



7 Fun Features of Office 365 that you probably didn't know about

By now you've most likely heard that Microsoft has a cloud version of Office, called Office 365, and that you pay for it on a subscription basis either monthly or annually. As O365 continues to gain popularity, Microsoft has been gradually adding cool new features to it. We were able to gather a short list of what we thought were the best new things you could do with O365 that most people didn't know it could do. Hope you like 'em!

Multiple people can edit the same document at once

Everyone can edit a document at the same time in Word, PowerPoint or Excel. You can see the changes as different team members make them and see which member is doing the editing. No more emailing attachments. Everyone can just pile on and work at once. By the way, while this feature is new for Office 365, it's not unique to Microsoft. Google Apps offers the same. But the first time you see it in action, it's pretty wild!

"Skype for business" with co-workers while working on a document

With this new feature, you can simply click a "Chat" button to begin chatting with everyone working in the document over Skype. Even if you leave the Office document, you'll be able to continue the conversation via Skype for business on your desktop or phone, so you can keep talking to the team as they make edits.

Link to files, don't attach them

If your company uses a business edition of Office 365, here's a nifty trick for sharing a file. Upload your file to Office 365's cloud storage. Fire up the cloud version of Outlook (known as Outlook Web App) and instead of attaching a file, link to the file on your cloud. This isn't unique to Office 365 — all cloud storage services allow you share documents via links. But Outlook will automatically grant edit permission to the people you are emailing. (you can change their permissions, too).

Use two Microsoft cloud storage accounts on your Android phone

Microsoft has created an app called OneDrive app for Android. It lets you use both your corporate Microsoft cloud storage (OneDrive for Business) and your personal Microsoft cloud storage (OneDrive) from a single app. You can just toggle between them.

Teach your inbox to de-clutter itself

Both Microsoft and Google are trying to offer machine learning technology to surface important emails from a world full of spam. Google has the "Priority Inbox." Microsoft is starting to roll out its version called "Clutter". "Clutter" takes any and all rules you have set up for you inbox and uses them. You then train it by marketing messages as clutter. It will then starts to automatically move less important messages into the "Clutter" folder for you to read or delete later.

Turn notes into calendar items

You can use Microsoft's note-taking tool OneNote, inside of Microsoft Outlook. So if you write a to-do list in OneNote, you can easily convert it to a bunch of tasks with deadlines and reminders on your calendar. You can automatically add calendar meeting details like date, location, topic, agenda and attendees, to your notes. Then you can email the meeting notes to your team using the "Email Page" button.

Excel charts, graphs, pivot tables made easy

The power of Excel is how easily it turns data into charts. With the latest version, this function has been beefed up. Microsoft has collected all the ways you can format your data into a feature called "Quick Analysis". You just select the cells, fire up the Quick Analysis tool and click through your options for visually presenting the material: charts, totals, tables and sparklines (tiny line charts), etc.

We hope you've found this information useful. As always, any questions regarding O365 just reach out to your Agility O365 guru (aka Agility primary consultant) for answers or inspiration

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