



Microsoft 365 Basics

The platform for your business's AI and intelligent technology

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M365 - Strategic Advantages



Work from anywhere: Even if you're not in the office, work still needs to happen from home or remote locations.



Stay connected: Teams stretched across locations or regions need tools that keep everyone connected without requiring physical presence or expensive travel.



Low up-front investment: M365 delivers enterprise capabilities without building expensive local infrastructure



Flexibility and resilience: If your laptop is lost or a flight gets cancelled, your files stay safe in the cloud and work continues from any device, anywhere

Email & Calendar - New Outlook



Available: Access email, calendars, and contacts from any device anywhere you have internet, whether you're in the office, at home, or at a remote site



Secure: Built-in protections automatically guard against phishing, malware, and data loss without requiring you to do anything special



Fast: Quicker startup and smoother performance especially when handling large mailboxes or slow connections



Centralized: Unified calendar view showing your schedule alongside Teams meetings and to-do items in one workspace

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The screenshot shows the Microsoft Outlook application window. At the top right, the 'New Outlook' toggle switch is highlighted with a red rectangle and is currently turned on. The interface includes a search bar, a ribbon with 'File', 'Home', 'View', and 'Help' tabs, and a list of email items in the 'Inbox'.

From	Subject	Received
Today		
<input type="checkbox"/> Ryan Palm	Brenner TR Virtual office to AVD potential. Hey Tony, I'm for when we can conn...	5:56 PM
<input type="checkbox"/> Dustin Shaw	Dustin Shaw shared "Remit Migration to the Cloud-20260506_140104-Meeting Re..."	3:22 PM
<input type="checkbox"/> Kevin Eckelman	Re: [EXTERNAL] Re: [EXTERNAL] Re: Kelley Create / Belmont Cabinets — Copilot ...	1:36 PM
<input type="checkbox"/> Kevin Eckelman	Fw: [EXTERNAL] Re: [EXTERNAL] Re: Kelley Create / Belmont Cabinets — Copilot ...	1:21 PM
<input type="checkbox"/> Girish Parasharami	RE: US MSP Name: Kelley Create Site Name: ETE Custom Server Project: Tenant...	11:46 AM
<input type="checkbox"/> Toby Greenfield	Re: US MSP Name: Kelley Create Site Name: ETE Custom Server Project: Tenant...	11:33 AM
<input type="checkbox"/> Cathie Haynor	Automatic reply: Didn't get initial creds for new tenant Hello, thanks for your em...	11:17 AM



SharePoint – Company Files



Organized: SharePoint creates team sites where departments, projects, or regional offices store shared documents everyone needs



Version history: Tracks every change so you can see who edited what and restore previous versions if needed









Permission controls: You decide who can view, edit, or manage specific files and folders without sending copies via email

















Centralized: When teams are small or stretched thin, SharePoint becomes your single source of truth so people aren't hunting through email attachments

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Documents ▼

 Open ▼  Share  Copy link  AI actions ▼  Delete  Pin to top  Favorite  Add shortcut ▼  Download  Move to

 Name ▼	Modified ▼	Modified By ▼	Sign-off status ▼	+ Add column
 Toshiba Firmware	March 22, 2023	Michael North		
 windows 11 upgrade	April 24, 2025	Jerry Nordbye		
<input type="radio"/>  XeroxC60Pro_2019-11-25T1151	December 29, 2025	Jim Swannack		   
 1.1Techs & Machines.xlsx	A few seconds ago	Tony Robison	Approved	
<input checked="" type="checkbox"/>  1.2Windows 11.docx	A few seconds ago	Tony Robison		  
 1test scan.pdf	February 20, 2025	Israel Botello		



OneDrive - Your Personal Files



Sync folders: Files sync between computer and cloud automatically, keeping your work safe and accessible.



Version history: Restore previous versions if mistakes happen, giving you confidence to edit freely.



Share links: Send secure file links instead of attachments, saving inbox space and ensuring everyone sees the current version.



Offline access: Work without internet then sync when connected, perfect for travel or areas without connectivity.

Teams – Communication Central



Chat and channels: Replace lengthy email threads, organizing conversations by project or team so everyone stays on the same page.



Video meetings: Meetings with screen sharing let you collaborate face-to-face without travelling between offices, saving time and reducing costs.



SharePoint integration: Files in Teams are automatically stored in SharePoint with version control, so documents stay organized and accessible.



Meeting recordings and transcripts: Help people catch up when they miss sessions due to time off, travel, or schedule conflicts.



Copilot Integrations - AI That Helps



Email: Summarize long email threads, Teams chats, or meeting recordings to quickly catch up after travel or seasonal schedule changes



Teams: Generate meeting notes and action items, so people who miss sessions due to time off or travel delays stay informed



Office Apps: Generate document drafts, analyze spreadsheet data, or create presentation outlines reducing time on routine tasks



SharePoint: Ask natural-language questions to find information across libraries without remembering exact file names or locations

Putting It All Together

- Exchange and Outlook connects communication with enterprise email and calendaring for reliable business operations.
- SharePoint manages team knowledge creating a single source of truth for shared documents.
- OneDrive protects personal files with automatic cloud backup and cross-device access.
- Teams drives collaboration uniting chat, meetings, and files in one central hub.
- Together these tools support you organization's needs for distributed teams, resilience, and remote work flexibility.



Thank You

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