



1st Quarter | 2022

<https://office365.delaware.gov>



Adoption Resources

Microsoft does an excellent job of providing a wealth of adoption and learning resources. Here are a couple of tutorials that are well worth ten minutes of your time:

Coffee In The Cloud - Make meetings meaningful in Microsoft Teams
<https://www.youtube.com/watch?v=L-K9mX7kFmw> (6:20 minutes)

- Team Culture
- Start your meetings 5 - 10 minutes late.
- Easily chat with all meeting participants before the meeting starts.

Coffee In The Cloud - 3 Collaboration Tips to Start the Year Strong
<https://www.youtube.com/watch?v=WvpL2jh-IDo> (4:05 minutes)

1. Focus Time & Office Hours
2. Prune your Teams & Channels
3. Invest in #PeopleFirst

ADOPTION RESOURCES

Make Teams Meetings Meaningful
3 Tips to Start the Year Strong

OFFICE 365 MESSAGE CENTER

NeedToKnow (NTK) & Alerts

MICROSOFT APPS & SERVICES

February 28, 2022



Office 365 - Message Center

The **Office 365 Message Center** maintains all Office365 communications. NTK.365 communications are only published on the website vs. the Alert messages that are emailed to you. The most recent NTK posting:

- [NTK.365 #0020 - Teams - New Search Results](#)

Alert #010 was sent via email on February 1, 2022, and it is maintained on the Message Center webpage too. This Alert communicated Teams meetings now have Audio Dial-in conference lines enabled for all G3 MS Plans. View the details of that Alert [here](#).

Microsoft Apps and Services

Available February 28, 2022

SharePoint Online - Power Automate - Bookings

SharePoint Online is a cloud-based service that helps organizations share and manage content, knowledge, and applications to empower teamwork, quickly find information, and seamlessly collaborate across the organization. SharePoint Online also provides a rich set of tools to help you create and maintain your organization's intranet.

Power Automate is a cloud-based service that makes it practical and simple for line-of-business users to build workflows that automate time-consuming business tasks and processes across applications and services.

Bookings is an online scheduling tool that makes scheduling and managing appointments easy. Bookings include a Web-based booking calendar and will integrate with Outlook to optimize your staff's calendar, giving your customers the flexibility to book a time that works best for them. Automated notification emails reduce no-shows, and organizations save time with a reduction in repetitive scheduling tasks. Bookings help you easily conduct virtual appointments via Microsoft Teams and helps manage day-to-day scheduling via the Bookings app in Teams.

On February 28, 2022, there will be new ServiceNow Catalog Request items that correspond to these new Office 365 service offerings.

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 with suggestions for learning event topics or ask questions you may have regarding Office 365 products or features.

Email: Project_o365@delaware.gov | Website: office365.delaware.gov

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