

Microsoft 365 Training

On Computer: Go to www.office.com sign in using your @nhicks email

All of your apps show up on the left of screen. This may be all available or all downloaded depending on how you downloaded the product. (or it was downloaded by NI) You can log on to any computer or device (up to 5) to access these apps and your email.

If you have iphone or android device you can download to have access to your email on your phone and not have work email blend into personal as you select the Outlook app to view the email and not your phone (personal) email.

OneDrive: I use this quite a bit... You have access to very large cloud storage. Instead of using server you can store items here and access from home if you are using a different computer. Also you can store a document and email or share with someone who can update the document and you both have the updated versions. There are options on who can edit and you can require a password.

SharePoint: is also another storage/share area. I have created Communication sites and we can use as a personal/inter office area to send messages and attach files for quick access.

Teams: You should all have Teams set up to chat with other employees and send files. You can also make calls and do screenshares with others.

Training is included for most applications go to:

<https://support.microsoft.com/en-us/training> Log on to your account and click around. There are videos that will give quick tutorials on many different subjects.