From: Wilson, Raylene (SAO)
To: Pritchard, Brandi (SAO)
Subject: M365 Resources
Date: Wednesday, October 12, 2022 9:23:00 AM
Attachments: image001.png

Microsoft 365 Resources

Introduction to M365

- How to find stuff in M365 Windows 10 (video)
- Using Teams and M365 to work remotely (video)
- Accessing Office.com video
- Adding Work Email to your Android phone IPhone FAQs
- Using the desktop apps to collaborate (video)
- M365 Home Use Employee Discount

How to share and collaborate

- Share and collaborate video
- Best practices for collaborating with M365

One Drive

- What is OneDrive video
- Upload files and folders video
- OneDrive Mobile ap Work from anywhere video
- Share files and folders with M365 video
- Enabling OneDrive in file Explorer
- Upload and save file and folders to OneDrive
- SAO Acceptable Data Storage Locations

Teams

- How to Install Teams Mobile app for Android or iphone
- Connecting to a Teams meeting as a Guest
- SAO Backgrounds for Teams
- 7 Day Chat Retention
- Teams Telephony Quick Guide

SharePoint Online

- What is SharePoint Online video
- Create a Team or Communication site video
- Create and share files in a library video

Thanks,

Raylene Wilson
Legislative and Records Manager
Office of the Washington State Auditor
(564) 999-0810 | www.sao.wa.gov
Legislative | Legal | Records