



# Microsoft Office 365

## *From any device, anywhere!*

FAS Internal Communicators – April 2, 2020

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# Microsoft Office 365 – Overview

UCSF IT is accelerating the implementation of Microsoft Office 365, a cloud-based suite of applications to improve the ways we connect, collaborate, and collectively work to advance the UCSF mission.



# Microsoft Office 365 – Overview

## WHY

### Implementation Drivers

**Our employees are highly distributed between home and office, with as many as 70% working remotely**

We are responding to this shift in the way we work by deploying secure technology solutions that facilitate **real-time communication and collaboration from any device, anywhere!**

## WHAT

### Applications

**Office 365 is a cloud-based, integrated suite of apps. The following apps will be rolled-out:**

- Office on the Web: Word, Excel, PowerPoint, OneNote
- OneDrive
- Teams

**Note:** Outlook on the Web is already in use at email.ucsf.edu

## WHEN

### Timeline

**UCSF IT has been engaged in rapid engineering, testing and training. Implementation is planned for **April 2020** and will occur in two steps:**

- **Step 1:** Office on the Web and OneDrive
- **Step 2:** Teams will follow within weeks\*

# Microsoft Office 365 – Applications

## TODAY

How you use Microsoft Office today



**Microsoft Office Desktop Applications:** Users with UCSF-issued laptops have Microsoft Office applications already installed. This “installed” version does not allow for real-time collaboration or offer secure cloud storage.



**Microsoft OneDrive:** Not available today



**Microsoft Teams:** Not available today

## NEW

Office 365 for Web

**Office for the Web** opens your Word, Excel, OneNote, and PowerPoint documents in your web browser for sharing and collaborating in real-time.

**OneDrive:** Secure document storage, sharing and collaboration – rated for PHI. There will be no changes in the way that you use Box today, and you can continue to access your UCSF Box files from Office 365 applications.

**Teams:** A hub for teamwork in Office 365. With Teams you will be able to instant message, launch online meetings, and collaborate in real-time from seamlessly-integrated Office 365 applications.

# Microsoft Office 365 – Key Benefits



Upload and work with your files from anywhere and any device with a consistent web interface, even with PHI

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Share links, not files. You will always know where the latest version is, who has seen it and when it was edited

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Work collaboratively with your team, including simultaneous editing of in Word, Excel and PowerPoint on the Web, without desktop applications

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Not emailing files means a smaller mailbox; archive your messages much less often

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Connect to OneDrive or Box and work completely in the cloud – no more local copies of files floating around

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Message your colleagues from within Office 365 via Teams chat and share files to view and edit in real-time

# Microsoft Office 365 – How to Get Started

1. Log into Office 365 at [office.ucsf.edu](https://office.ucsf.edu).
2. Enter your UCSF email address and click **Next**. If you've logged in before just click **Sign In**.
3. Enter your password and click **Sign In**.  
– If you are not on the UCSF network use **Duo** to finishing signing in.
4. Start using Office 365!

Microsoft

Sign in

Email, phone, or Skype

UCSF

Sign in with your organizational account

Password

Sign in

Login with your UCSF email address @ucsf.edu and password

# Microsoft Office 365 – Differences

Feature	Desktop apps	Office for Web apps
<b>Sharing &amp; Collaboration</b>	Online collaboration in real-time <b>not</b> supported	Offers real-time collaboration including sharing, reviewing, and editing documents through a <b>web browser</b>
<b>Features</b>	Offers <b>full breadth of features</b> and more advanced tools and functionality for O365 suite of applications (Word, Excel, PowerPoint, OneNote)	Offers <b>basic features</b> with limited functionality for quick edits and simple collaboration for O365 applications (Word, Excel, PowerPoint OneNote)
<b>Access</b>	Allows access to <b>off-line documents</b> stored locally on device	Facilitates access to documents from <b>any computer with an internet connection</b> for users “on the go” via secure storage on OneDrive
<b>Document Sync</b>	Supports <b>seamless transition</b> between online and desktop versions. OneDrive desktop application <b>automatically syncs with files and folders</b> in the cloud.	Supports <b>seamless transition</b> between online and desktop versions of Word, Excel, PowerPoint, and OneNote to take advantage of full features

# Microsoft Office 365 – Resources

UCSF IT has designed a fully documented and robust support model for the implementation of Office 365. In addition to regular Service Now support, a variety of resources have been developed and customized for UCSF to make this a smooth transition.

Type	Resource	Description	Location
PEOPLE	<b>Super Users</b>	Experienced users that are part of O365 project implementation team who will assist and escalate issues	<a href="mailto:office365request@ucsf.edu">office365request@ucsf.edu</a>
DOCUMENTATION	<b>Quick Guides &amp; Tip Sheets</b>	Step-by-step description to guide you through mechanics of using specific functionality within apps	<a href="https://it.ucsf.edu/services/office-365">it.ucsf.edu/services/office-365</a>
	<b>Training Videos</b>	Short “how-to” videos linked directly to Microsoft website	
	<b>Skillsoft</b>	A catalog of training videos on Office 365 searchable by subject	
	<b>FAQs</b>	A list of common questions and answers by (searchable) subject	
REAL-TIME	<b>Slack</b>	Real-time chat for quick response to questions, tips & tricks, etc. on the UCTech Slack instance. Moving to Teams soon.	<a href="https://ucsf.slack.com">#ucsf-office365</a>



# Microsoft Office 365 – Coming Soon

**Not available at launch, but coming in the following months**

- **External collaborators** will be allowed after additional DLP engineering work
- **OneDrive sync** (like Box Sync) and **files on demand** (like Box Drive), **OneNote for Mac desktop app** and **Teams desktop app** will require additional desktop engineering work
- **Functionality when off the UCSF network**, including downloading and printing, requires a fundamental change in the way we log into Office 365

# Microsoft Office 365 – Key Features Snapshot

Application & Features	Office 365 Desktop Applications	Office 365 on the Web
<b>WORD</b>		
<b>Viewing:</b> Document Display	<b>Full features available.</b> Print Layout, Draft, Outline, Web Layout, and Full Screen.	<b>Limited features.</b> In Reading view, Word on the Web displays document as it looks in Print Layout view. Other Views (Draft, Outline, etc.) are not available.
<b>Formatting:</b> Styles, Themes, Page Background	<b>Full features available,</b>	<b>Not available.</b> New Styles, Theme, and Page Background are preserved in a document, but cannot be created or modified.
<b>Reference:</b> Bibliography and Citation	<b>Full feature available.</b>	<b>Not available.</b> Existing Citations and Bibliography in document are viewable but cannot be edited.
<b>Reviewing:</b> AutoCorrect; Tracked Changes	<b>Full features available.</b>	<b>Full features available.</b>
<b>Objects:</b> Charts, Text Boxes, SmartArt	<b>Full features available.</b>	<b>Limited features.</b> Charts, Text Boxes, and SmartArt display as expected in Reading View, but cannot be moved or resized.
<b>EXCEL</b>		
<b>Data:</b> External Data Connections	<b>Full features available.</b>	<b>Limited features.</b> External data connections are viewable, but cannot be created
<b>Advance analysis:</b> PowerPivot, Power View	<b>Full features available.</b>	<b>Not available.</b> Advanced analysis tools such as PowerPivot are not available.

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Application & Features	Office 365 Desktop Applications	Office 365 on the Web
<b>POWERPOINT</b>		
<b>Formatting:</b> Headers and Footers	<b>Full features available.</b>	<b>Not available.</b> Headers and Footers including date and slide numbers. cannot be inserted, edited, or deleted in PowerPoint.
<b>Charts:</b> Integration with Excel for Charts	<b>Full features available.</b>	<b>Not available.</b> Excel charts can be viewed in existing presentation, but cannot be edited or inserted
<b>ONENOTE</b>		
<b>Outlook:</b> Integration with Outlook Tasks	<b>Full features available.</b>	<b>Not available.</b> Commands that work with Outlook such as Email page, tasks, and meeting details are not available.