

Illustrated Microsoft Office 365 2016

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core aspects of this suite you'll learn how to perform various email functions via exchange next you will learn how to communicate using skype for business and microsoft teams to boost your productivity this book will help you learn everything from using instant messaging to conducting audio and web conferences and even accessing business information from any location in the final chapters you will learn to work in a systematic style using file management and collaboration with onedrive for business using sharepoint by the end of this book you'll be equipped with the knowledge you need to take full advantage of office 365 and level up your organization's productivity what you will learn understand the ui of office 365 perform a variety of email functions through exchange communicate using skype for business and microsoft teams explore file management using onedrive for business collaborate using sharepoint understand how to leverage office 365 in your daily tasks who this book is for if you are an it professional who wants to upgrade your traditional office suite this book is for you users looking to learn configure manage and maintain an office 365 environment in their organization will also find this book useful some understanding of microsoft office suite and cloud computing basics will be beneficial

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focusing on creating a master task list linking notes to meetings and more the book also guides you through handling projects involving many people and external contractors agencies you ll explore effective email communication meeting management and open collaboration across the organization you ll also learn how to automate different repetitive tasks quickly and easily even if you re not a programmer transforming the way you import clean and analyze data by the end of this microsoft 365 book you ll have gained the skills you need to improve efficiency with the help of expert tips and techniques for using m365 apps what you will learn understand how different ms 365 tools such as office desktop teams power bi lists and onedrive can increase work efficiency identify time consuming processes and understand how to work through them more efficiently create professional documents quickly with minimal effort work across multiple teams meetings and projects without email overload automate mundane repetitive and time consuming manual work manage work delegation execution and project management who this book is for if you use microsoft 365 including ms office 365 on a regular basis and want to learn about the features that can help improve your efficiency this book is for you you do not require any specialized knowledge to get started

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functionality in microsoft 365 and power platform by the end you will be equipped with skills to effectively use microsoft 365 sharepoint online and the power platform whether it s enhancing career prospects or improving business operations this book is a perfect companion on your journey through the microsoft office 365 suite what you will learn collaborate effectively with sharepoint teams onedrive delve search and viva boost creativity and productivity with microsoft copilot develop and deploy custom applications using power apps create custom bots using power virtual agents copilot studio integrate with other apps automate workflows and repetitive processes with power automate desktop rpa design reports and engaging dashboards with power bi utilize planner to do and gather feedback with polls and surveys in microsoft forms experience seamless integration in the mobile platform who this book is for this cookbook caters to professionals stepping into the world of microsoft 365 and sharepoint online it is tailored for a broad spectrum of skillsets including general business professionals it administrators and enterprise architects who are newcomers to microsoft 365 offering valuable insights for establishing a contemporary digital workplace effectively

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you'll then progress through to managing core office 365 services such as exchange online onedrive sharepoint online and azure active directory and this book also features recipes that'll help you to manage newer services such as microsoft search power platform and microsoft teams in the final chapters you'll delve into monitoring reporting and securing your office 365 services by the end of this book you'll have learned about managing individual office 365 services along with monitoring securing and optimizing your entire office 365 deployment efficiently what you will learn get to grips with basic office 365 setup and routine administration tasks manage office 365 identities and groups efficiently and securely harness the capabilities of powershell to automate common administrative tasks configure and manage core office 365 services such as exchange online sharepoint and onedrive configure and administer fast evolving services such as microsoft search power platform microsoft teams and azure ad get up and running with advanced threat protection features provided by the microsoft 365 security compliance center protect your organization's sensitive data with office 365 data loss prevention monitor activities and behaviors across all office 365 services who this book is for this book is for newer office 365 administrators and it pros alike and comes with recipes of varying difficulty levels along with step by step guidance whether you are new to office 365 administration or just seeking new ideas this cookbook contains recipes to enhance your organization's app and service management and productivity

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