

Just in Time Resources

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OneDrive Overview

<https://support.office.com/en-us/learn/office365-for-business/scenario-store-sync-and-share-your-content>

OneDrive tips

- OneDrive vs. CMSD Home Directory (HomeDir)
 - You have a choice as to where you save your files. The Office 365 environment favors using OneDrive, but you always have the option of saving to whatever drive/folder you choose.
 - OneDrive is available without any specific configuration on your computer, you save and retrieve docs through your computer's browser.
 - You can also download OneDrive Sync, which will integrate OneDrive into your Windows Explorer. If you choose to set up OneDrive Sync, you have the option to keep your files synchronized between your computer and the OneDrive cloud.
 - If you're using a CMSD issued computer, your existing files will be still be in your CMSD homedir (MyDocs (\\cmsd.net\data\homedir2\username)(H:))
 - You can choose to move files from your homedir to OneDrive. At some point in the future, OneDrive will be used exclusively and home dir access will be discontinued.

Office Overview

<https://support.office.com/en-us/learn/office365-for-business/scenario-get-it-done-from-anywhere>

Training: Get it done from anywhere

<http://go.microsoft.com/fwlink/p/?LinkId=510967>

Word

Using Word in your browser (video)

<http://go.microsoft.com/fwlink/p/?LinkId=511364>

Create, Edit, and share documents online

<http://go.microsoft.com/fwlink/p/?LinkId=511366>

Work together on a document with Word Online

<http://go.microsoft.com/fwlink/p/?LinkId=511367>

Excel

Basic tasks in Excel Online

<http://go.microsoft.com/fwlink/p/?LinkId=511332>

Share a workbook in Office 365

<https://support.office.com/en-us/article/Share-a-workbook-in-Office-365-7032d12f-528c-49e1-a366-e48b93307d45?ui=en-US&rs=en-US&ad=US>

PowerPoint

Get started with PowerPoint Online

<http://go.microsoft.com/fwlink/p/?LinkId=511354>

Work with other people on a presentation

<https://support.office.com/en-us/article/Work-with-other-people-on-a-presentation-20b2c606-6140-4b0c-8540-159c3d248255?ui=en-US&rs=en-US&ad=US>

OneNote

Basic tasks in OneNote Online

<http://go.microsoft.com/fwlink/p/?LinkId=511384>

Use OneNote Online to share notes with other people

<http://go.microsoft.com/fwlink/p/?LinkId=511388>

SharePoint Online (also referred to as "Sites") Overview

https://support.office.com/en-us/article/Get-started-with-SharePoint-2013-909ec2f0-05c8-4e92-8ad3-3f8b0b6cf261?ui=en-US&rs=en-US&ad=US#_wants_to_control

Following Sites

<https://support.office.com/en-us/article/Video-Follow-a-SharePoint-site-33db6fa5-9528-45d7-bcc7-f9c1faaaca0?ui=en-US&rs=en-US&ad=US>