

1st Quarter | January 21, 2021

<https://office365.delaware.gov>



### O365 MESSAGE CENTER

Guide to Communications

### UPCOMING MS LIVE EVENTS

Dates of webinar training events

### TIPS AND TRICKS...

Get inspired...explore these O365 Tips

## O365 Message Center

Communications to guide you.

The Office 365 Project team is preparing to finalize Phase I deployments and onboard all state employees to Phase II by mid-year. Teams (Chat/Calendar/Peer-to-Peer Calls), Teams Workspace (Planner/OneNote/Wiki/Channels), OneDrive, Microsoft Lists, and Office for the Web are services enabled in Phase II. These services are essential for collaboration among employees, and we want to ensure you are aware of and utilize all the tools available to you!

To guide and encourage each of you to expand your knowledge and use of the O365 collaboration tools, we have developed three forms of written communications:

- **MS 365 Alerts** - Alerts are an awareness notice emailed to each of you as it may require you to make an adjustment to a process or warn you of a feature that may significantly change or no longer be available.
- **NTK.365** - News To Know 365 will focus on new services and features deployed to our Government Community Cloud (GCC) environment. NTK.365 information will be posted on our Office365.delaware.gov website. [Check out the current NTK.365 Communications.](#)
  - #0001 Shared Calendars in Teams Channels,
  - #0002 Breakout Rooms available in Teams, and
  - #0003 Teams Meeting Recordings

## Message Center

### Categories

MS 365 Alerts (4)

News to Know 365 (NTK.365) (1)

Project Bulletins (14)

[READ CURRENT MESSAGES](#)

- **Project Bulletins** - Bulletins will be distributed quarterly to all employees. We intend to keep these brief, an overview of what's occurred or coming soon, filled with hyperlinks that may offer additional information on the topic.

These communications are available on the [MESSAGE CENTER](#) webpage at our [Office365 website](#). Additionally, you will find many resources and learning opportunities available there. Take some time to visit each of the links identified at the bottom of this Bulletin.

## Microsoft Live Events Line-up

Microsoft Events are held weekly and one hour in length. Currently, we have the following scheduled:

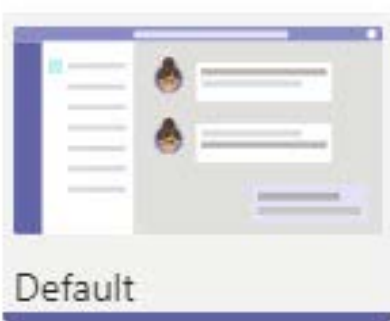
- Tuesday, January 26 @ 10:00 AM - Modern Meetings & Breakout Rooms in Teams
- Thursday, February 4 @ 2:00 PM - Microsoft Teams Beginner
- Thursday, February 11 @ 2:00 PM - Microsoft Teams Intermediate
- Thursday, February 18 @ 2:00 PM - Working with Files in Teams

Visit the [Upcoming Events web page](#) to view details of these scheduled events and add each of the events to your calendar. Do you have a particular topic that you would like to see offered? Email [project\\_o365@delaware.gov](mailto:project_o365@delaware.gov).

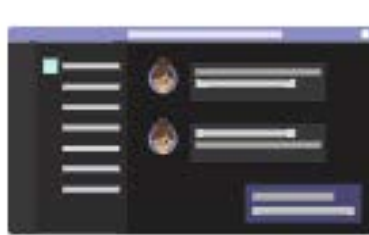
## Tips and Tricks...

**Teams has Themes!** Change the look of your Teams. Teams has three "Theme" options:

### Theme



Default



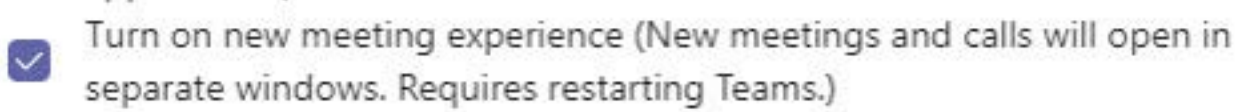
Dark



High contrast

1. In the upper right corner of Teams, click on the small circle that has either your initials or picture displayed within it
2. Select "Settings" (it will display the "General" settings menu)
3. You will see the three options (as pictured above), simply select the Theme you prefer.

**Teams Meeting Breakout Sessions.** To utilize this new feature ([NTK.365 #0002](#)) in Teams, you will need to turn on the new meeting experience setting.



1. In the upper right corner of Teams, click on the small circle that has either your initials or picture displayed within it
2. Select "Settings" (it will display the "General" settings menu)
3. Under Application are several checkboxes, check the option (as pictured above), to Turn on new meeting experience
4. Restart the Teams application

Review [NTK.365: #0002](#) for additional information on this new Teams meeting feature.

## O365 Resources and Learning Links

[Office365 Website](#)

[O365 Applications](#)

[Message Center](#)

[Learning Pathways](#)

[Training Resources](#)

Want to know more about the Office 365 Project? Need an Office 365 Cheat Sheet? Have time for a 5-minute Learning Opportunity? Check out the links above!

Email [Project\\_o365@delaware.gov](mailto:Project_o365@delaware.gov) with suggestions for learning event topics or ask questions you may have regarding Office 365 products or features.

Email: [Project\\_o365@delaware.gov](mailto:Project_o365@delaware.gov) | Website: [office365.delaware.gov](https://office365.delaware.gov)