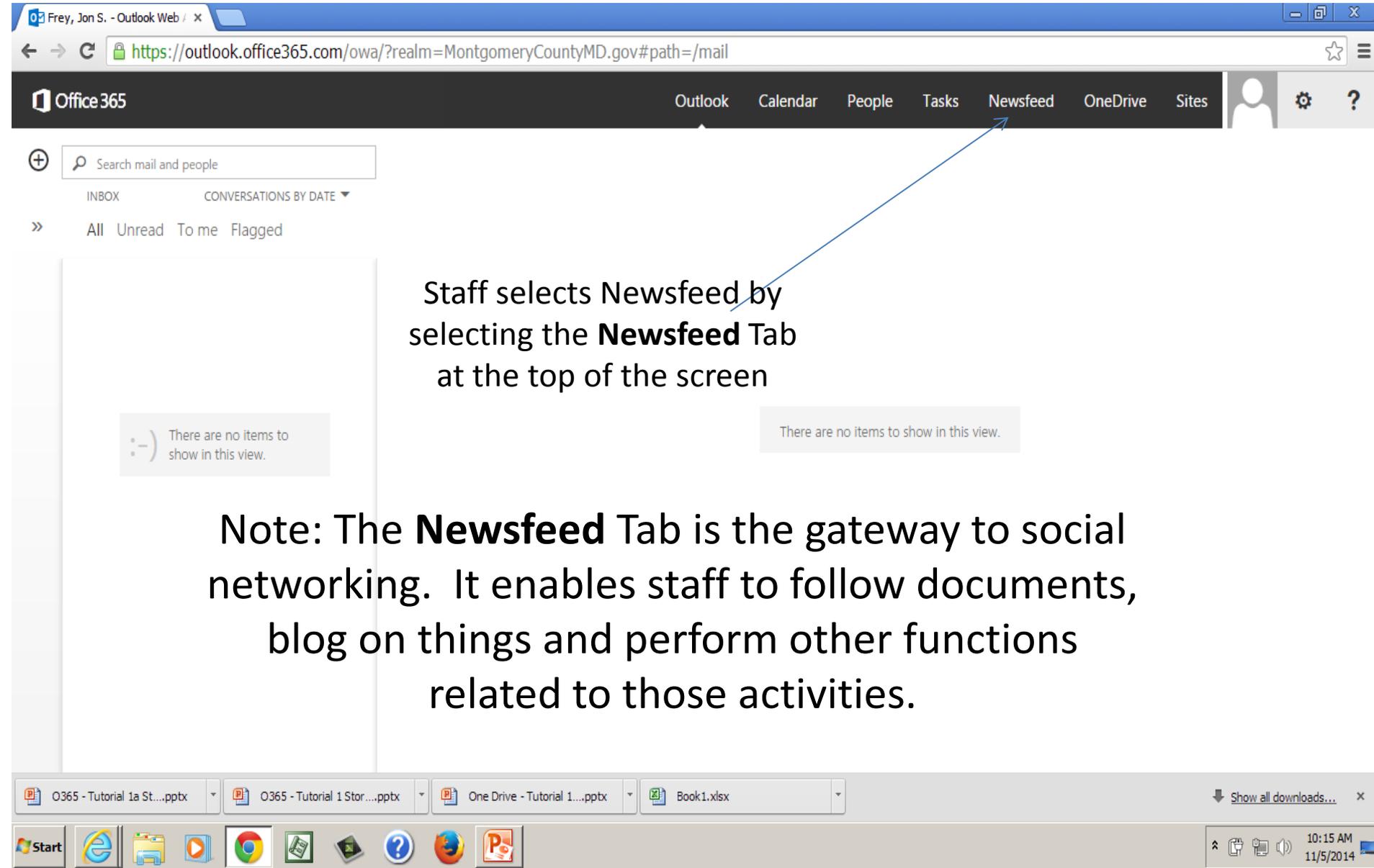
There are no items to show in this view.

A high level review of these tabs is the subject of this tutorial



Newsfeed Overview

OWA 2013 – Newsfeed Tab – Selecting Newsfeed



Staff selects Newsfeed by selecting the **Newsfeed** Tab at the top of the screen

Note: The **Newsfeed** Tab is the gateway to social networking. It enables staff to follow documents, blog on things and perform other functions related to those activities.

OWA 2013 – Newsfeed Tab – Home Screen

The screenshot shows the OWA 2013 Newsfeed Tab Home Screen. The browser address bar displays https://mcgov-my.sharepoint.com/_layouts/15/start.aspx#/default.aspx. The Office 365 navigation bar includes Outlook (3), Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. The Newsfeed section features a 'Share with everyone' dropdown, a 'Start a conversation' text box, and tabs for 'Following', 'Everyone', and 'Mentions'. A message states: 'It's pretty quiet here. Follow more people to see activity in your newsfeed, or see what Everyone is talking about.' The right sidebar shows 'I'm following' statistics: 4 people, 1 document, 1 site, and 0 tags. Below this is a 'Trending #tags' section with the note: 'tagging's been quiet lately. No trending tags right now.' The left sidebar contains a search bar, 'Newsfeed', 'About me', 'Blog', 'Apps', and 'EDIT LINKS'. Annotations with blue arrows point to the 'Folder area' (left sidebar), 'Shared with everyone area' (top text box), and 'I'm following area' (right sidebar statistics).

Folder area

Shared with everyone area

I'm following area

The Newsfeed Tab screen has three areas



OneDrive Overview

OWA 2013 – OneDrive Tab – OneDrive - Highlights

The screenshot shows the OneDrive for Business web interface. At the top, the Office 365 navigation bar includes tabs for Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. An arrow points to the OneDrive tab. The main content area displays a list of documents with columns for Name, Modified, Sharing, and Modified By. A search bar is visible at the top left of the document list. A taskbar at the bottom shows several open PowerPoint files and a Word document.

Staff selects OneDrive by selecting the **OneDrive** Tab at the top of the screen

OneDrive is a very large topic and has two (2) tutorials dedicated to it. Please refer to those. <http://montgomerycountymd.gov/office365/>

Name	Modified	Sharing	Modified By
Admin - Older Projects	October 21	Lock	Frey, Jon S.
O365 Migration Operations	September 24	Lock	Frey, Jon S.
O365-Phase 2 Items	September 04	Share	Frey, Jon S.
Sample Folder	July 21	Lock	Frey, Jon S.
Shared with Everyone	July 15	Share	Frey, Jon S.
Tutorials(SB-Video)	October 23	Lock	Frey, Jon S.
Various Items 10-14	October 21	Lock	Frey, Jon S.
Book1	October 22	Lock	Frey, Jon S.
Document	5 days ago	Lock	Frey, Jon S.
Document1	5 days ago	Lock	Frey, Jon S.



Sites Overview

OWA 2013 – Sites Tab - Selecting the Site Tab

The screenshot displays the Outlook Web App (OWA) 2013 interface. The browser address bar shows the URL: <https://outlook.office365.com/owa/?realm=MontgomeryCountyMD.gov&wa=wsignin1.0#path=/mail>. The Office 365 navigation bar is visible, with the 'Sites' tab highlighted. A blue arrow points from the 'Sites' tab to a message box that says "There are no items to show in this view." The interface also includes a search bar, navigation links for Outlook, Calendar, People, Tasks, Newsfeed, OneDrive, and Sites, and a taskbar at the bottom with various application icons.

OWA 2013 – Sites Tab - Main Tab Display

The screenshot shows the OWA 2013 interface for the Sites tab. At the top, there's a navigation bar with Office 365 logo and links for Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. Below this is a search bar and a 'new' button. The main content area is divided into sections: 'Public site' and 'Team Site' (both with SharePoint icons), 'Sites I'm following' (with a 'Blog' site listed), and 'Suggested sites to follow' (with four sites listed). Annotations with arrows point to these sections: 'Access to two types of sites. 1) Team collaboration, 2) Public sites' points to the Public and Team Site boxes; 'Blog Sites being followed' points to the Blog site in the 'Sites I'm following' section; and 'Suggested Sites to follow' points to the 'Suggested sites to follow' section. A 'Note' box is overlaid on the right side of the screenshot.

Note:
Site are a very specific business model, uses Share Point technology and will not be described in any addition detail in this tutorial

Access to two types of sites.
1) Team collaboration,
2) Public sites

Blog Sites being followed

Suggested Sites to follow

End of OWA – Addition Tabs Overview