

Microsoft 365 Tools

OIT Behind the Scenes

Webinar Series



Setting Expectations



Lights!

- Camera & Audio



Action!

- Participatory Activities



Camera!

- Recorded Session



Cut!

- Q & A

LEARNING OBJECTIVES

- Identify what applications are included with our Microsoft licenses, what they do, & how to access them
- Recognize how Microsoft 365 helps keep you secure
- Understand the built-in benefits of Microsoft partnerships
- Get tips and tricks for lesser-known Microsoft 365 apps



Overview: Microsoft 365

Nick Hansard

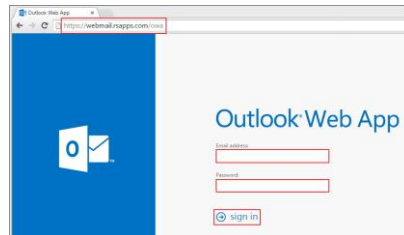
Microsoft 365 at UC Merced: A Short History



UC Merced launched Office365 as a replacement for our email and calendar solutions in 2013



Cyber Security



Outlook Web App



Microsoft Pro Plus



Microsoft Lync

O365 is now Microsoft 365



Microsoft **Productivity** Tools

Installed Tools



Outlook



Word



Excel



PowerPoint



OneDrive



Access



OneNote



Visio*



Publisher



Microsoft **Productivity** Tools

Outlook For the Web



Outlook



Word



Excel



PowerPoint



OneNote



Visio*



Microsoft Collaboration Tools



Teams



Bookings



OneDrive



Stream



Yammer



Planner



Sharepoint



FindTime



Microsoft Classroom Tools



Teams
Classroom



Forms



OneNote
Class
Notebook



Sway



Minecraft
for
Education



CLASSROOM

Microsoft *Analytics* Tools



PowerBi
Pro



Delve



MyAnalytics



ANALYTICS

[Microsoft 365 and Office 365 service descriptions](#)[> Microsoft 365 and Office 365 platform service description](#)[Microsoft 365 Business Premium](#) ↗**Microsoft 365 Education**[> Microsoft 365 Guidance for Security & Compliance](#)[Microsoft 365 Small and Medium-sized Businesses](#) ↗[Azure Active Directory service description](#)[Azure Information Protection service description](#)[Microsoft Bookings service description](#)[> Microsoft Defender for Office 365 service description](#)[> Exchange Online Archiving service description](#)[> Exchange Online Protection service description](#)[> Exchange Online service description](#)[Microsoft Forms service description](#)[MyAnalytics service description](#)[Office 365 Education](#)[Download PDF](#)[Docs](#) / [Microsoft 365 and Office 365 service descriptions](#) /[+](#) [💬](#) [⋮](#)

Microsoft 365 Education

Article • 08/29/2022 • 9 minutes to read • 16 contributors



Microsoft 365 is available in a variety of plans to best meet the needs of your organization. If you're looking for the differences between the Microsoft 365 and Office 365 Education plans, this article will show you which features are included in each of them.

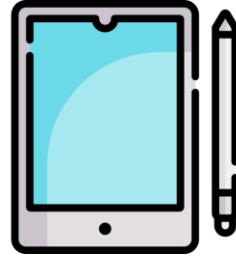
Microsoft 365 provides a complete system, including Office 365, Windows 10, and Enterprise Mobility and Security. The following table lists the Office 365 for Education A1, A3, and A5 features along with the corresponding Microsoft 365 for Education A3 and A5 features. For specific information about pricing and features, see [Office 365 Education plans](#) ↗. To compare features across business and enterprise plans, see [Compare Microsoft 365 for business plans](#) ↗, or, for a more detailed list of features, see the relevant service description under [Microsoft 365 and Office 365 service descriptions](#). To search for support articles and information, see [Office Help & Training](#) ↗.

Services and features

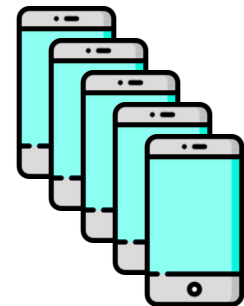
Each Microsoft 365 Education plan includes a number of individual services, such as Exchange Online and SharePoint Online. The following table shows the services that are available in each Office 365 and Microsoft 365 plan so that you can choose the solution that best meets your needs. To review services and features in greater detail, see the [Office 365 Education service description](#).

[☰ In this article](#)[Services and features](#)

User Licenses



User Licenses





Security Measures in Microsoft 365

Phil Herechski

Impersonation Protection

Protects bad actors from impersonating an @ucmerced.edu address or user, typically via email

- Domain (@ucmerced.edu) protection
- Built-in impersonation filters
- Added protection for specific users as necessary
- Average of 2,000 attacks a day identified & neutralized



Information Protection

Detects and prevents phishing & phish-based attacks

- More than 200,000 phishing attempts are blocked every month by Microsoft 365 security
- Additional Phishing/Malware controls:
 - UC Merced's internal phishing campaign
 - FireEye HX





Can you guess the size of the biggest phishing attempt ever at UC Merced?

Spam Protection

Detects and prevents spam from hitting your inbox

- Microsoft 365 spam filters block more than 1,000,000 spam messages per month
- Automatic additions to our Do Not Allow List
- Less than 1% of spam make it past Microsoft 365 controls





Integrations & App Consent

Chuck Aby

Microsoft 365 Apps & Integrations

- More value for UC Merced's investment
- Seamless integration between products/tools
- More tools & features always being added



Microsoft 365 Partnerships

- Collaboration with platforms like Box, Zoom, Canvas (CatCourses)
 - Access files + work online in Word, Excel, PowerPoint, and more
 - Create Teams meetings in CatCourses
 - Start a Zoom meeting in Teams



Which of these
time-saving integrations
have you used in the
past?



Integration & App Approval Process

- Behind the scenes work to make sure integrations & apps are secure
- We review & vet all requested apps with a governance committee
 - To date:
 - 617 approved applications
 - 61 denied





Easy Wins with Bookings, Planner, & FindTime

Nick Hansard

Microsoft Bookings: Features

- Schedule in-person or virtual appointments with Teams
- Multiple services per Bookings page
- Pre-set your notifications
- Offer a link or embed into websites



Microsoft Bookings: Use Cases

- Organize schedules & manage appointments
- Offer support or drop-in hours
- Faculty or staff office hours
- Schedule materials pickup, advising appointments, etc



Microsoft Bookings: Pros

- Automates a high-touch process
- No cost
- Already part of UC Merced's Microsoft agreement
- Automatically integrated with your Outlook calendar
- Copy bookings so you don't have to start from scratch



Microsoft Bookings: Cons

- One-time setup can be tricky
- You must set up via web portal
- Service Account can't create or configure bookings
 - But can receive appointments
- Bookings hyperlinks are long
 - UC Merced ShortURL service



Microsoft Planner: Features

- Kanban planning board for individual or team work
- Build tasks, assign activities, track progress
- Build-In Dashboard



Microsoft Planner: Use Cases

- General project and task management
- Group work: track assignments & progress
- Track projects or stages of work in buckets



Microsoft Planner: Pros

- No cost
- Could be an options instead of Microsoft Project
- Already part of UC Merced's Microsoft agreement
- Works great in Teams
- Once set up, new Teams members are automatically able to access your Planner



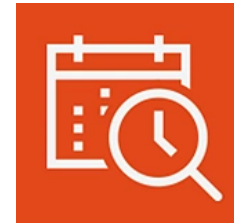
Microsoft Planner: Cons

- Your Planner in Teams is separate from standalone version
- Other people in the group can edit any task including due dates



Microsoft FindTime: Features

- Quickly find what days/times work for your group
- Propose your times to all attendees for quick voting
- Sends meeting invites on your behalf



Microsoft FindTime: Use Cases

- Find meeting times & dates that work for all
 - Your attendees don't need Outlook
 - Your attendees don't need a UC Merced email address



Microsoft FindTime: Pros

- No cost
- Already part of UC Merced's Microsoft agreement
- Easier than Doodle
- Your data is secure and governed by Microsoft agreement
- When your attendees agree unanimously, FindTime sends meeting invites on your behalf



Microsoft FindTime: Requirements

- FindTime Add-In
- Organizer's email address must be in Microsoft 365
- You must have Outlook installed or use Outlook Web Access



https://it.ucmerced.edu/Microsoft365

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Microsoft 365 Services



Key Tools

- Email & Calendar
- Teams

Getting Started

- Install Office Client (Win / Mac)
- Access Microsoft 365
- Bookings
- Forms
- Planner
- Stream
- Sway
- Teams

Microsoft 365 Productivity Suite

[View](#) [Edit](#) [Manage display](#) [Revisions](#)

The block configuration has been saved. 

About Microsoft 365

The Microsoft 365 suite is a hosted, online version of Microsoft software. The suite consists of core productivity tools such as Word, Excel, and Outlook as well as a number of supplemental tools (also referred to as apps) like Bookings, Forms, and Planner.

This page will help you better understand what tools are included in the Microsoft 365 suite and provide more information about the lesser-known apps to help get you started.



Accessing Microsoft 365 Productivity Tools



<http://ucm.edu/v/oitbehindthescenes>

We Want Your Feedback!

Feedback Survey for today's webinar:

Thanks in advance for helping us improve our
future offerings to campus!





Q&A

OIT Behind the Scenes: Microsoft365 Tools was created on location at the
University of California, Merced in Merced, California!

Thanks to all the OIT folks
who put hard work into this webinar!

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Alex Hernandez-Perez, Subject Matter Expert

Christian Ortiz, Webinar Support
started this whole thing

Rachel Peters, Webinar Support
know-it-all in charge

Christy Snyder, Webinar Support



That's all, folks!