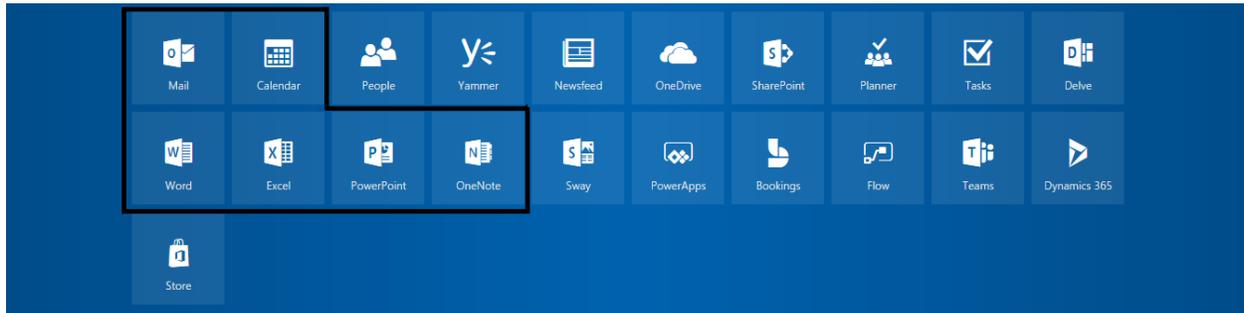


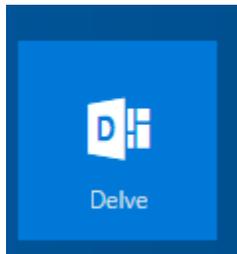
Office 365 Apps

June 2017

If you use Microsoft's popular Office 365 suite you probably use the below highlighted apps but may have no idea what the rest of those apps do. We will shed some light on how to utilize the rest of your office 365 subscription.

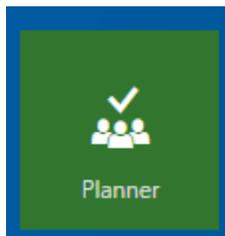


Delve



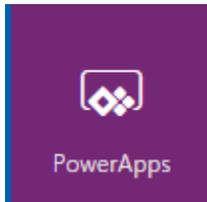
Delve (located on the top row far right above) is a content aggregator that pulls content from shared calendar events and shared documents in SharePoint and OneDrive for business. Delve can search through these files and group them. No data is stored in the Delve application; it simply looks in other data centers and pulls up the information. Perhaps the strongest feature of Delve is its mobile friendly set up, Delve has well put together, focused mobile apps for iOS and android as well as web-apps and a Windows 10 store app. Delve is easy to use and worth checking for business that share documents.

Planner



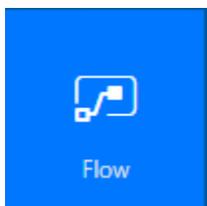
Planner (located on the same row as Delve, two to the left) is, as its name suggests, a planning application for business teams. Planner is broken up into parts. When you start Planner for the first time a short tutorial will tell you the basics of what you need to know to use it. Planner is very simple and intuitive to learn and can be very helpful when doing multi-step and multi-person projects.

PowerApps



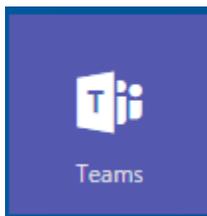
PowerApps (located on the second row towards the middle) is more advanced than the other two we've covered so far. The basic idea behind PowerApps is to build custom mobile apps for your organization. When building an app, the layout is like PowerPoint from a design standpoint. You can use templates to quickly build simple apps that can be used in many fields like "Invoice Management" or Quick Tips". Once you've mastered the basics you can build custom apps from the ground up for your organization.

Flow



Flow (located on the second row two from the left) is an app that links existing services together to create simplified functions. For the seemingly complicated things flow can do it is very simple and intuitive. Flow can pull together both first and third party apps quickly to create processes such as saving all email attachments to the cloud service of your choice. The best thing about Flow is that there are hundreds of prebuilt Flows where you can simply add your information and the Flow will go. There are several good ways to use Flow, the more advanced features may take some experience, but for the most part Flow is a pick up and go application.

Teams



Teams (located on the second row one from the left) is a collaborative workspace for designed for a subgroup of people (a team) within a larger organization. Teams can have open conversations, chat privately, video chat, and share files inside Teams. Teams is a good tool for organizations that have groups like sales, or IT that need an online place to communicate without bothering the rest of the organization. Teams is good for keeping a group organized and successful.

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