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**Office 365: Everything 365—Advanced**

**Bell Work- Locate and join our group in Office 365: *BHS Technology Inservices.***

**Access Tiles- Overview of 365 Options (2 Minutes)**

* Mail, People, Calendar (Groups are included under each)
* One Drive
* Word, Power Point, Excel, One Note
* Delve
* Video
* Sway
* Tasks
* Sites

**Compare the different ways of sharing and viewing files.**

* OneDrive
* Groups
* OneNote

**Join a Group and explore the options**

* Sharing Files
* Calendar Invitation to Online Meeting
* Setup Online Meeting Invite
* Skype

**Add a calendar event for an Online Meeting to Personal and Group Calendar- Skype**

* Record Skype Meeting
* Using Skype to record instruction

**Video Portal**

* Post Skype recording to the Video Portal \_\_\_\_\_ Channel
* Video Portal Settings
* Sharing in the video portal

**Locate Files using Delve**

* Locate Files Searching

**One Drive**

* Create New Folder
* Create a New File
* Share- Folder or File
* Edit Shared File- Notice Version History
* Excel Survey

**One Note- Class Notebooks and Staff Notebooks**

* This is a separate in-service.<http://www.onenoteforteachers.com/>
* Example of a One Note Class or Staff Notebook. How could you use this with your students? PLC? Department? Others?

**Outlook**

* Email
* Calendar
* People

**Microsoft Educator Community:** <https://education.microsoft.com/>

**Road Map:** <http://roadmap.office.com/en-us>

**Evaluation:** <http://bit.ly/1OQY88v>