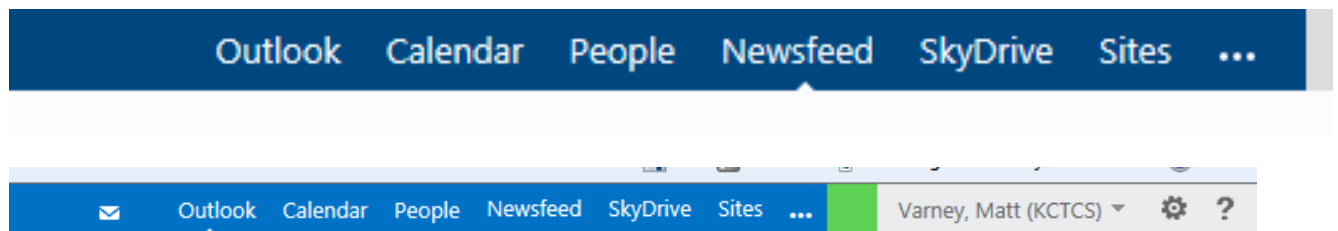


The Office 365 Suite of Services

There are a number of services offered through the Microsoft's Office 365 platform. KCTCS's first initiative in this space was for e-mail hosted by Microsoft through the Exchange feature set, found at <https://outlook.com/kctcs.edu>. Email messaging is a tried and true method for communication and information sharing, but there are more feature rich and more highly capable solutions for modern collaboration and more robust content management in the rest of the Office365 service offering.

In Office 365, users will see a top navigation bar in the upper right half of the screen similar to below. This global navigation bar will be available throughout the Office 365 experience no matter what page or application may be in use.



A summary of each link is as follows:

Outlook

Webmail client for e-mail (e-mail is also available via the full desktop Outlook client). This leads to the familiar web mail screen for managing e-mail communications.

Calendar

Your personal calendar (also available in the Outlook client) allowing you to set appointments and meetings. Also allows you to view other calendars for other people and resources, as well as use the Scheduling Assistant to help find a suitable time for all meeting attendees to meet.

People

This is your personal contacts list (also available in the Outlook client). The contacts list may actually contain information from several managed lists, including the personal list, the GAL, LinkedIn, etc. Can also be connected to your LinkedIn and Facebook accounts, allowing you to view everyone you know in one space. This is a highly personalized view.

Newsfeed

Think of this as your personal view into the workplace. All conversations, tags, content, and updates sites that you follow will be listed here on your timeline on the Newsfeed page. This is also where

you can manage some information in your KCTCS user profile. The profile is “seeded” or starts from Active Directory (well, PeopleSoft ultimately). Supplemental information about you and your projects, skills, and interests can be provided by you. Your tasks from all of the team sites on Office365 will roll up here, as well as links to the most recent documents you have read or worked on (no matter where they are stored). Additionally, in the footer, there are links back to additional platforms throughout the intranet infrastructure including the intranet and search. This service offering has been styled with a custom look and feel similar to other KCTCS employee services to help bridge the gap between

SkyDrive

This is your link to the web interface of your personal storage. You can also get to your SkyDrive (which is simply your personal storage space on Office365) through any number of clients, both from the desktop or from mobile devices. Your SkyDrive is for your personal work related files. Items can be selectively shared to individuals or groups as you see fit, offering a nice solution for ad-hoc sharing. For more robust sharing and true collaboration in a longer term setting, the preferred solution is a team site or a project site on the SharePoint Online portion of Office365.

Sites

Link to a page that lists all the sites you have elected to follow. Suggestions for sites that you should follow are also listed here. This is the next evolution of the “My Team Sites” feature on thePoint and takes that concept to a new level.

...

The “...” link connects you to Office.com at Microsoft, allowing you to learn more about Office products and to manage any Office client downloads you may be licensed for.



The name presence indicator allows you to manage your Lync presence, as well as open another mail box and to sign out of the Office365 services.

The gear icon

Is contextual per service, but in Outlook, you can set your out of office/auto replies here. Additional settings related to mail, including Site Mail boxes (e-mail boxes tied to a team or project site) can be accessed and managed here. In other service areas, the gear leads to site-specific settings on the SharePoint side.

Question Mark Icon

Again, contextual depending on the service offering, but this leads to Microsoft’s help for this area. This is the primary support vehicle for all users.