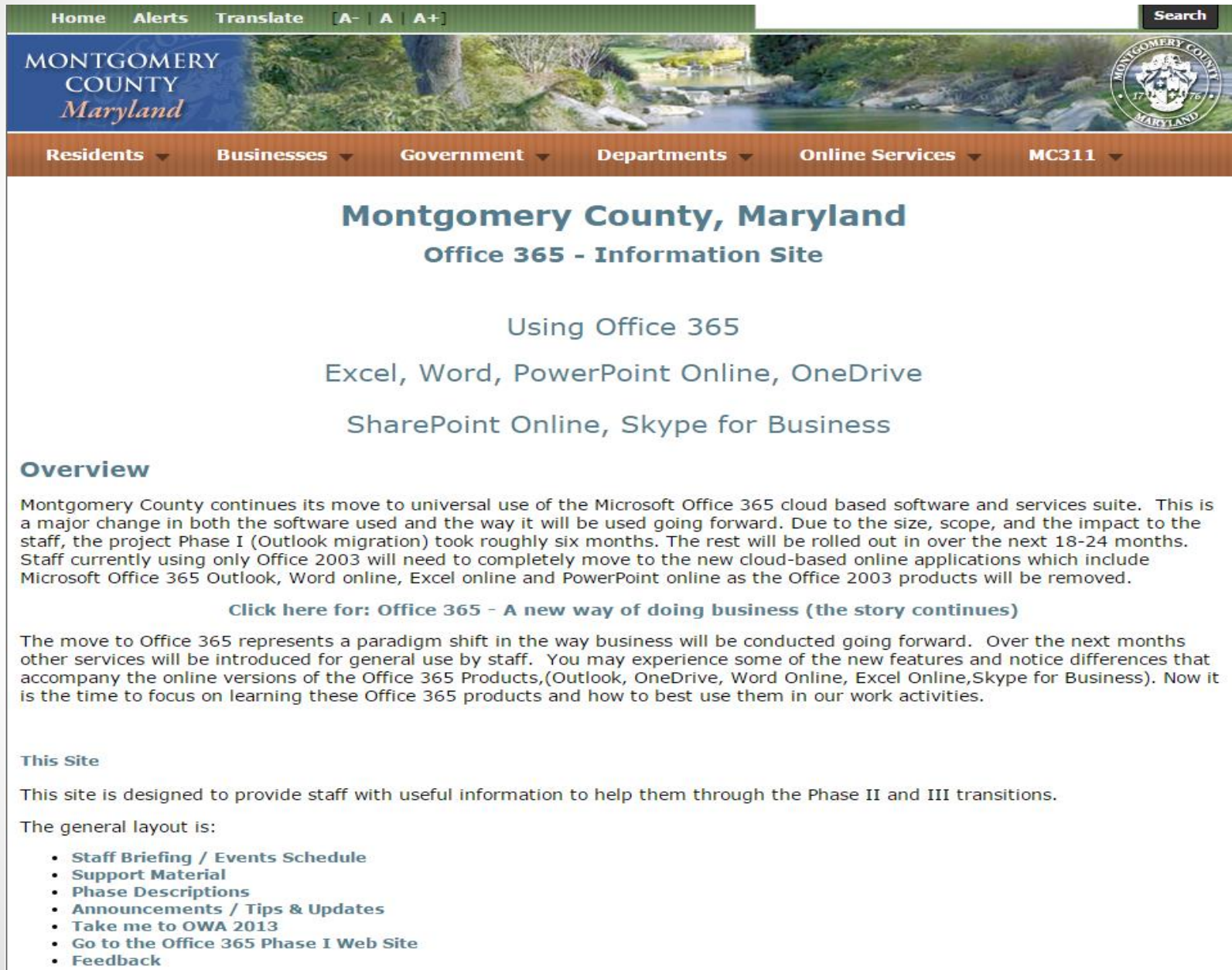# Tools and Support

Tools & Support

Scope:

There is a special Internet web site for Office 365 transition Included are storyboards, videos, links to a number of Microsoft reference tools and schedule of staff events.

Web site resources:

- Full web site
    - Many links to Microsoft support documents / tutorials
    - Various help support
    - Staff events schedule
- Link to Phase I reference material

http://montgomerycountymd.gov/office365/

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Staff Briefings / Events Schedule

This display provides key information regarding the training and briefing sessions available for staff This will be updated on a regular basis..

◀ ▶ **AUGUST 2015**

🖨 📑 Subscribe ≡ My Events

☐ All   Add to my Calendar | Email Reminder | More Event Actions ▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30 ☐ **9a** Office 2003 to Office 365 Transition Briefing	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

☐ All   Add to my Calendar | Email Reminder | More Event Actions ▼

Events calendar powered by Trumba

4

Support Material

Many Office 365 transition support documents have been collected to provide staff with useful information to help them get the most from this site. There are two major groups of staff in the County that are transitioning. One is those who use the Office 2003 (40%) the others who are using Office 2007, 2010 or 2013 (60%). Those who are currently using Office 2003 desktop based applications will need to move the the Office 365 online equivalents as their desktop applications will be removed. All others will continue to use their existing desktop versions.

The following tabbed interface allows us to focus materials in specific areas to ease the finding of answers.

| General | Excel | OneDrive | Outlook | PowerPoint | Word | SharePoint | Skype for Business | New Features |

General

This tab contains general information regarding the Office 365 project. It is updated regularly with overall project items

Training - General Overview - (Video)
Training - Office 2013 - Items
Training - Microsoft Videos for Government

Reference - Department On-Site IT Contacts
Reference - County Help Desk O365 Support Plan
Reference - Office 365 general FAQs
Reference - Storing and Sharing Information - (Microsoft)
Reference - Translating documents - (Microsoft)
Reference - Office 365 desktop vs online feature comparison (Microsoft)
Reference - File Types supported by Office online applications (Microsoft)

Communications - TOMG - Office 365 Phases II & III presentation (2-10-15)
Communications - TOMG - Office 365 Phases II & III presentation (7-9-15)
Communications - Phase II - Terms
Communications - Phase II - FAQ's
Communications - Phase II - The Microsoft model

Tools - MicroSoft File Viewers (5-30-15)

Support Material

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The following tabbed interface allows us to focus materials in specific areas to ease the finding of answers.

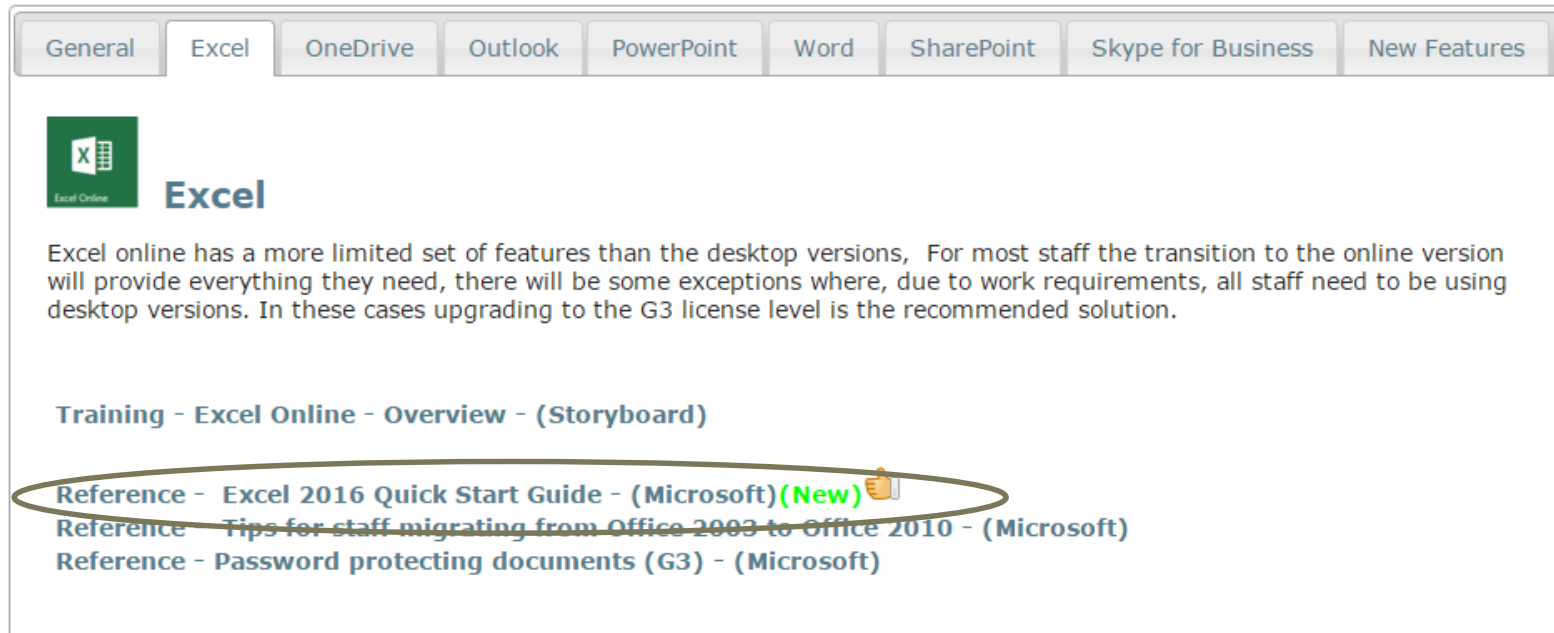| General | Excel | OneDrive | Outlook | PowerPoint | Word | SharePoint | Skype for Business | New Features |

Excel

Excel online has a more limited set of features than the desktop versions, For most staff the transition to the online version will provide everything they need, there will be some exceptions where, due to work requirements, all staff need to be using desktop versions. In these cases upgrading to the G3 license level is the recommended solution.

Training - Excel Online - Overview - (Storyboard)

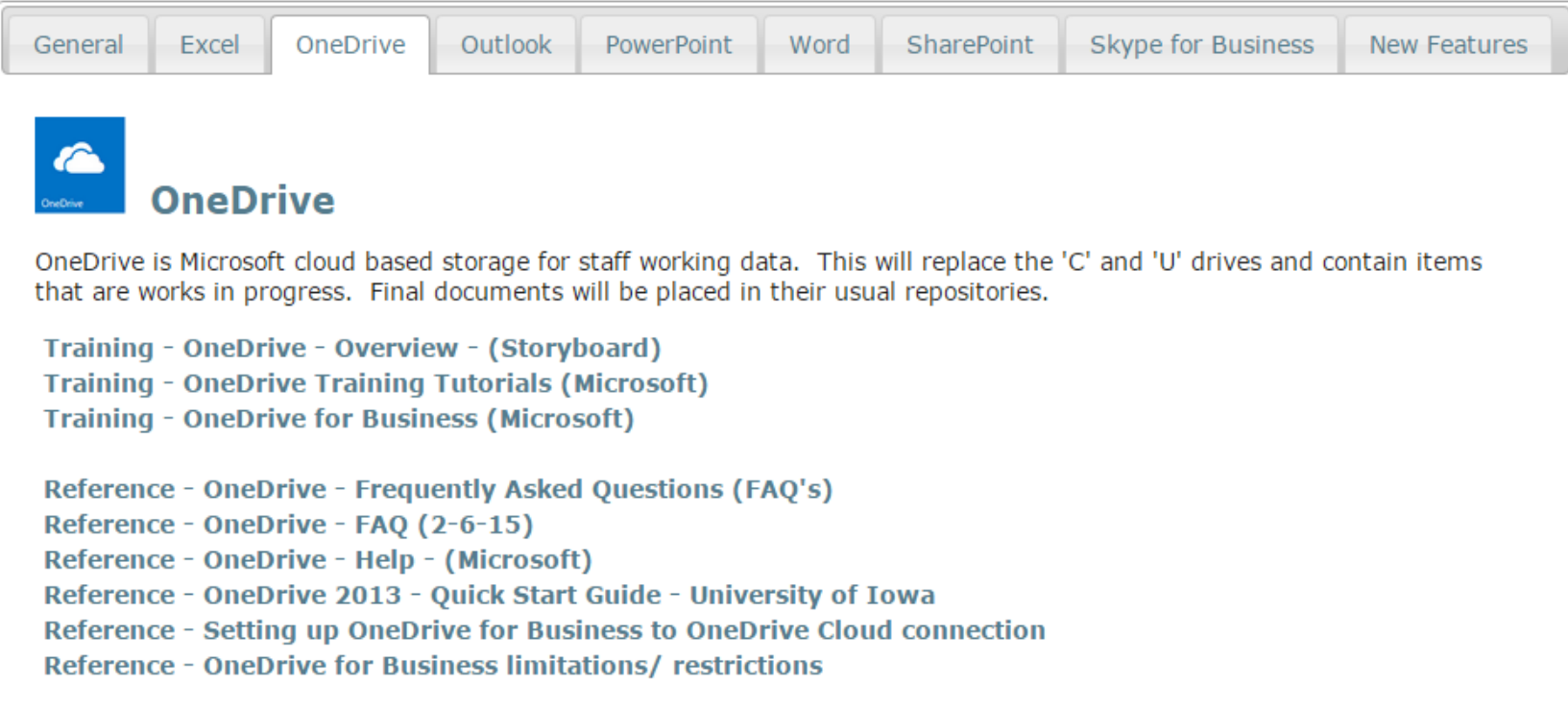**Reference - Excel 2016 Quick Start Guide - (Microsoft)(New)**
Reference - Tips for staff migrating from Office 2003 to Office 2010 - (Microsoft)
Reference - Password protecting documents (G3) - (Microsoft)

Support Material

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The following tabbed interface allows us to focus materials in specific areas to ease the finding of answers.

General	Excel	OneDrive	Outlook	PowerPoint	Word	SharePoint	Skype for Business	New Features

OneDrive

OneDrive is Microsoft cloud based storage for staff working data. This will replace the 'C' and 'U' drives and contain items that are works in progress. Final documents will be placed in their usual repositories.

Training - OneDrive - Overview - (Storyboard)
Training - OneDrive Training Tutorials (Microsoft)
Training - OneDrive for Business (Microsoft)

Reference - OneDrive - Frequently Asked Questions (FAQ's)
Reference - OneDrive - FAQ (2-6-15)
Reference - OneDrive - Help - (Microsoft)
Reference - OneDrive 2013 - Quick Start Guide - University of Iowa
Reference - Setting up OneDrive for Business to OneDrive Cloud connection
Reference - OneDrive for Business limitations/ restrictions

Support Material

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| General | Excel | OneDrive | Outlook | PowerPoint | Word | SharePoint | Skype for Business | New Features |

Outlook

The Outlook migration was conducted during the summer and fall of 2014. 11,500 mailboxes were moved and all staff was provided access to the other Office 365 applications and tools. Although the migration is over the training materials are contained in the Phase I site (**link to Phase 1 site**),

Training - Outlook Training - (Microsoft)

Video Training - QuickSteps - Creating encrytion ready messages (DTS)(New)

Reference - Outlook 2016 - Quick Start Guide - (Microsoft)(New)

Reference - Quick Steps - Automate repetitive tasks - (Microsoft)(New)
Reference - OWA Web App - (Microsoft)
Reference - Exchange online - Service Description - (Microsoft)

Support Material

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The following tabbed interface allows us to focus materials in specific areas to ease the finding of answers.

| General | Excel | OneDrive | Outlook | PowerPoint | Word | SharePoint | Skype for Business | New Features |

PowerPoint

PowerPoint online has a more restricted set of features than the desktop version, For many staff the transition to the online version will provide everything they need. There will be some exceptions where, due to work requirements, all staff need to be using desktop versions. In these cases upgrading to the G3 license level is the recommended solution.

Training - General Overview - (Video)

Reference - Powerpoint 2016 - Quick Start Guide - (Microsoft)(New)
Reference - Phase II - The Microsoft model
Reference - Password protecting documents (G3) (Microsoft)

http://montgomerycountymd.gov/office365

Support Material

Many Office 365 transition support documents have been collected on this site to provide staff with useful information to help them get the most from their Office 365 capabilities. There are two major groups of staff in the County that are transitioning. First are those who currently use the Office 2003 (roughly 40% of the staff) the others who are using Office 2007, 2010 or 2013 (roughly 60% of the staff). Those who are currently using Office 2003 desktop based applications will need to move the the Office 365 online equivalents as their desktop applications will be removed. All others will continue to use their existing desktop versions or should their departments choose to they can be upgraded to the Office 365 G3 lisence level

The following tabbed interface allows us to focus materials in specific areas to ease the finding of answers.

| General | Excel | OneDrive | Outlook | PowerPoint | Word | SharePoint | Skype for Business | New Features |

Word

Word online has a more limited set of features than the desktop version. For many staff the transition to the online version will provide everything they need. There will be some exceptions where due to work requirements all staff will need to be using desktop versions. In these cases upgrading to the G3 license level is the recommended solution.

Training - Word Online - Overview - (Storyboard)
Training - Word Online - Selected Functions - (Storyboard)

Reference - Word 2016 - Quick Start Guide - (Microsoft)(New) 👍
Reference - Word Online Help (Microsoft)
Reference - Tips for staff migrating from Office 2003 to Office 2010 (Microsoft)
Reference - Password protecting documents (G3) (Microsoft)

Take me to OWA 2013

This is link to the new OWA 2013 should be bookmarked. It should replace all other references or favorites pointing to the old OWA.

Office365.MontgomeryCountyMD.gov

Feedback

Please send feedback to the **O365 project team**

To request an accommodation for employees with disabilities, please contact Change Management at **Change.Management@montgomerycountymd.gov** or 240-773-3337

Go to the Office 365 Phase I Web Site

This is link to the Office 365 Phase I web site is provided as that location continues to have useful reference material.

Office365 Phase I Web Site

O365

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Select Language ▼

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