

CSUEB IT
Introduction to Microsoft 365 [M365]

Goal

What to expect after migration and an introduction to our new way of communicating and collaborating using M365 Web version.

Hybrid life for now...

M365

Mail

Calendar

OneDrive

Chat w/ migrated
people

Teams

Google

Shared Drives

Tasks

Groups

Chat w/ non-migrated
people

Photos [not being
migrated]

M365 apps vs. Google apps

M365	Google
Outlook (e)Mail	Gmail
Outlook Calendar/To-Do	Calendar
	Tasks
OneDrive	My Drive
Teams	Workspace
MS Suite; Word, Excel, Powerpoint, Forms... etc.	Docs, Sheets, Slides, Forms... etc.

Supported Browsers

Safari and Chrome: Microsoft 365 is designed to work with the current version of the Safari and Chrome browsers.

Microsoft Edge: Microsoft 365 is designed to work with the latest version of the Microsoft Edge browser. Microsoft 365 might continue to work with older versions of the Microsoft Edge Legacy browser, but Microsoft can't provide any guarantees.

What we'll be covering

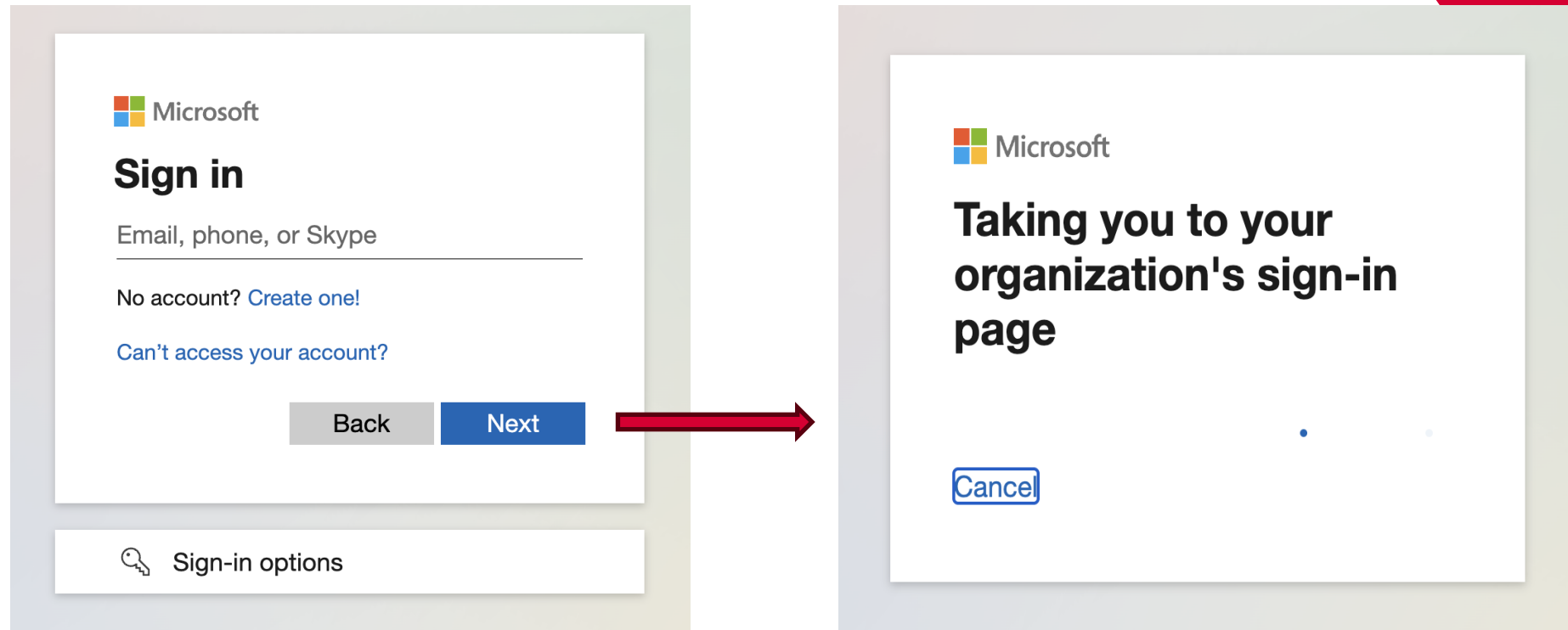
- Accessing M365
- Outlook (e)Mail
- Outlook Calendar/To-Do
- OneDrive
- Teams

Accessing Microsoft 365

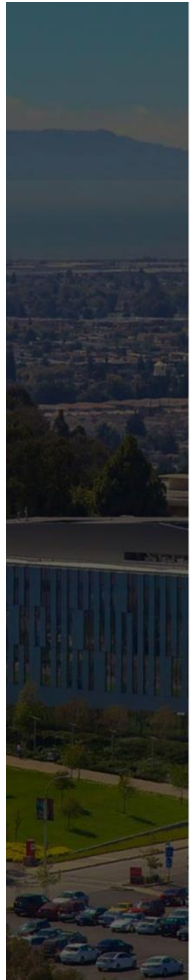
outlook.office.com/mail/

Initial Sign-in Process

1. Go to: outlook.office.com/mail/
2. Enter your CSUEB email address
3. Click Next



Duo Authentication



Sign in with your NetID and Password

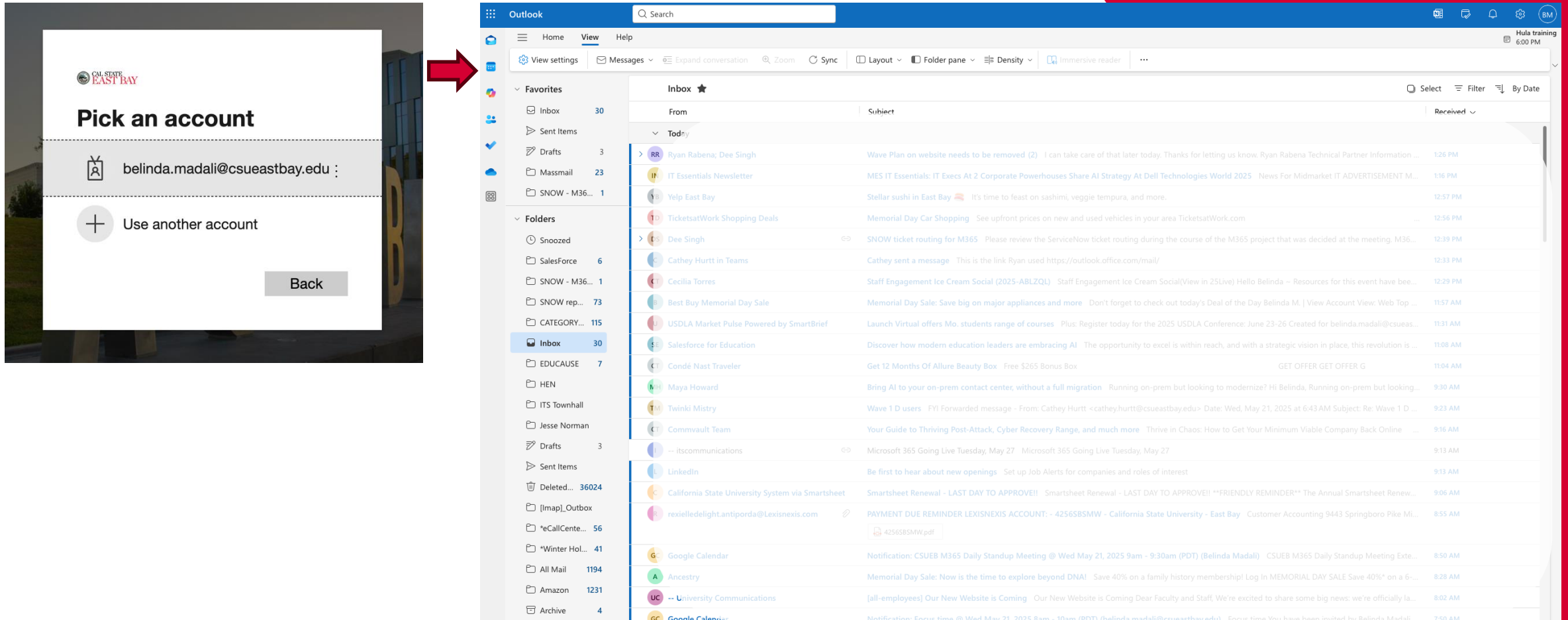
☐ Keep me signed in

Sign in

[Manage My NetID](#)

- Enter your NetID and Password
- Click Sign In
- This will trigger the Duo authentication.

Choose your account and it will take you to your Outlook Mail.



The image shows a transition from an account selection screen to the Outlook Mail interface. A red arrow points from the account selection screen on the left to the Outlook Mail interface on the right.

Account Selection Screen:

- Logo: CAL STATE EAST BAY
- Section: **Pick an account**
- Account: belinda.madali@csueastbay.edu
- Option: Use another account
- Button: Back

Outlook Mail Interface:

- Navigation: Home, View, Help
- Search: Search
- View settings, Messages, Expand conversation, Zoom, Sync, Layout, Folder pane, Density, Immersive reader
- Left sidebar: Favorites (Inbox 30, Sent Items, Drafts 3, Massmail 23, SNOW - M36... 1), Folders (Snoozed, SalesForce 6, SNOW - M36... 1, SNOW rep... 73, CATEGORY... 115, **Inbox 30**, EDUCAUSE 7, HEN, ITS Townhall, Jesse Norman, Drafts 3, Deleted... 36024, [Imap]_Outbox, *eCallCente... 56, *Winter Hol... 41, All Mail 1194, Amazon 1231, Archive 4)
- Right pane: **Inbox** (30 items)

From	Subject	Received
RR Ryan Rabena; Dee Singh	Wave Plan on website needs to be removed (2) I can take care of that later today. Thanks for letting us know. Ryan Rabena Technical Partner Information ...	1:26 PM
IT IT Essentials Newsletter	MES IT Essentials: IT Execs At 2 Corporate Powerhouses Share AI Strategy At Dell Technologies World 2025 News For Midmarket IT ADVERTISEMENT M...	1:16 PM
Yelp Yelp East Bay	Stellar sushi in East Bay 🍣 It's time to feast on sashimi, veggie tempura, and more.	12:57 PM
TicketsatWork Shopping Deals	Memorial Day Car Shopping See upfront prices on new and used vehicles in your area TicketsatWork.com	12:56 PM
Dee Singh	SNOW ticket routing for M365 Please review the ServiceNow ticket routing during the course of the M365 project that was decided at the meeting. M36...	12:39 PM
Cathy Hurtt in Teams	Cathy sent a message This is the link Ryan used https://outlook.office.com/mail/	12:33 PM
Cecilia Torres	Staff Engagement Ice Cream Social (2025-ABLZQL) Staff Engagement Ice Cream Social(View in 25Live) Hello Belinda ~ Resources for this event have bee...	12:29 PM
Best Buy Memorial Day Sale	Memorial Day Sale: Save big on major appliances and more Don't forget to check out today's Deal of the Day Belinda M. View Account View: Web Top ...	11:57 AM
USDLA Market Pulse Powered by SmartBrief	Launch Virtual offers Mo. students range of courses Plus: Register today for the 2025 USDLA Conference: June 23-26 Created for belinda.madali@csueas...	11:31 AM
Salesforce for Education	Discover how modern education leaders are embracing AI The opportunity to excel is within reach, and with a strategic vision in place, this revolution is ...	11:08 AM
Condé Nast Traveler	Get 12 Months Of Allure Beauty Box Free \$265 Bonus Box GET OFFER GET OFFER G	11:04 AM
Maya Howard	Bring AI to your on-prem contact center, without a full migration Running on-prem but looking to modernize? Hi Belinda, Running on-prem but looking...	9:30 AM
Twinkl Mistry	Wave 1 D users FYI Forwarded message - From: Cathy Hurtt <cathy.hurtt@csueastbay.edu> Date: Wed, May 21, 2025 at 6:43 AM Subject: Re: Wave 1 D ...	9:23 AM
Commvault Team	Your Guide to Thriving Post-Attack, Cyber Recovery Range, and much more Thrive in Chaos: How to Get Your Minimum Viable Company Back Online ...	9:16 AM
itscommunications	Microsoft 365 Going Live Tuesday, May 27 Microsoft 365 Going Live Tuesday, May 27	9:13 AM
LinkedIn	Be first to hear about new openings Set up Job Alerts for companies and roles of interest	9:13 AM
California State University System via Smartsheet	Smartsheet Renewal - LAST DAY TO APPROVE!! Smartsheet Renewal - LAST DAY TO APPROVE!! **FRIENDLY REMINDER** The Annual Smartsheet Renew...	9:06 AM
rexiellelight.antiporda@Lexisnexis.com	PAYMENT DUE REMINDER LEXISNEXIS ACCOUNT: - 425658SMW - California State University - East Bay Customer Accounting 9443 Springboro Pike Mi... 425658SMW.pdf	8:55 AM
Google Calendar	Notification: CSUEB M365 Daily Standup Meeting @ Wed May 21, 2025 9am - 9:30am (PDT) (Belinda Madali) CSUEB M365 Daily Standup Meeting Exte...	8:50 AM
Ancestry	Memorial Day Sale: Now is the time to explore beyond DNA! Save 40% on a family history membership! Log in MEMORIAL DAY SALE Save 40%* on a 6...	8:28 AM
University Communications	[all-employees] Our New Website is Coming Our New Website is Coming Dear Faculty and Staff, We're excited to share some big news: we're officially la...	8:02 AM
Google Calendar	Notification: Focus time @ Wed May 21, 2025 8am - 10am (PDT) (belinda.madali@csueastbay.edu) Focus time You have been invited by Belinda Madali ...	7:50 AM

Outlook

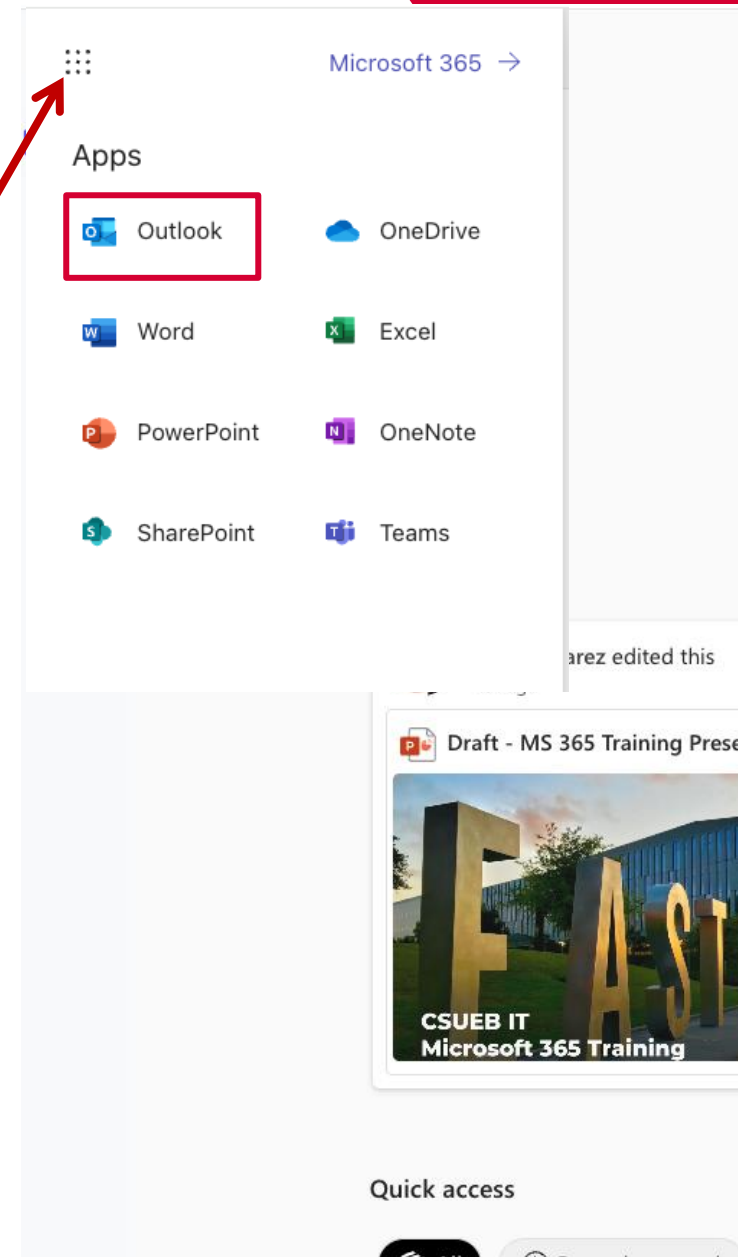
- (e)Mail
- Calendar
- To-Do



Outlook through App Launcher

If you are not in your Mail app already, here is how you would get to it.

- Top left click the Apps Launcher.
- Choose Outlook



Outlook - Mail

outlook.office.com/mail/

Outlook Mail

Outlook

Search

Home View Help

New mail Delete Archive Report Sweep Move to Reply Reply all Forward Quick steps Read / Unread

Focus time Tomorrow 8:00 AM

Favorites

- Inbox 22
- Sent Items
- Drafts 3
- Massmail 2
- SNOW - M365 Proj...

Folders

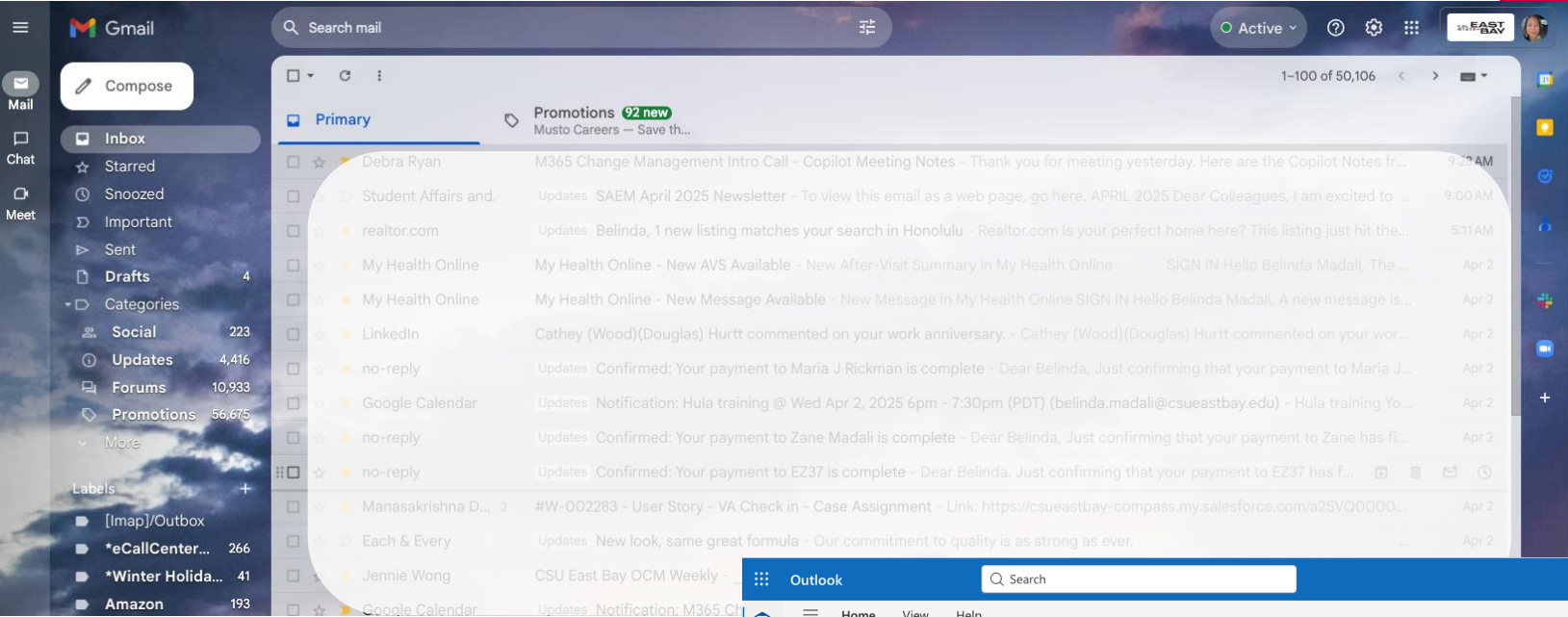
- Go to Groups

Inbox ★

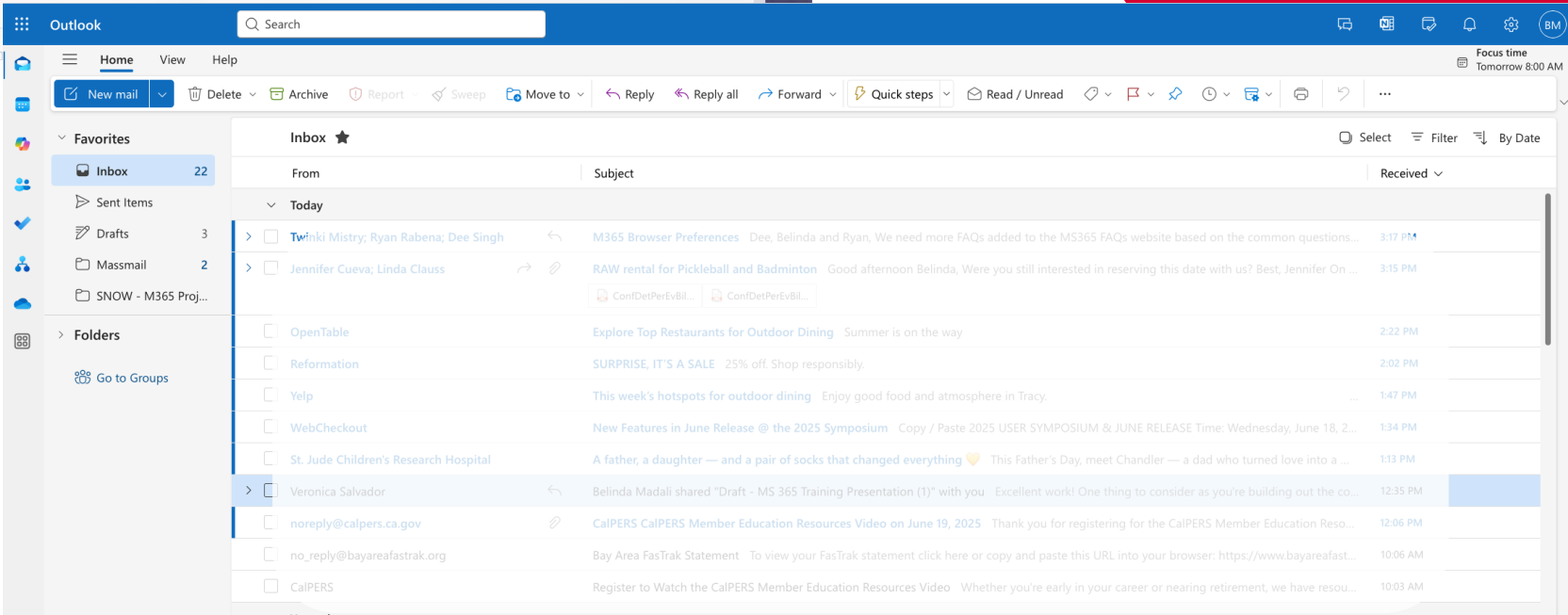
Select Filter By Date

From	Subject	Received
Today		
> <input type="checkbox"/> Twinki Mistry; Ryan Rabena; Dee Singh	M365 Browser Preferences Dee, Belinda and Ryan, We need more FAQs added to the MS365 FAQs website based on the common questions...	3:17 PM
> <input type="checkbox"/> Jennifer Cueva; Linda Clauss	RAW rental for Pickleball and Badminton Good afternoon Belinda, Were you still interested in reserving this date with us? Best, Jennifer On ...	3:15 PM
<input type="checkbox"/> OpenTable	Explore Top Restaurants for Outdoor Dining Summer is on the way	2:22 PM
<input type="checkbox"/> Reformation	SURPRISE, IT'S A SALE 25% off. Shop responsibly.	2:02 PM
<input type="checkbox"/> Yelp	This week's hotspots for outdoor dining Enjoy good food and atmosphere in Tracy.	1:47 PM
<input type="checkbox"/> WebCheckout	New Features in June Release @ the 2025 Symposium Copy / Paste 2025 USER SYMPOSIUM & JUNE RELEASE Time: Wednesday, June 18, 2...	1:34 PM
<input type="checkbox"/> St. Jude Children's Research Hospital	A father, a daughter — and a pair of socks that changed everything This Father's Day, meet Chandler — a dad who turned love into a ...	1:13 PM
> <input type="checkbox"/> Veronica Salvador	Belinda Madali shared "Draft - MS 365 Training Presentation (1)" with you Excellent work! One thing to consider as you're building out the co...	12:35 PM
<input type="checkbox"/> noreply@calpers.ca.gov	CalPERS CalPERS Member Education Resources Video on June 19, 2025 Thank you for registering for the CalPERS Member Education Reso...	12:06 PM
<input type="checkbox"/> no_reply@bayareafastak.org	Bay Area FasTrak Statement To view your FasTrak statement click here or copy and paste this URL into your browser: https://www.bayareafast...	10:06 AM
<input type="checkbox"/> CalPERS	Register to Watch the CalPERS Member Education Resources Video Whether you're early in your career or nearing retirement, we have resou...	10:03 AM

Gmail

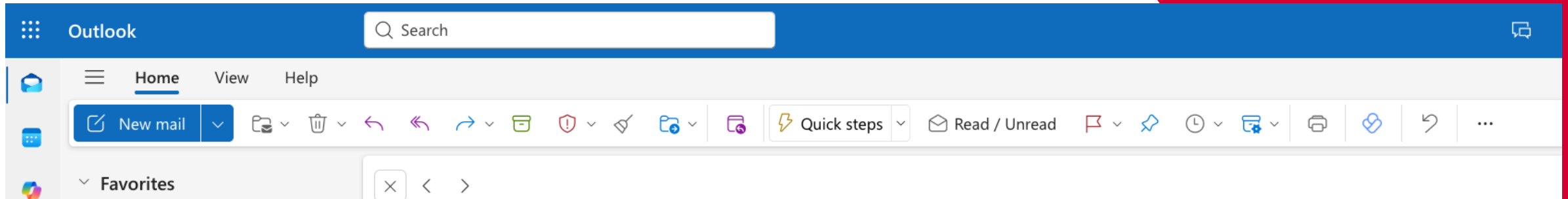


Outlook Mail

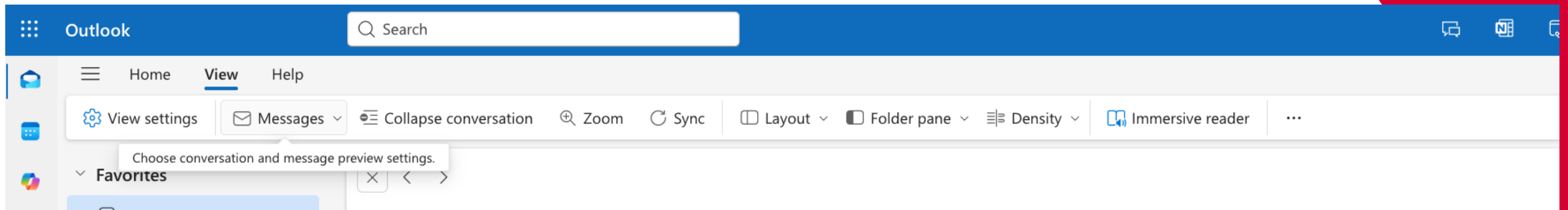


Menu Tabs – Home & View

Home Tab



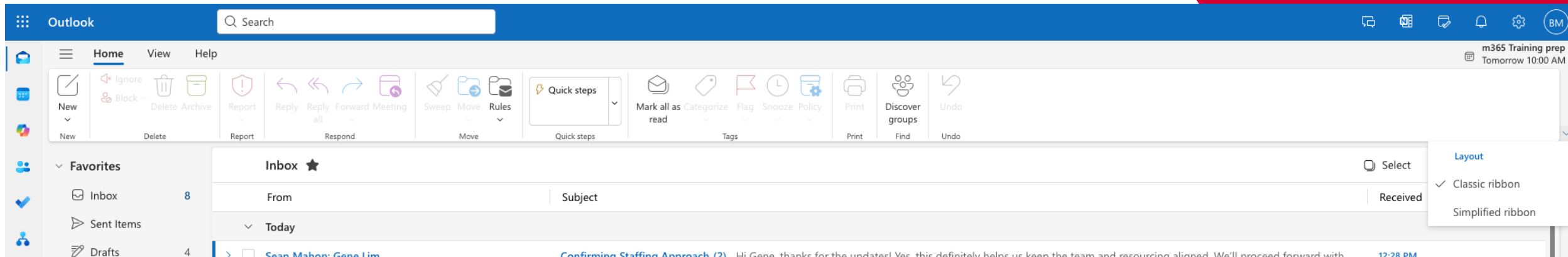
View Tab



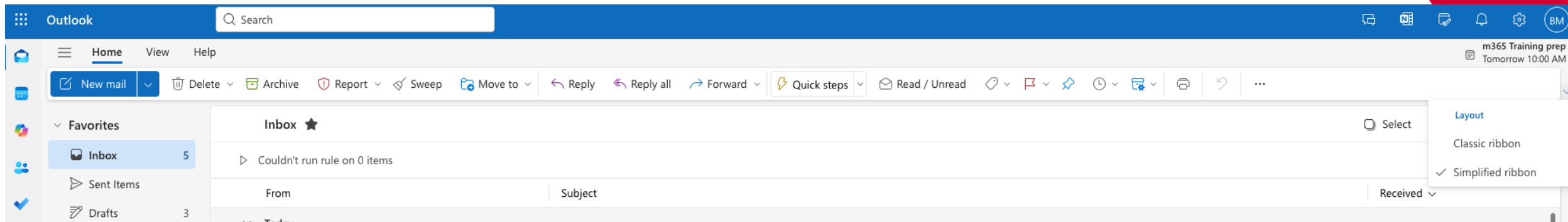
Outlook Mail – Ribbons (top menu)

Two different views for the menu ribbon.

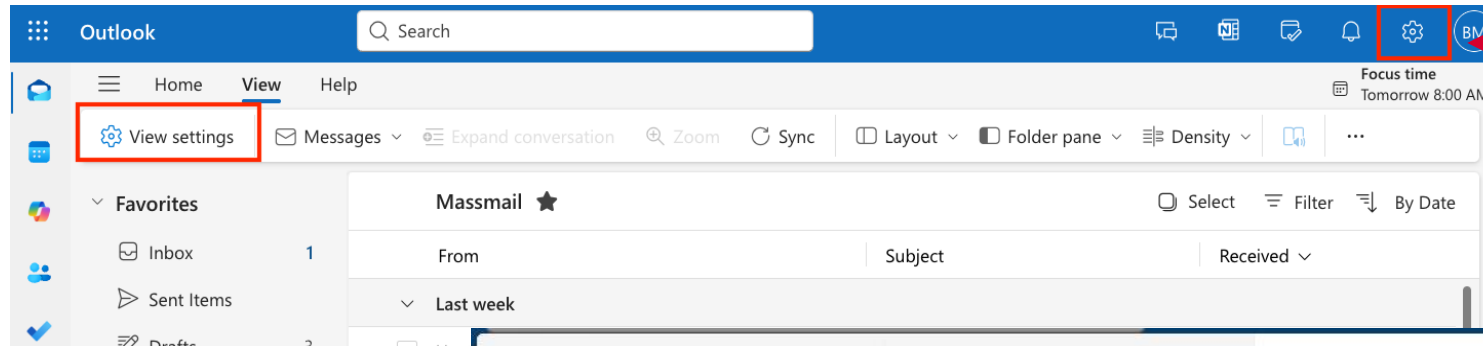
Classic Ribbon



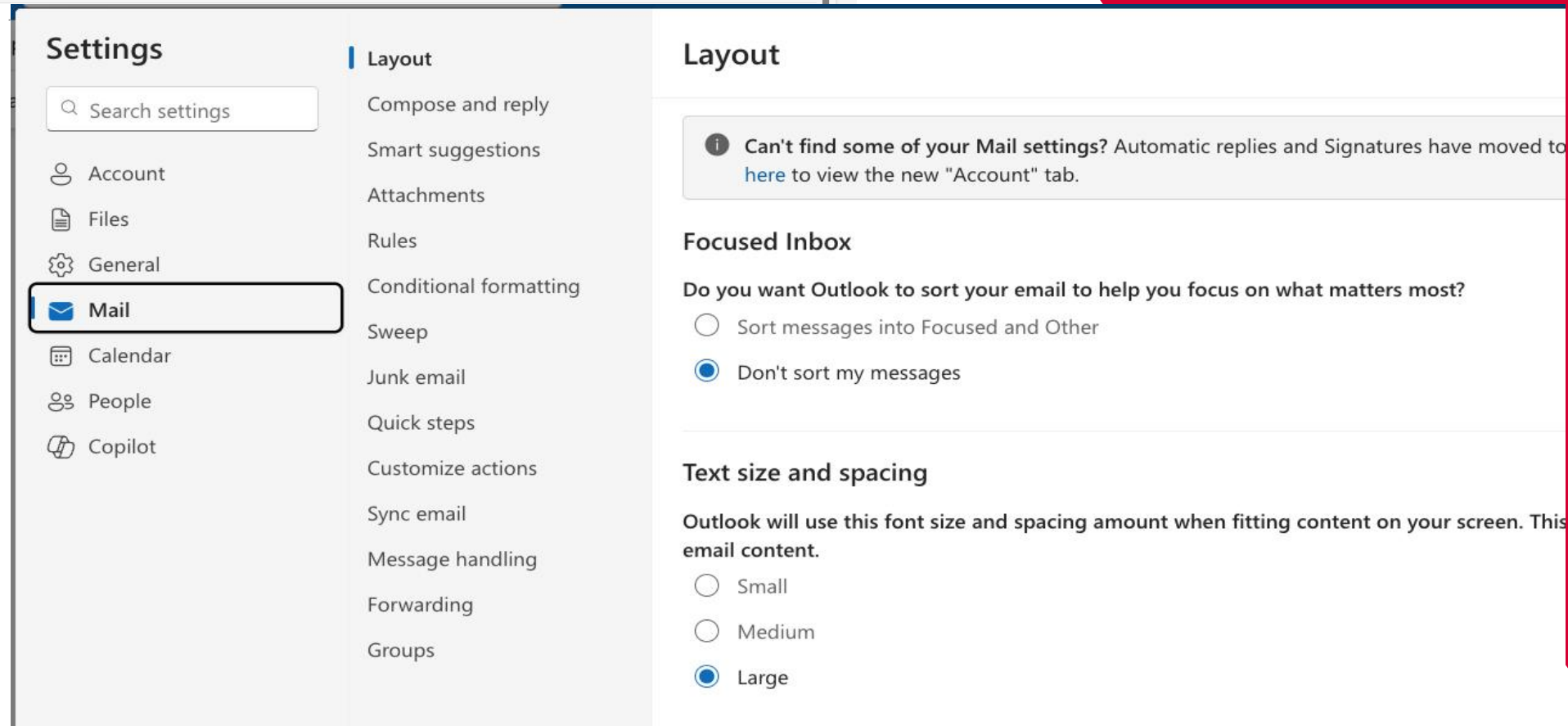
Simplified Ribbon



View Settings (what it covers)



Tip: You can, also, click the gear icon next to your profile to get to "Settings"



*****Important:**

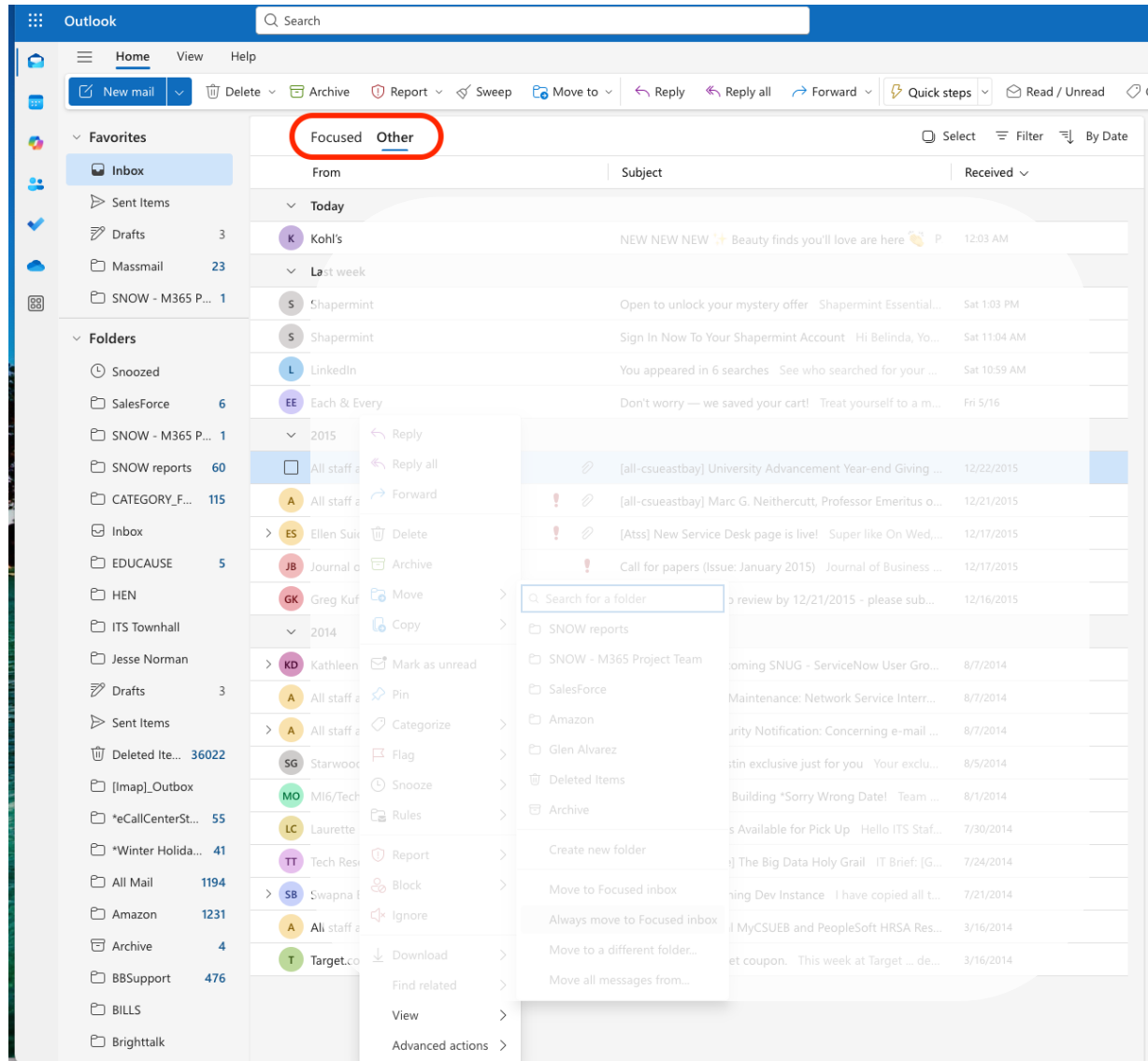
When you log into M365 Outlook you may receive a message stating "your mail is being forwarded to xxxx@gm.csueastbay.edu"

DO NOT CHANGE THIS SETTING.

This is used for the migration purposes.

This will remain this way until we are fully off of Google.

Focused vs. Other

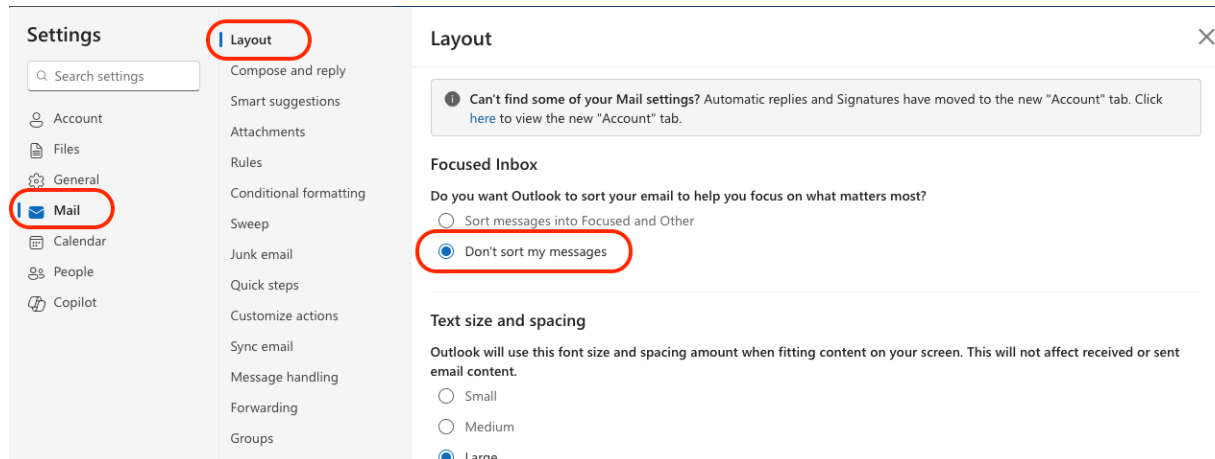


“Focused Inbox intelligently pre-sorts your email so you can focus on what matters.

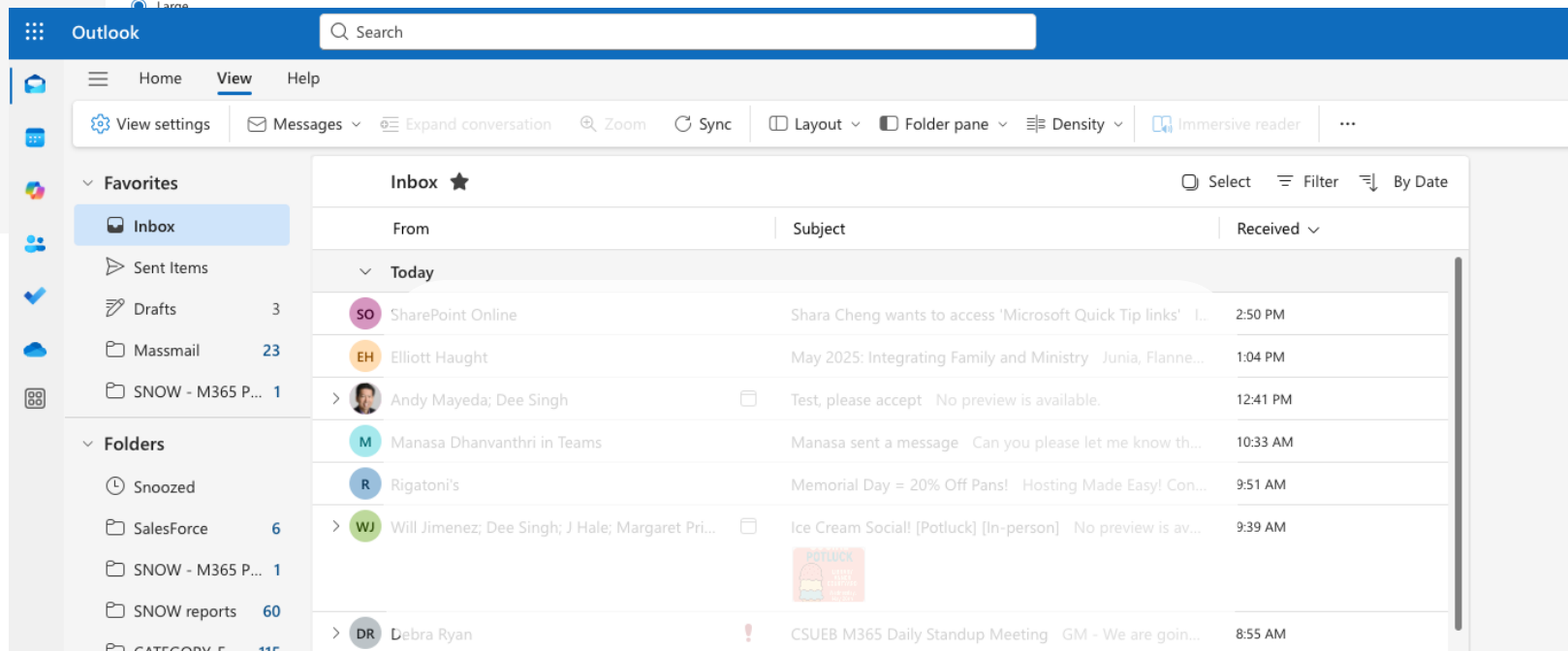
It places your most important emails in Focused and the rest in Other. Focused Inbox works across all your email accounts, personal and professional.”

~ Microsoft

Stop sorting by Focused/Other



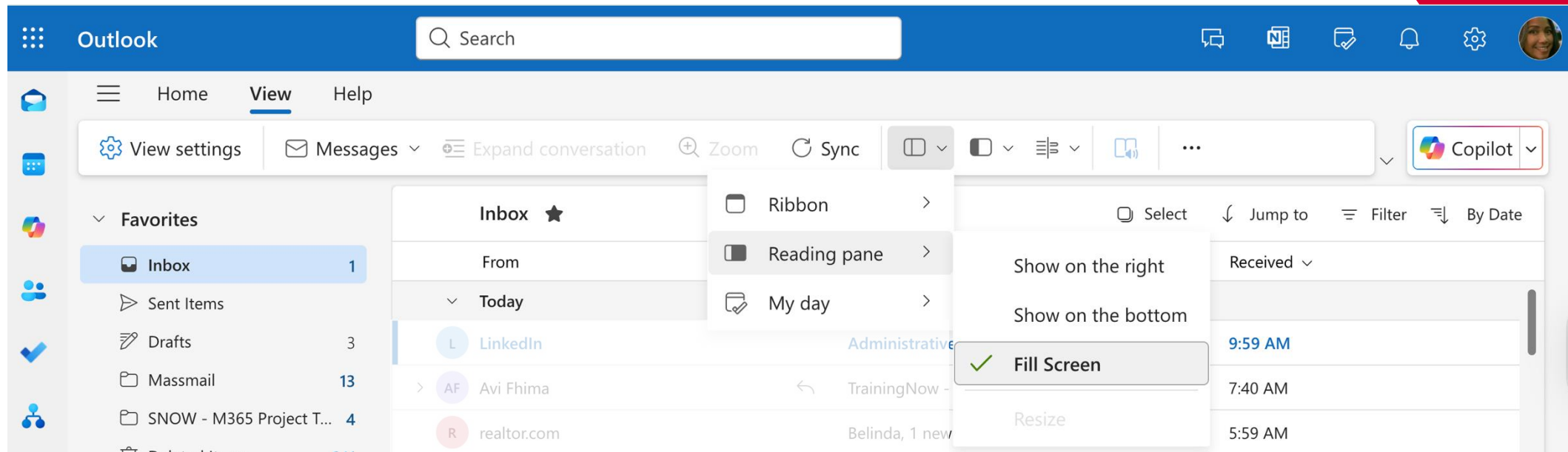
- View Settings
- Mail
- Layout
- Focused Inbox
- Don't sort my messages.



Layout – Reading pane

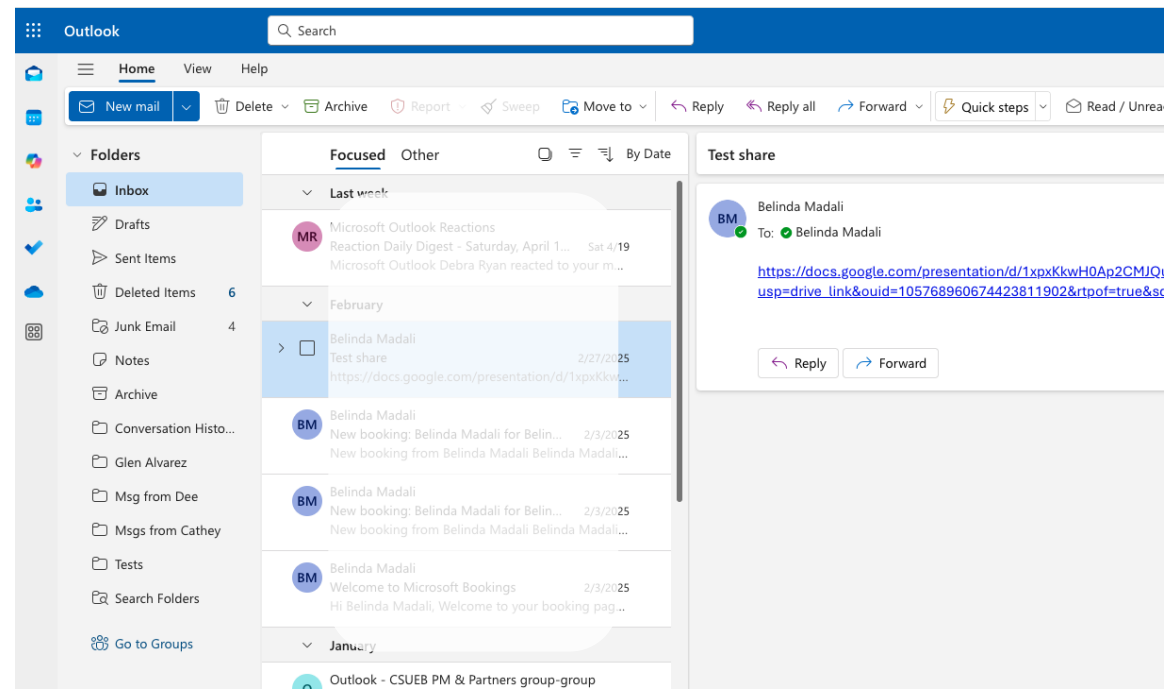
Show on the right | Show on the bottom | Fill Screen

- In Mail go to "View"
- Click "Layout"
- Click "Reading pane"

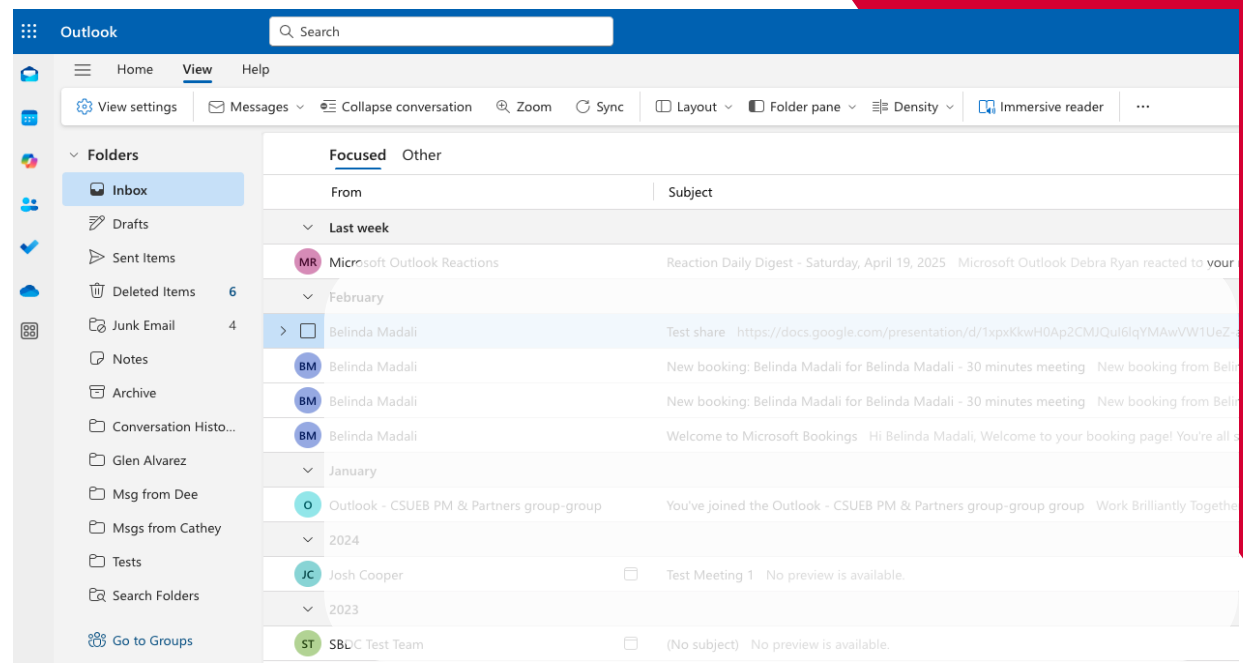
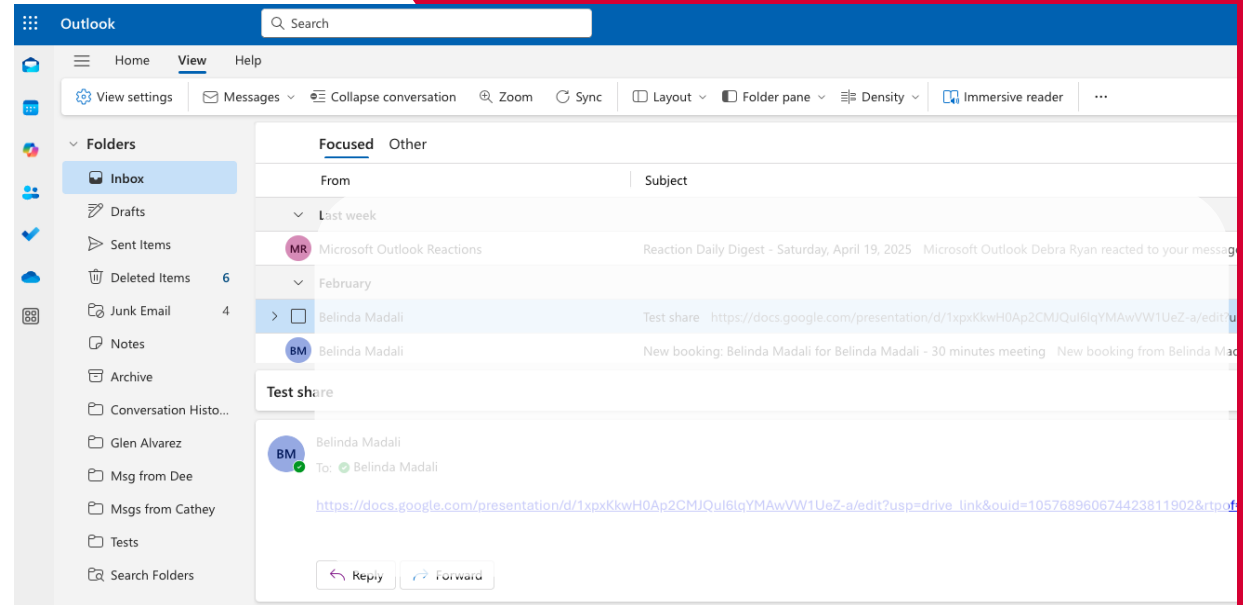


Examples of Layout – Reading panes

Right



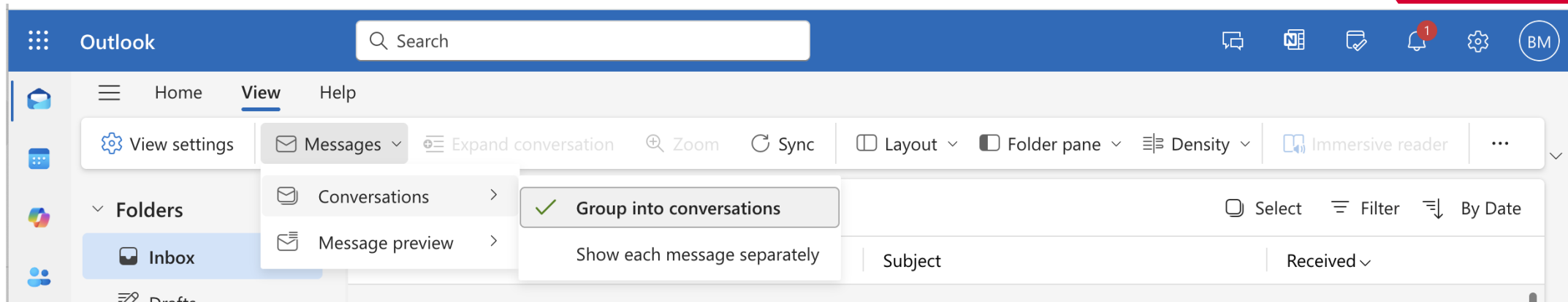
Fill screen (list view)



Email threads = Mail Conversations

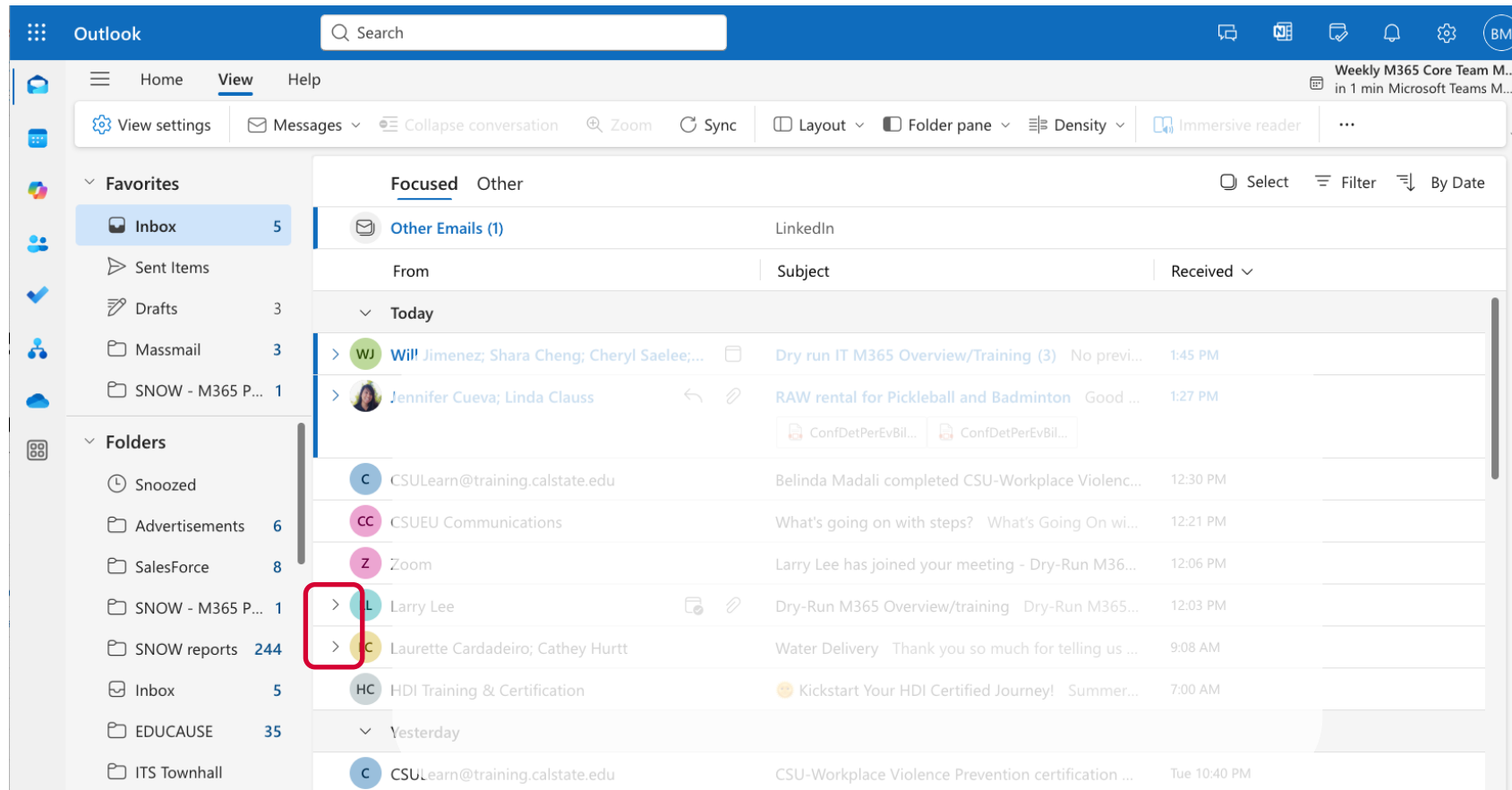
Group into conversations or Show each message separately:

- Go to the "View" tab
- Click "Messages"
- Click "Conversations"



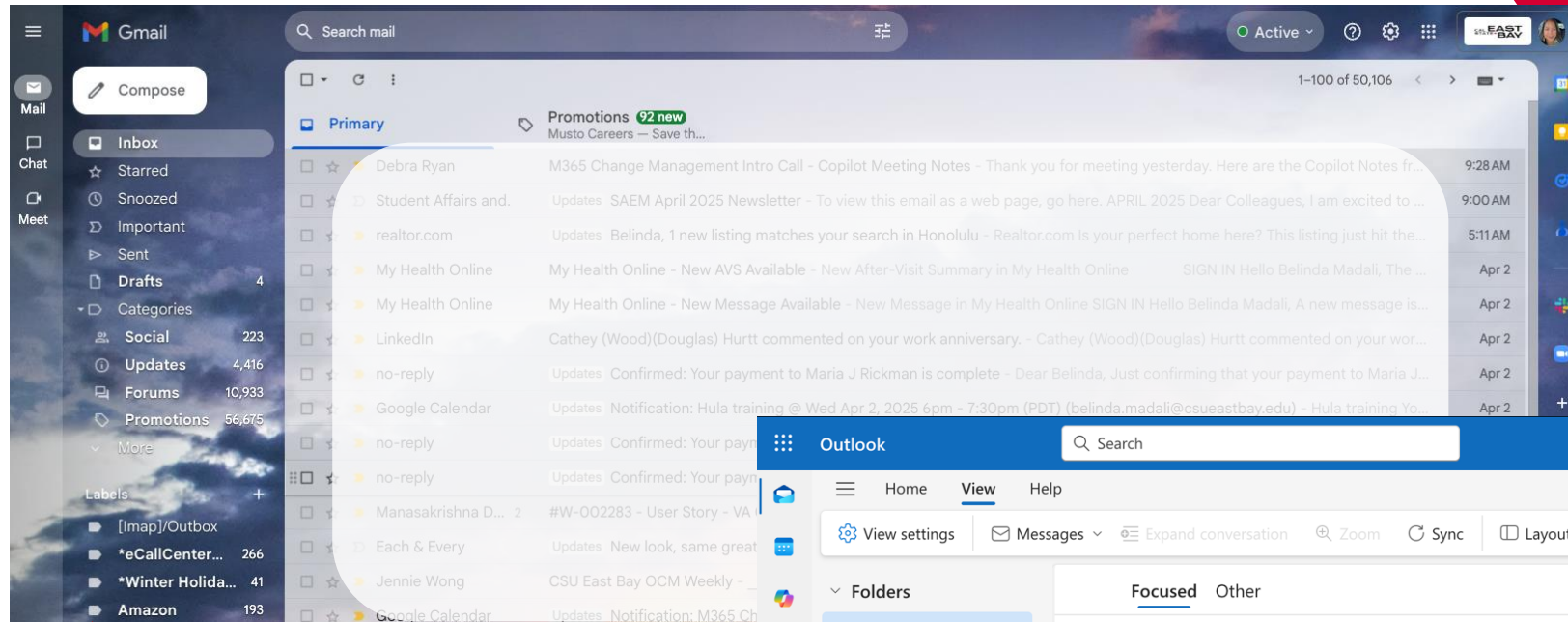
Mail Conversations

Grouped conversations ">" icon in list.



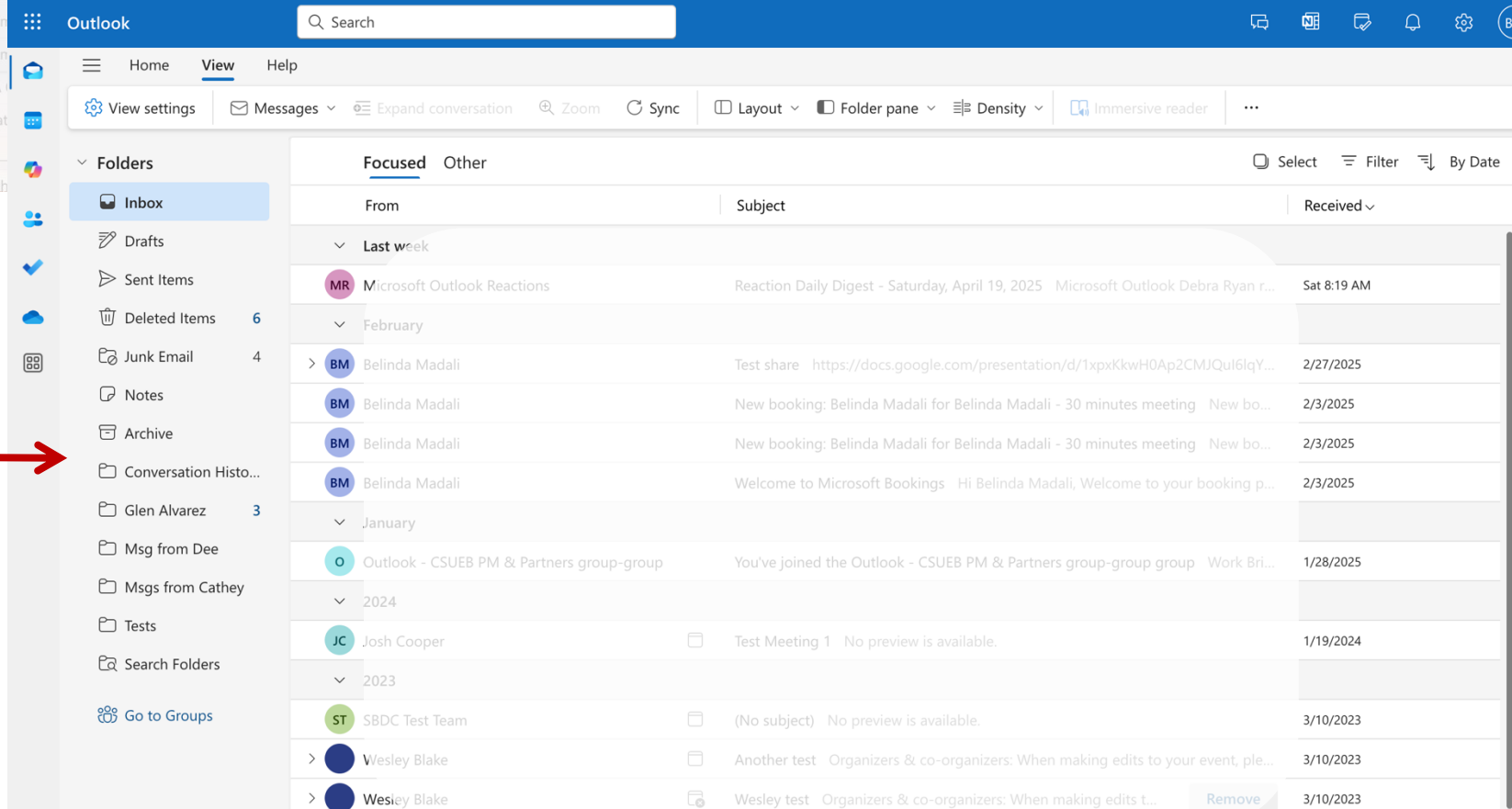
Organizing Your Email

Gmail



Labels = Folders

Outlook Mail



Organizing Your Email

Creating rules (In gmail = filters) to Auto-file Your Emails

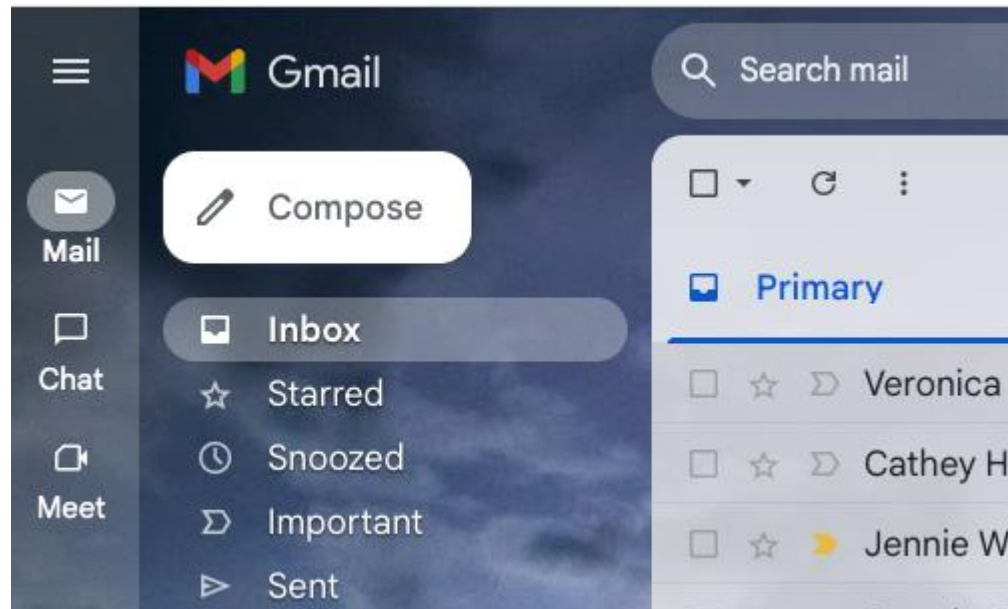
- Right-click a message in your message list that you want to create a rule for, hover over Rules and then select Create rule.
- Choose an existing folder or create one where you want all messages from that sender/s, topics, or other criteria to be moved to, and then select OK.
- After selecting OK, the rule will be applied to all incoming messages with that criteria.

Microsoft instructions on [how to create rules](#)

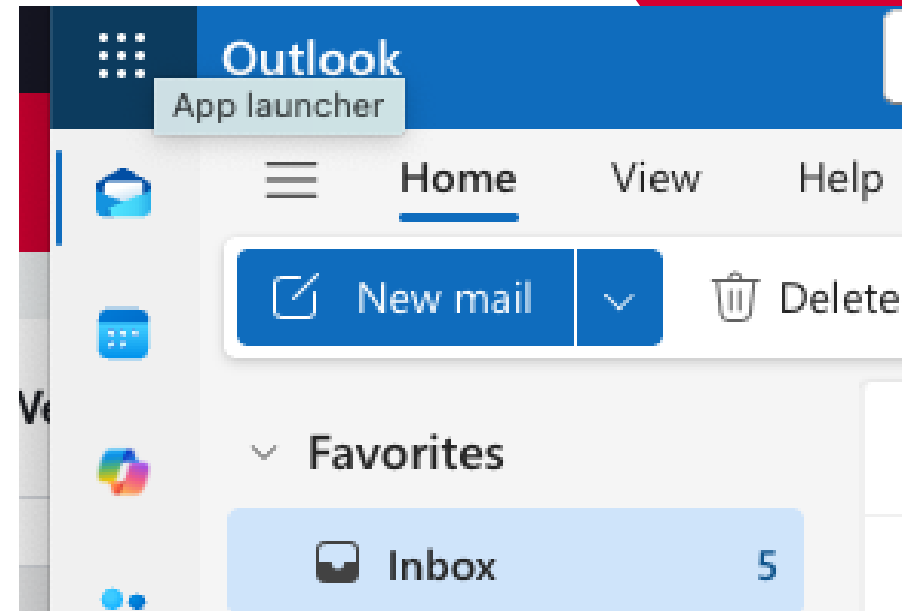
Outlook Mail

The basic, composing an email.

Old – Gmail "Compose"

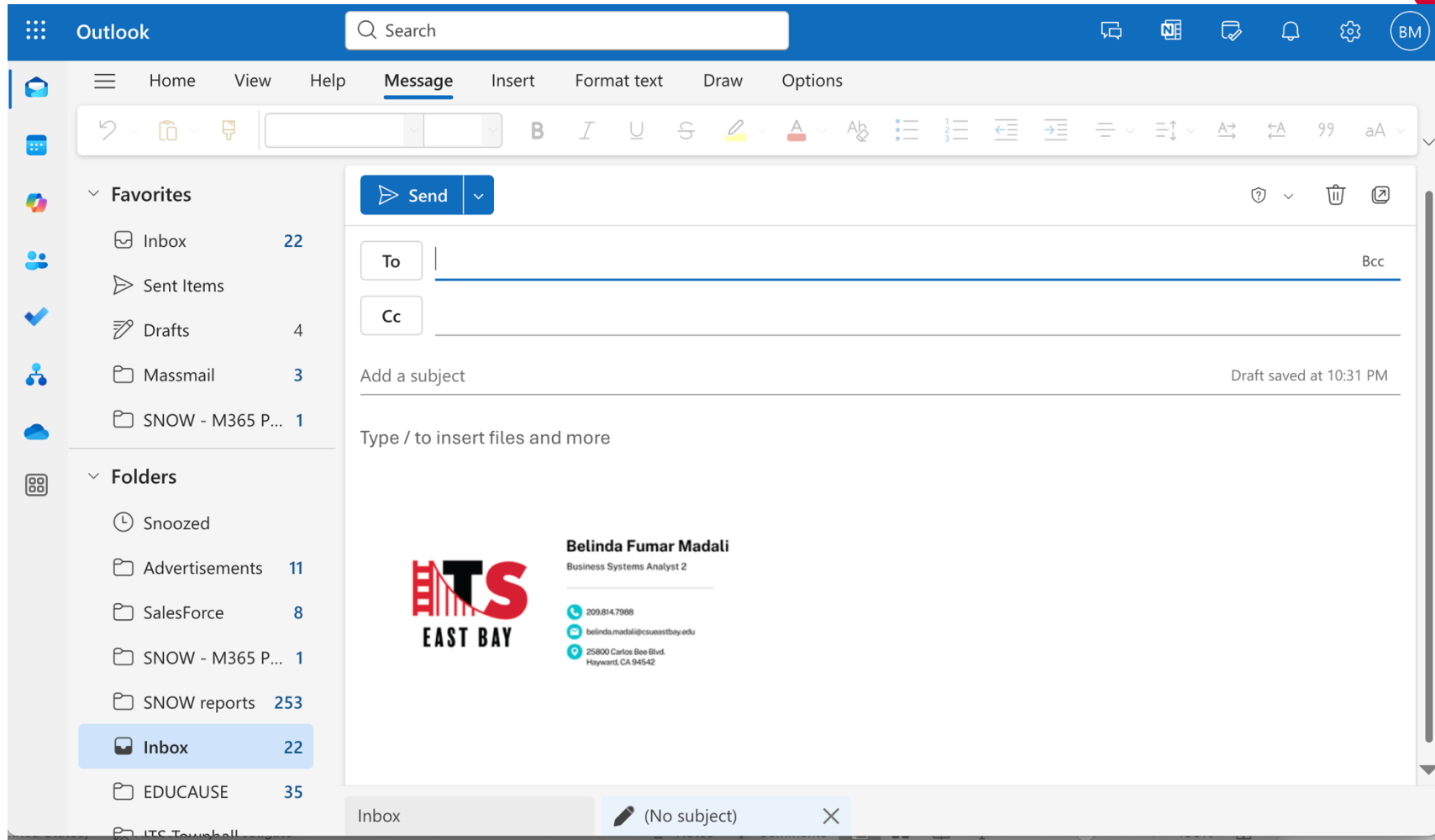


New – Outlook Mail "New Mail"



Outlook Mail

Composing an email.

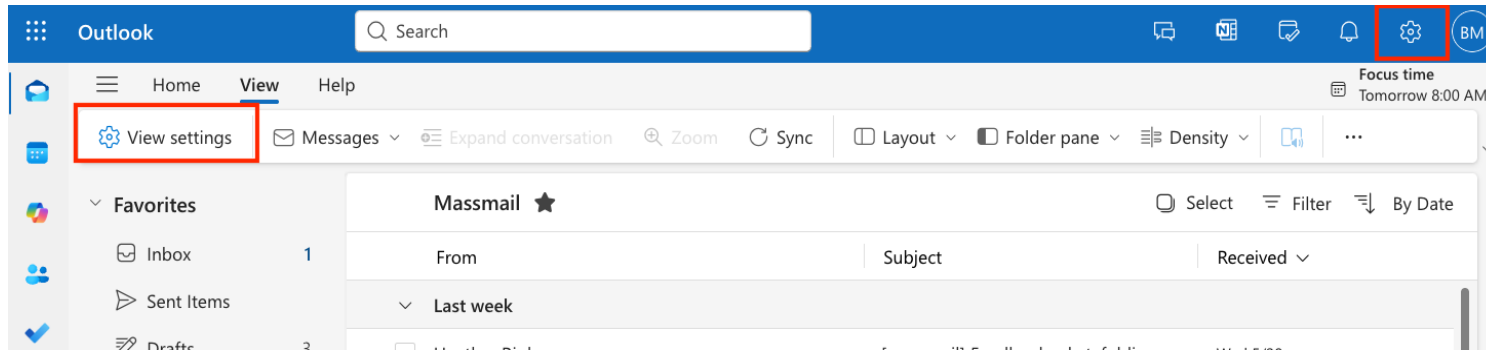


Other features...

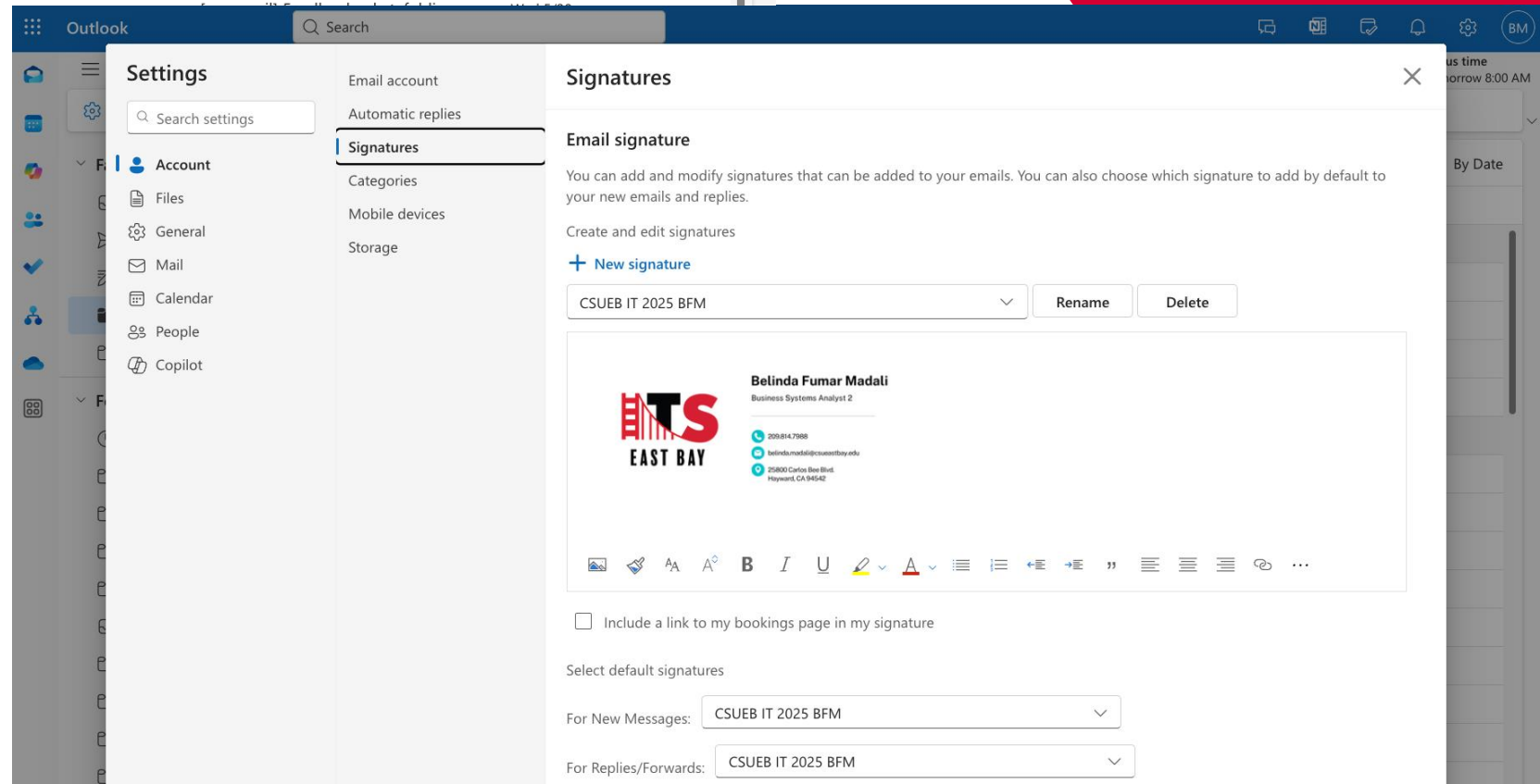
- Signatures for Mail
- Auto-reply (Out of Office/Vacation)
- Department/other Mail accounts
 - You need to know the name of that email account or the email address.
- Delegates
 - Schedule an appointment with IT.

Microsoft instructions on delegates and sharing folders.

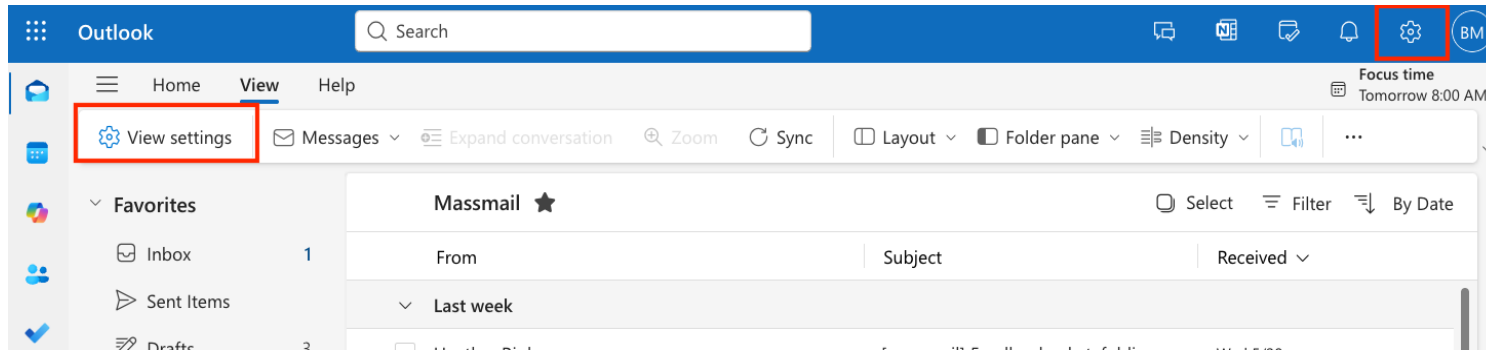
Signatures



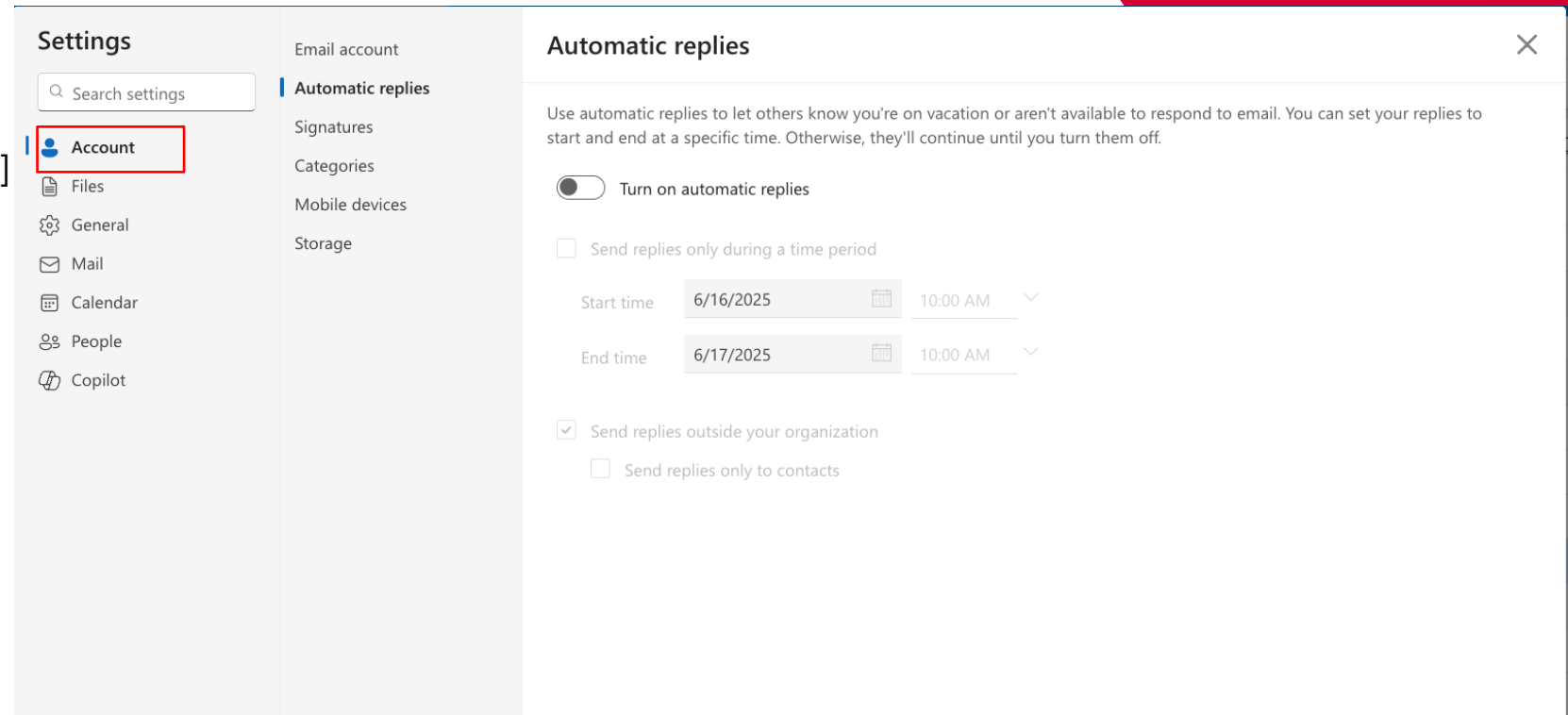
- View Settings
- Account
- Signatures
- + New signature



Auto-Reply (Out of Office)



- View Settings [or gear icon]
- Account
- Automatic replies
- Turn on automatic replies



Automatic Replies (Out of Office)

- Set the dates.
- Choose your options.
- Compose your email.
- Click Save

Settings

Search settings

Account

- Files
- General
- Mail
- Calendar
- People
- Copilot

Automatic replies

Signatures

Categories

Mobile devices

Storage

Automatic replies

Use automatic replies to let others know you're on vacation or aren't available to respond to email. You can set your replies to start and end at a specific time. Otherwise, they'll continue until you turn them off.

☒ Automatic replies on

☐ Send replies only during a time period

Start time 6/16/2025 10:00 AM

End time 6/17/2025 10:00 AM

Send automatic replies inside your organization

Add a message here

☒ Send replies outside your organization

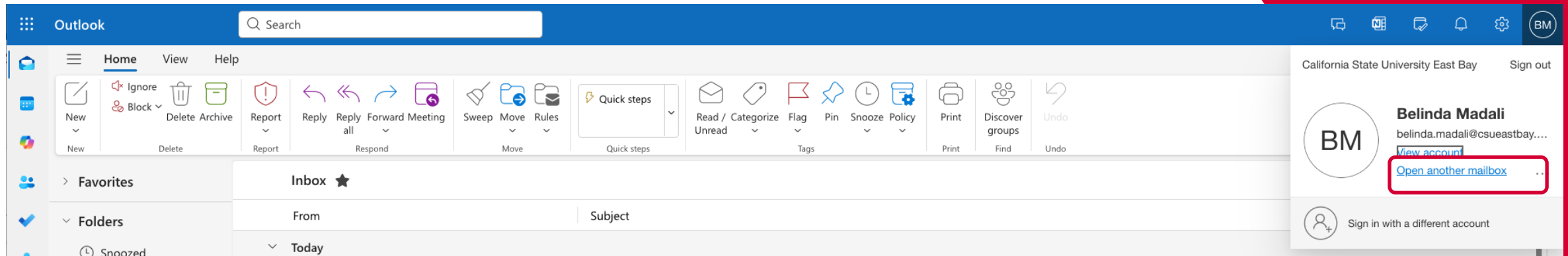
☐ Send replies only to contacts

Add a message here

Save Discard

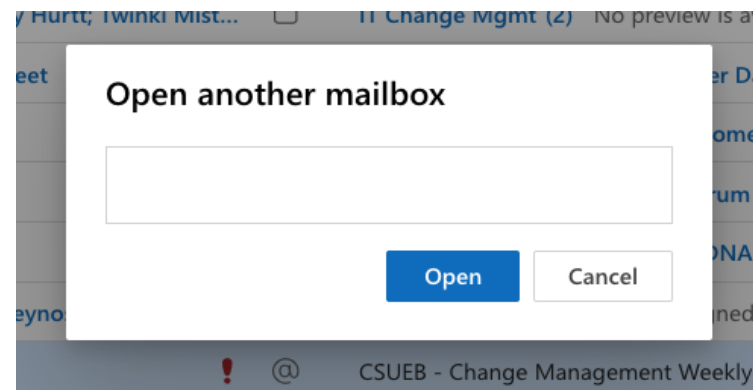
Accessing Department/Non-person Mail Accounts

- ❖ You must know the name or email address associated to the mailbox.
- ❖ It must be migrated to M365.
- ❖ You must have access to it.



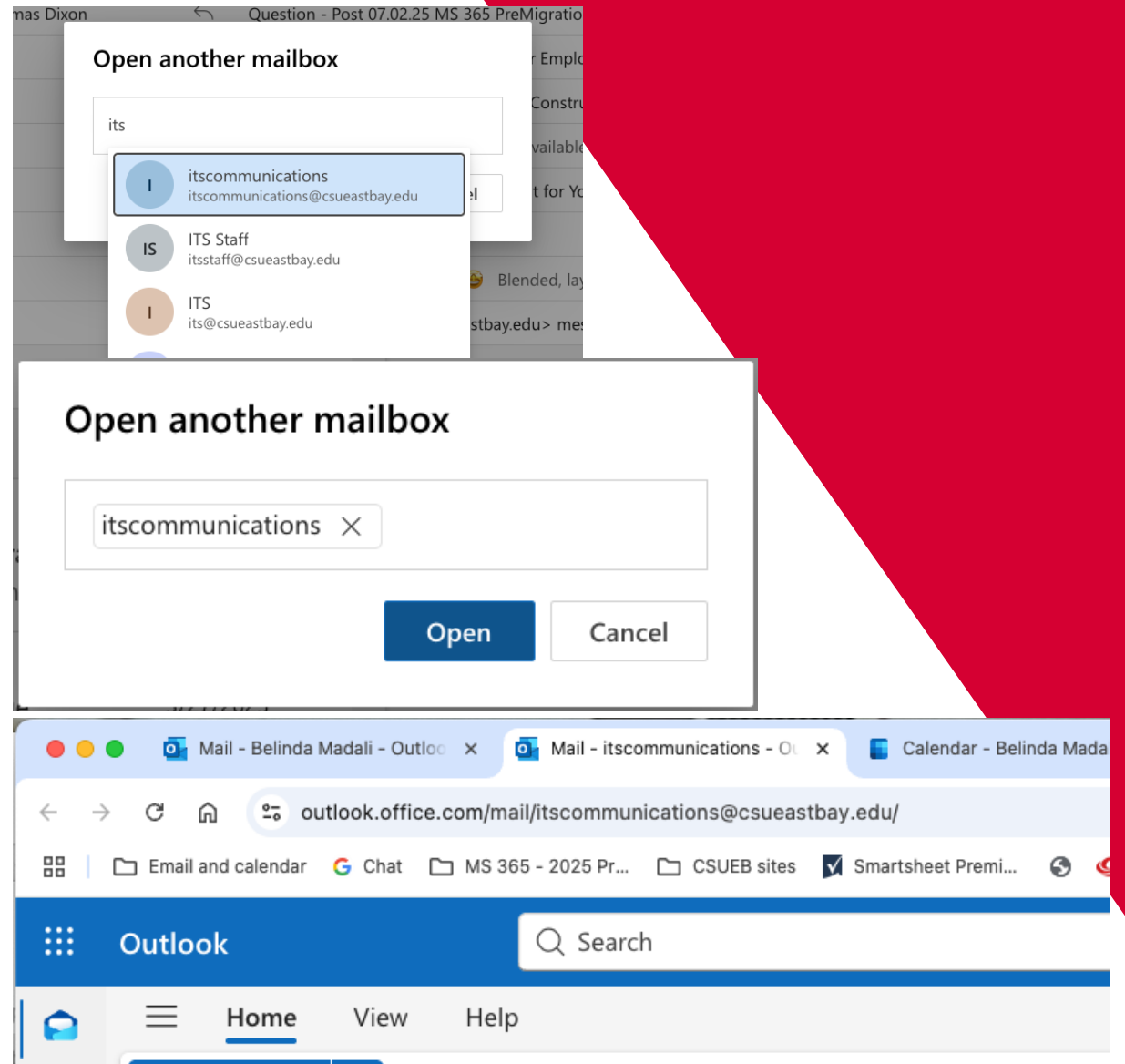
OPTION 1 (preferred method)

1. Click your profile on the top right.
2. Choose **Open another mailbox**.
3. Open another mailbox dialog box.



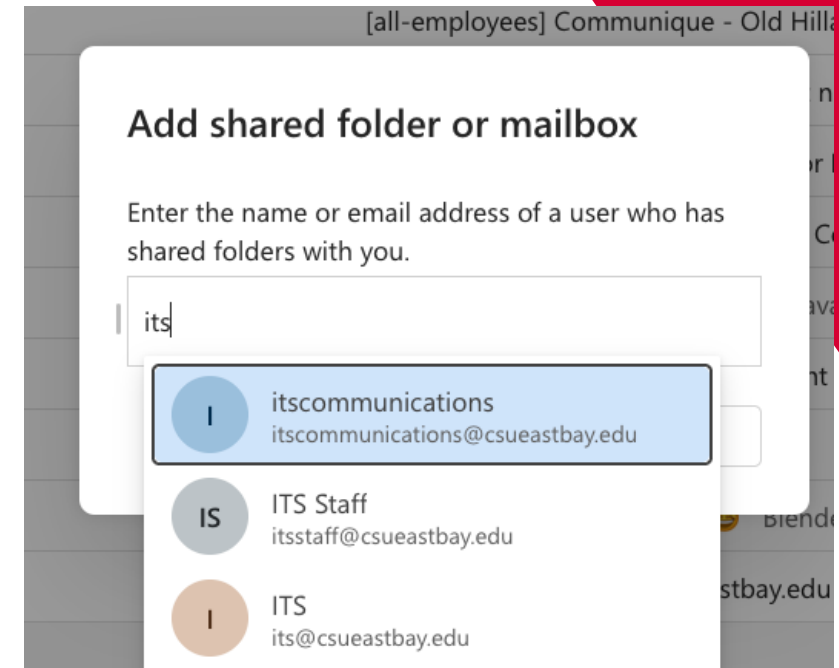
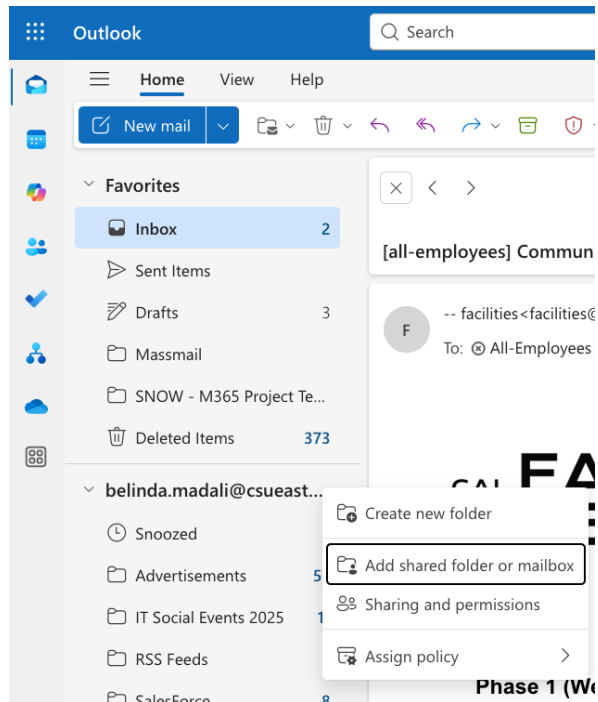
Accessing Department/Non-person Mail Accounts

1. Start typing the name or email address.
Choose the account.
2. Click Open
3. The email account will open in a new tab.
4. You will now be able to send and receive from that account.



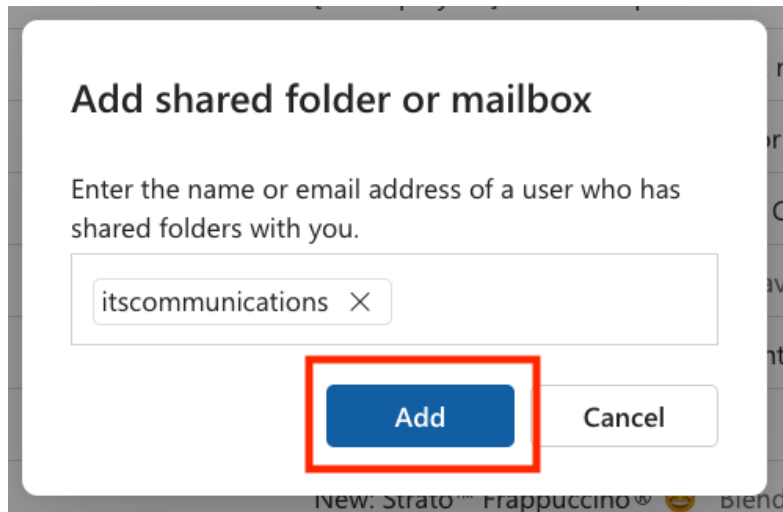
Option 2 : Accessing Department/ Non-person Mail Accounts Within Your Email View

1. In Mail in the left navigation pane.
Click the icon with the three vertical dots
next to your email address on the left nav
2. Start typing the name or email
address.
Choose the account.



Accessing Department/Non-person Mail Accounts

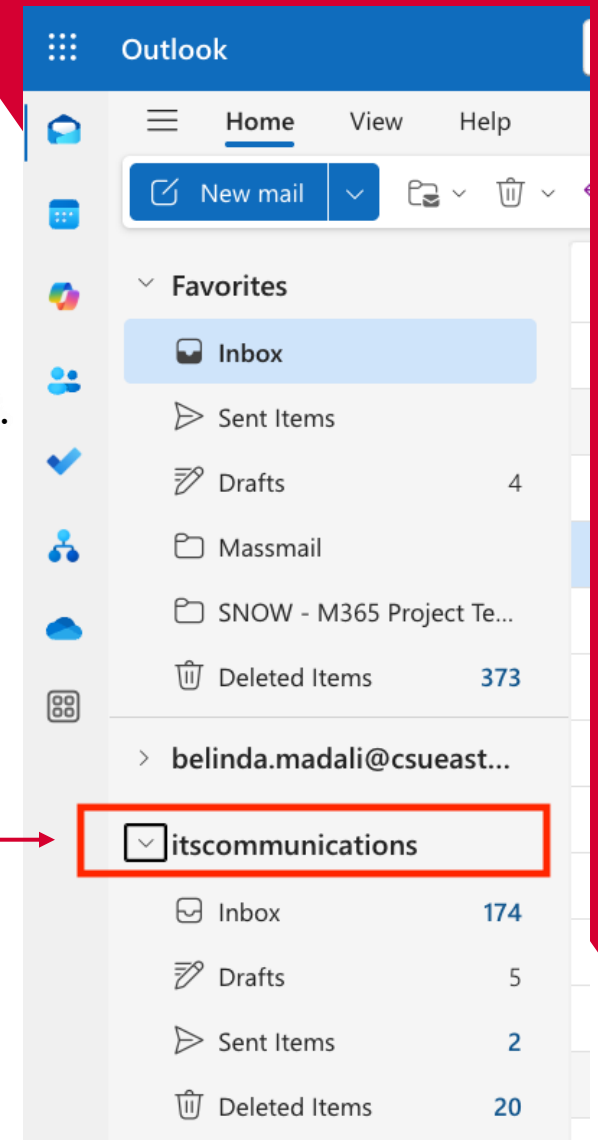
3. Click Add.



4. Once you've added the mailbox, it will show below your list of Folders.

Example:

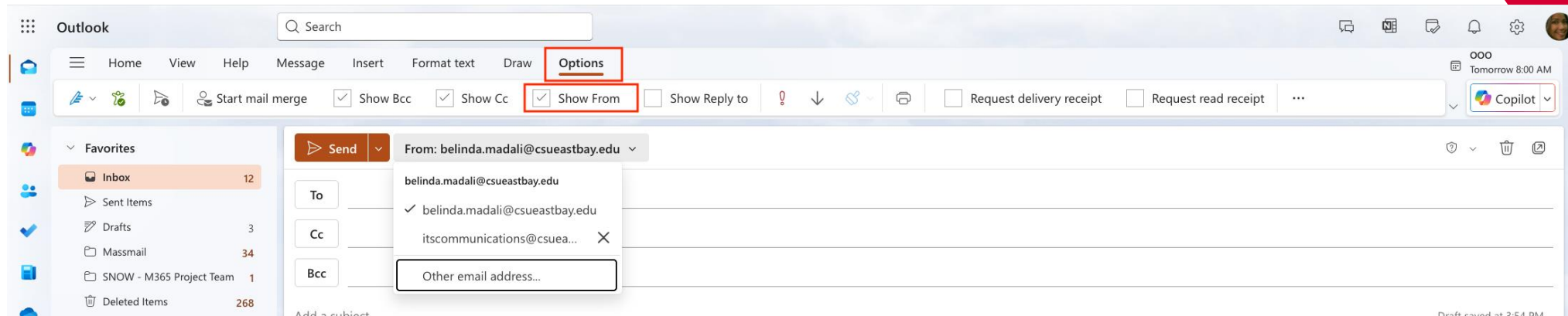
Mailbox is named "itscommunications".



❖ Please note, you will need to remember to change the "From:" to the appropriate sender. See next slide.

Accessing Department/Non-person Mail Accounts

5. If you do not have the option to change the “From”:
- Compose an email
 - Go to Options
 - Choose “Show From”
 - You will now be able to choose which account you’d like to send From.



❖ When using option 2, all sent emails will be in your staff Sent folder.

Known Behavior/Facts

- We are not turning off gmail but do not use it.
It's only used for troubleshooting.
 - It will be configured differently so it will not look the same.
- Google Spam will not be migrated or forwarded.

Outlook – Calendar & To-Do

outlook.office.com/calendar/

Outlook Calendar

- ✓ View
- ✓ New Event
- ✓ Sharing Your Calendar

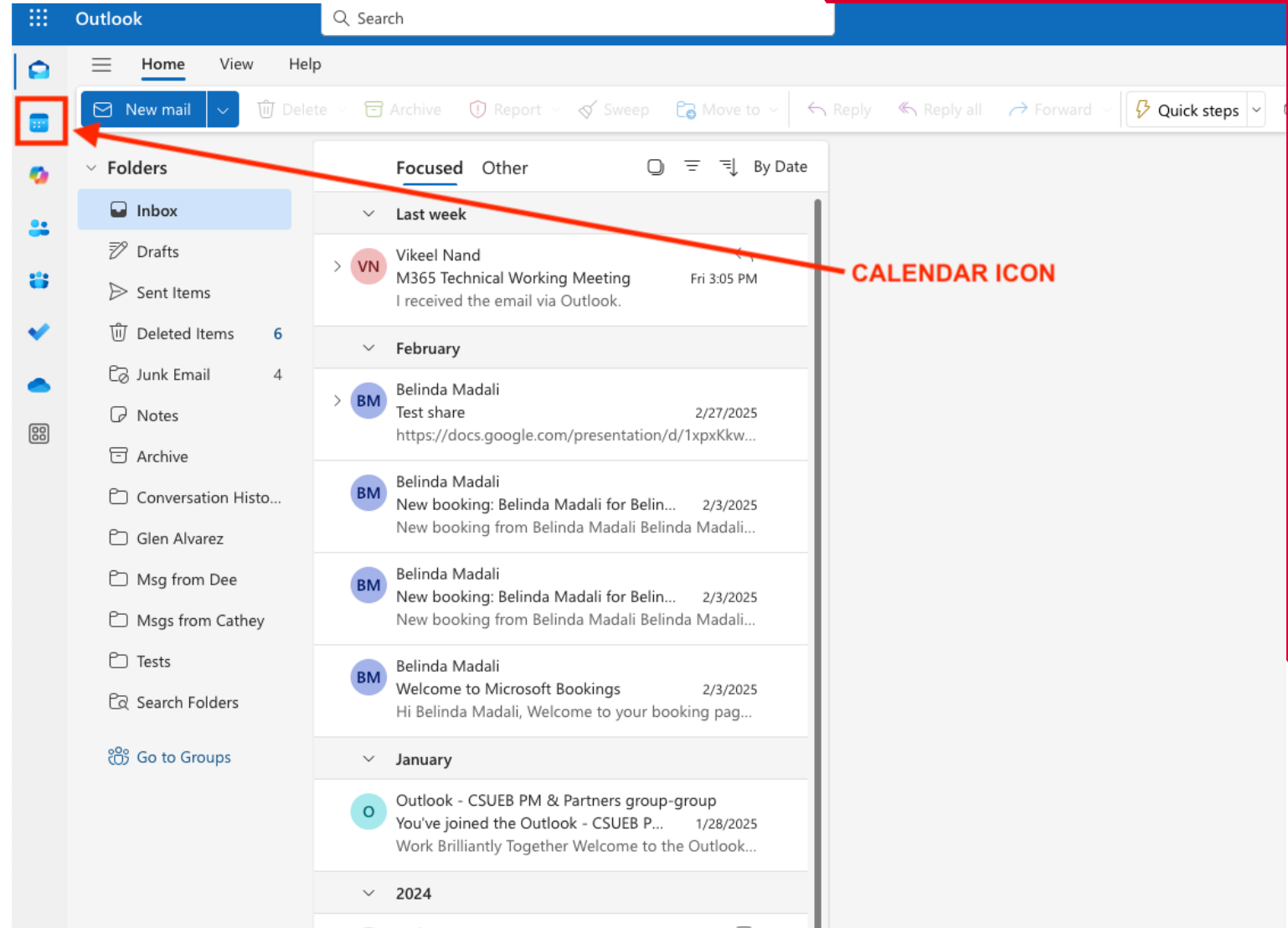
Microsoft Outlook [Calendar instructions](#).

Outlook Calendar

In Mail click the Calendar icon on the left nav menu.

TIP:

Right click the icon and open in new tab so you can have your Mail and Calendar open, you can easily switch back and forth.



Outlook Calendar

Outlook

Search

Home View Help

New event Day Work week Week Month Split view Filter Share Print

April 2025

Today April 20–26, 2025

	20 Sunday	21 Monday	22 Tuesday	23 Wednesday	24 Thursday	25 Friday	26 Saturday
1 PM					M365 Technical Working Meeting Microsoft Teams Meeting Dee Singh		
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							

Add calendar

Go to my booking page

My calendars

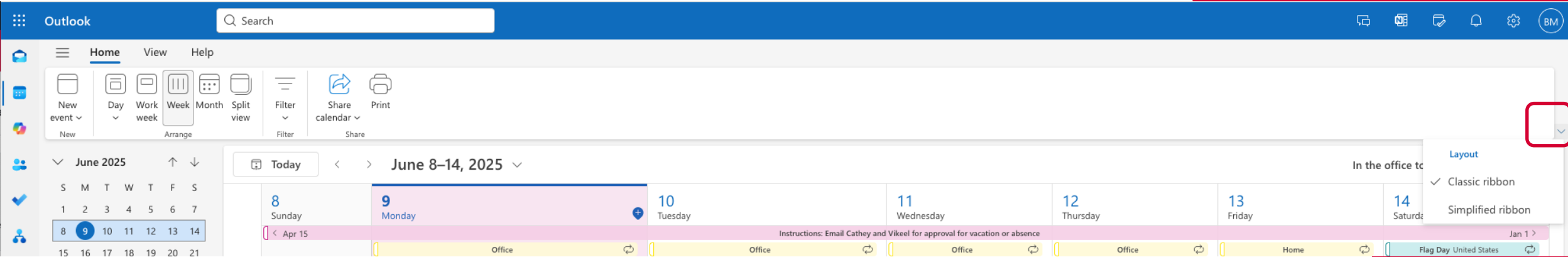
Calendar

Show all

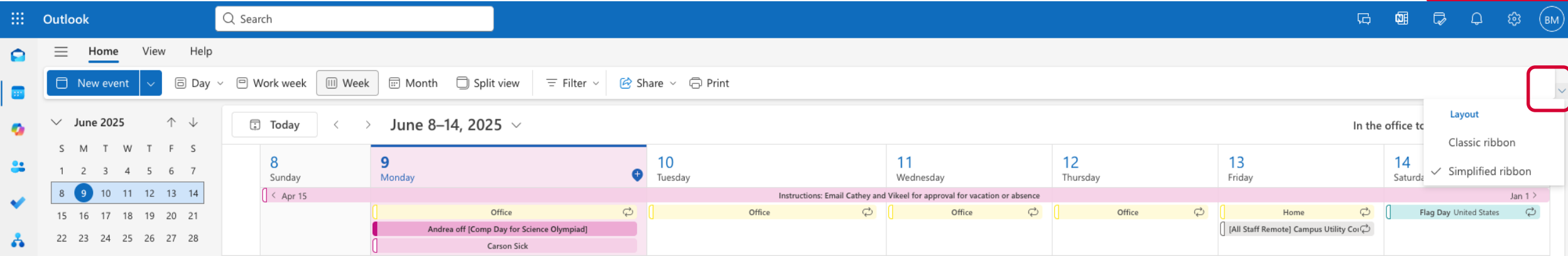
Outlook Calendar – Ribbons (top menu)

Two different views for the menu ribbon.

Classic Ribbon



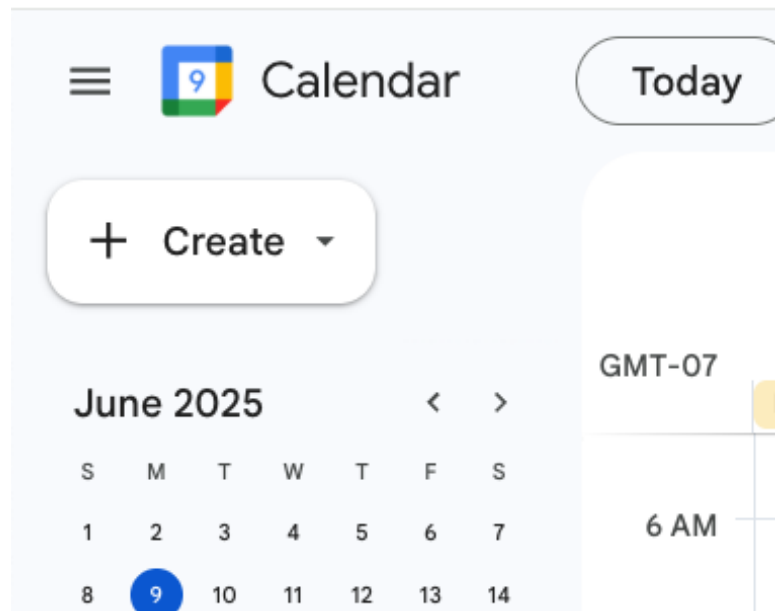
Simplified Ribbon



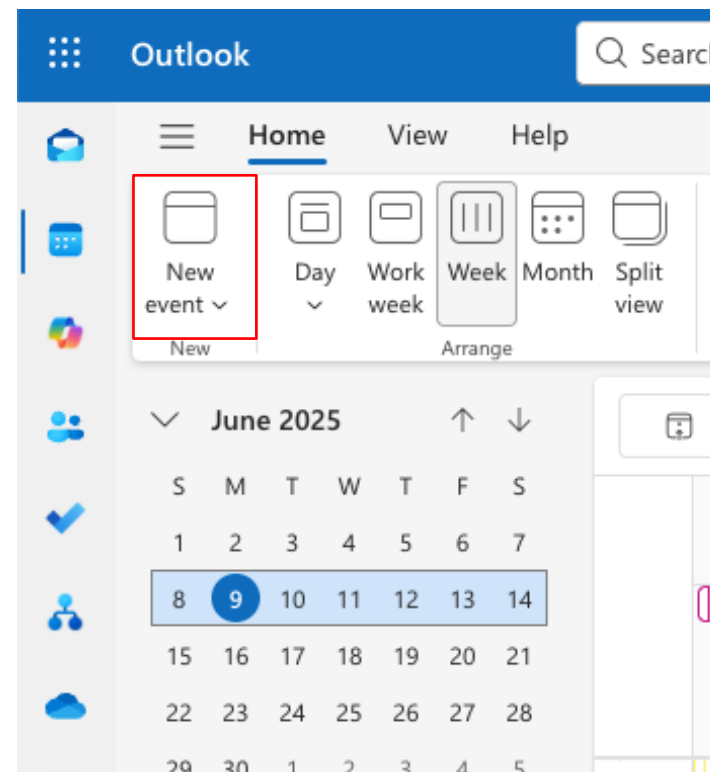
Outlook Calendar

The basic, creating an invite/event.

Old – Google Calendar "Create"



New – Outlook Calendar click "**New Event**"



Outlook Calendar

New Event

New event - Calendar

Event Scheduling Assistant

Response options Busy 15 minutes before Categorize Private Scheduling poll Zoom ...

Save Calendar (belinda.madali@csueastbay.edu)

Add a title Teams meeting

Invite attendees Optional

9/23/2025 4:00 PM to 4:30 PM Make recurring All day

Add a room or location In-person event

Type / to insert files and more

12 PM
1 PM
2 PM
3 PM
4 PM
5 PM
6 PM
7 PM
8 PM
9 PM
10 PM
11 PM

Office

Wave 4 - Introduction to M365

4:00 PM - 4:30 PM

Big question...

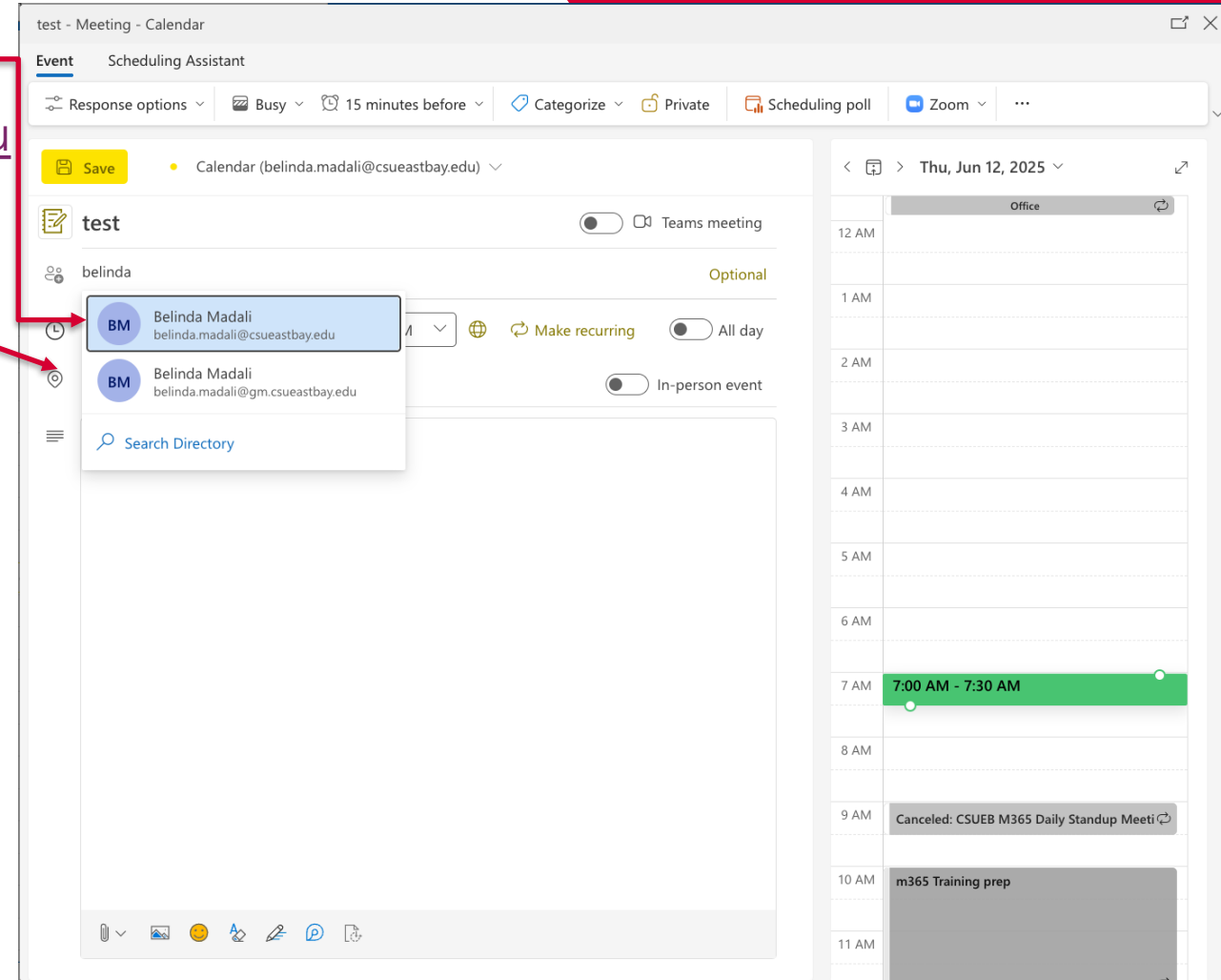
How do I check the availability of people who have not been migrated yet?

- Use the following format in the 'Invite attendees':
 - `firstname.lastname@gm.csueastbay.edu`
 - `firstname.lastname@csueastbay.edu`

Create a new event:

- Use the following format in the 'Invite attendees':

- firstname.lastname@csueastbay.edu
- firstname.lastname@**gm**.csueastbay.edu



Checking non-migrated availability – Find a Time:

test - Meeting - Calendar

Event

Scheduling Assistant

Cancel

Join

Tracking

Busy

15 minutes before

Scheduling poll

Zoom

Send

Calendar

test

Join

Chat

ZB Ministry

Carla Calix

Carla Calix

Susy Hovland

Susy Hovland

Michelle Young

Michelle Young

Optional

6/23/2025

11:00 AM

to

11:30 AM

Make recurring

All day

Find a Time

Mon 6/23, 1:00 PM

Mon 6/23, 1:30 PM

Mon 6/23, 4:00 PM

Microsoft Teams Meeting

In-person event

Microsoft Teams

Need help?

Join the meeting now

Meeting ID: 241 828 054 042 1

Passcode: 8yR95rb6

Dial in by phone

Mon, Jun 23, 2025

Office

11 AM

11:00 AM - 11:30 AM 2 people aren't available

12 PM

1 PM

2 PM

M365 Microsoft Teams Meeting

3 PM

4 PM

5 PM

6 PM

7 PM

BM

ZM

CC

CC

SH

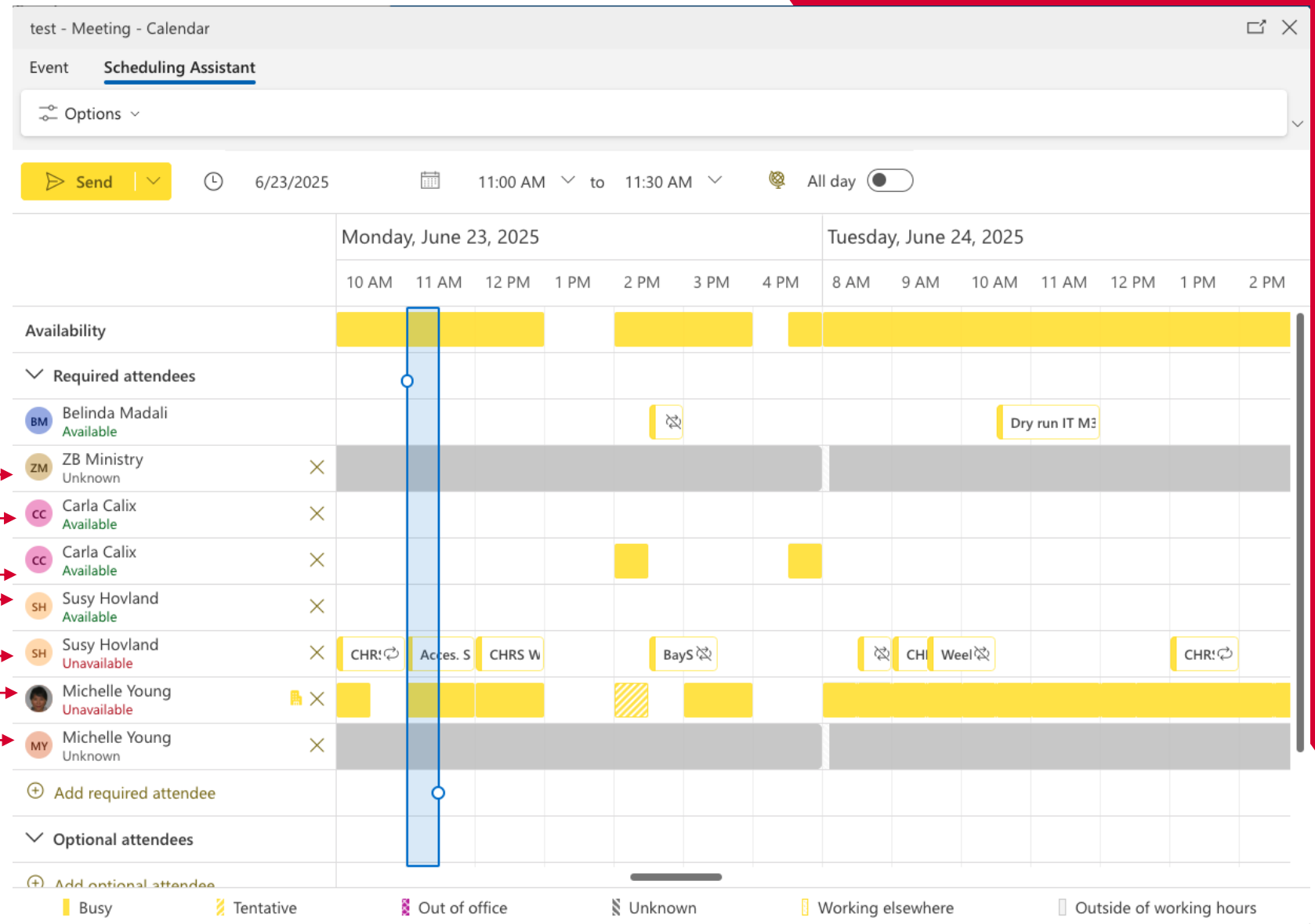
+3

Checking non-migrated availability – Scheduling Assistant tab

You will not see availability for outside of CSUEB invitees.

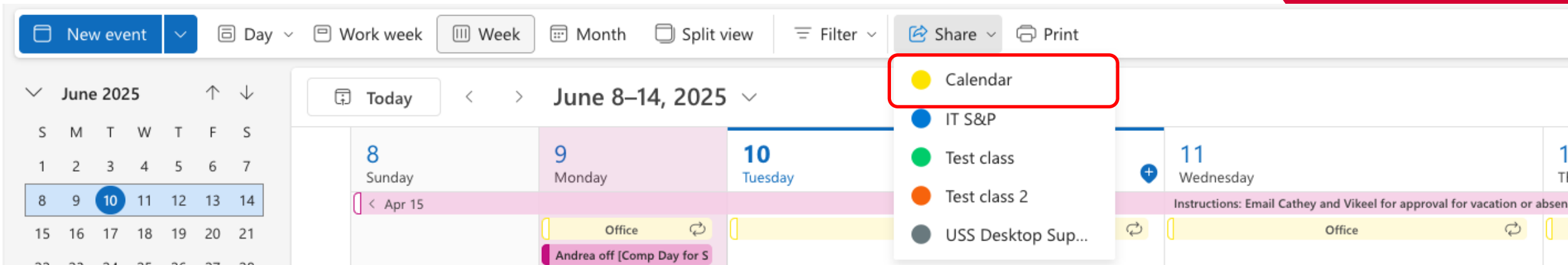
Invitees:

- Non-CSUEB
- CSUEB Non-Migrated
- CSUEB Non-Migrated
- CSUEB Migrated



Share your calendar

- In Calendar be sure you're on the Home tab at the top.
- Click "Share" on the ribbon (top menu).
- Choose which calendar you'd like to share.



Sharing and permissions

- Start typing the person who you'd like to share with.
 - Choose the person from the drop down list.
- Choose the level of permissions in the drop down list.
- Click "Share"

Sharing and permissions

Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.

Michelle Y

Share

MY

Michelle Young


michelle.young@csueastbay.edu

MF

Michelle & Julius Fumar

M1C2409@pharmerica.com

Search People



Andy Mayeda

andy.mayeda@csueastbay.edu


Can view when I'm busy

Can view when I'm busy

Sharing and permissions

Calendar

Send a sharing invitation in email. You can choose how much access to allow and change access settings any time.



Michelle Young

michelle.young@csueastbay.edu

Can view all details

Can view when I'm busy

Can view titles and locations


Can view all details

Can edit


Delegate

Share

Inside your organization



People in my organization



Andy Mayeda

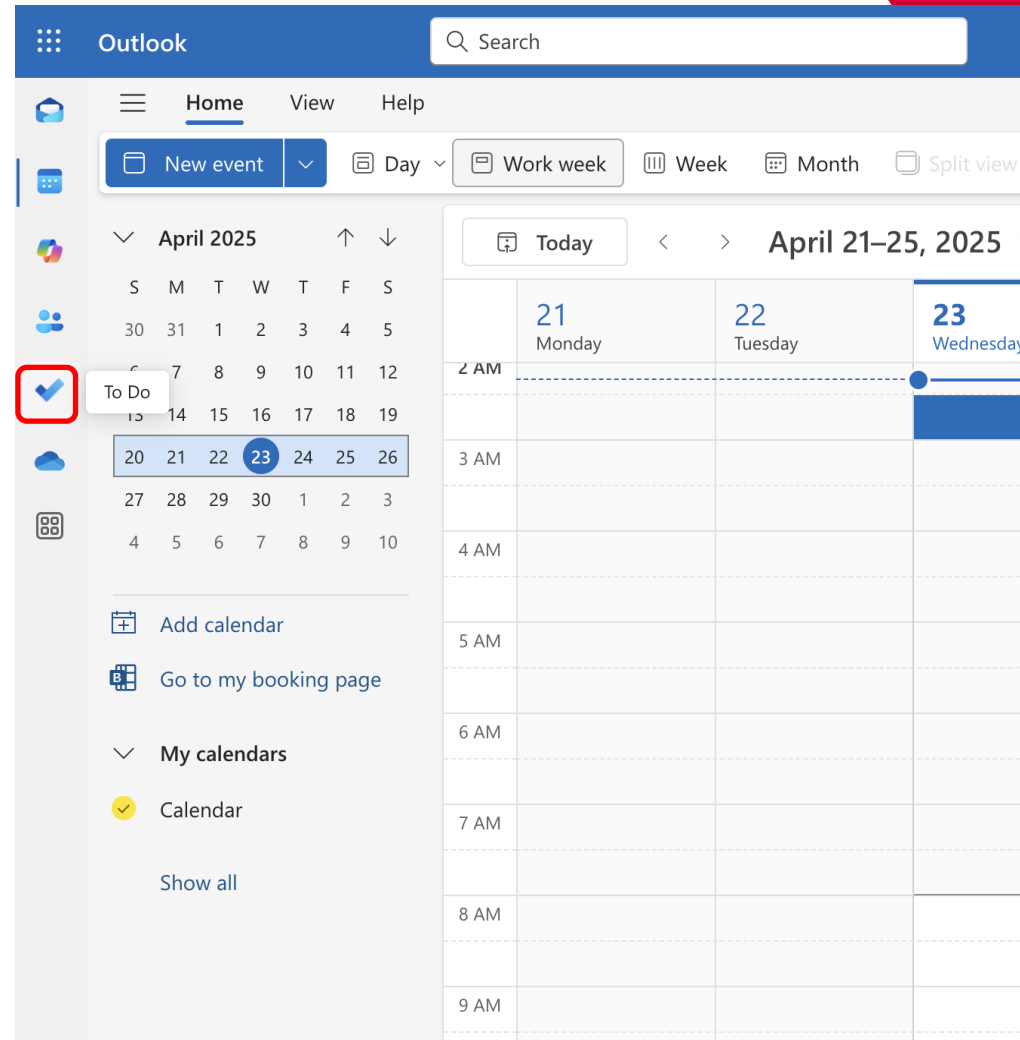
andy.mayeda@csueastbay.edu

Outlook Calendar Known Behavior

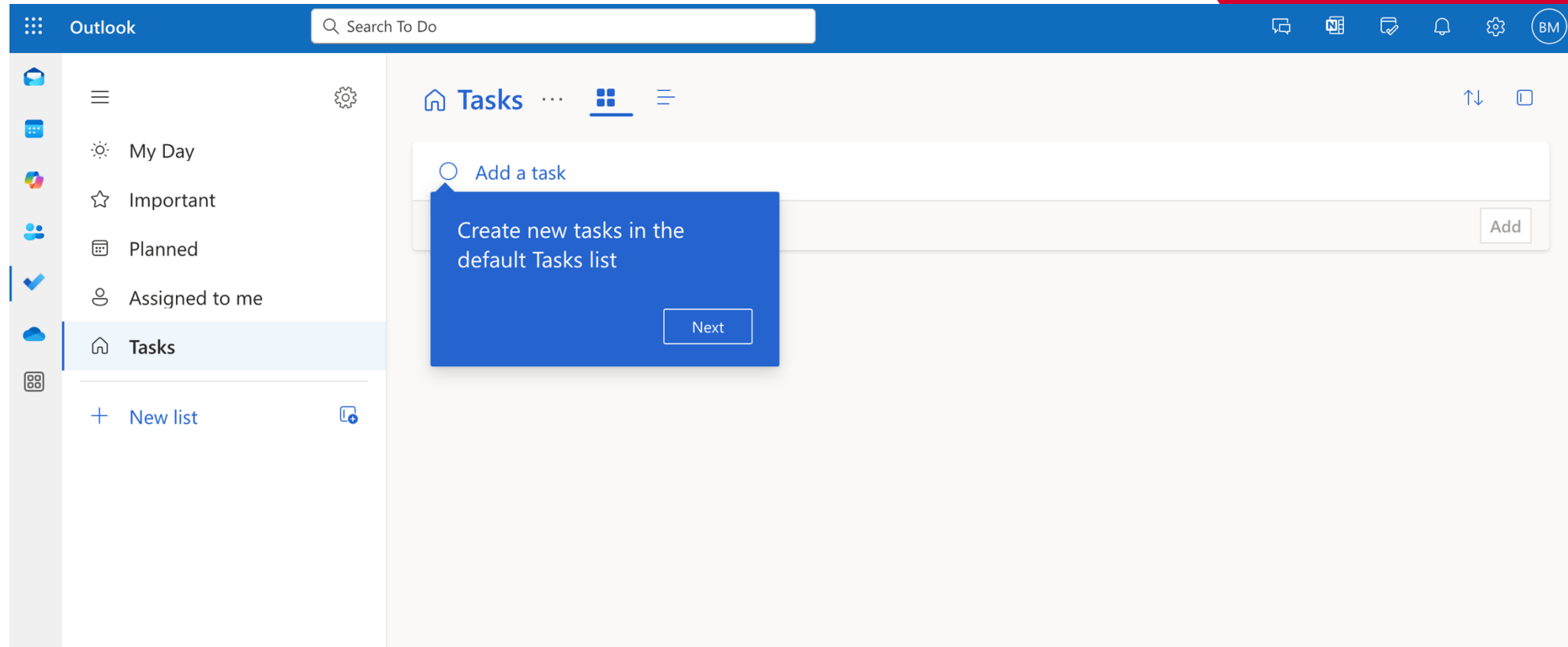
- Canceled meetings that were part of a recurring meeting on your Google Calendar may show up still as active (not canceled) in your Outlook calendar.
- When you schedule a meeting in Outlook with people outside of CSUEB, you may not see whether they've accepted or declined.
- When you send a calendar invite, a .ics attachment is included automatically, this will allow the invitee to add (via import) it to their calendar if it doesn't add it automatically.

Outlook To Do

1. From Mail or Calendar click “To Do” →

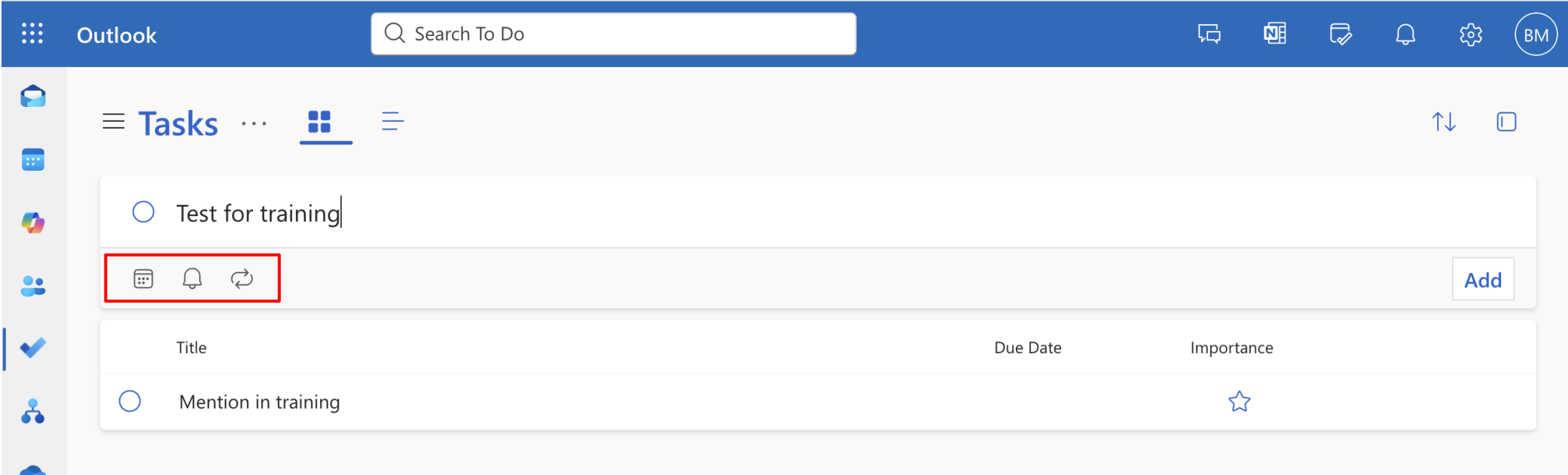


Outlook To-Do



2. Start typing the name of your task where it says “Add a task”.

Outlook To-Do – Add New Tasks



The screenshot shows the Outlook To-Do application interface. At the top, there is a blue header bar with the Outlook logo, a search bar labeled "Search To Do", and several icons for communication and settings. Below the header, the left sidebar contains icons for Mail, Calendar, People, and To-Do. The main area is titled "Tasks" and features a task entry form. The form has a text input field containing "Test for training". Below the input field, there are three icons: a calendar icon, a bell icon, and a refresh icon, which are highlighted by a red rectangular box. To the right of these icons is an "Add" button. Below the form, there is a table with columns for "Title", "Due Date", and "Importance". The table contains one row with the task "Mention in training" and a star icon in the "Importance" column.

Title	Due Date	Importance
Mention in training		☆

3. After you've added the name of the task, you can set a due date, alarm and repeats.
4. Click "Add"

Outlook To-Do – Tasks list

The screenshot shows the Outlook 'Tasks' list. At the top, there's a blue header bar with the 'Outlook' logo, a search bar labeled 'Search To Do', and several icons for communication and settings. Below the header, the left sidebar contains icons for Mail, Calendar, Tasks, People, and other apps. The main area is titled 'Tasks' and features a list of tasks. At the top of the list is a text input field with a circular placeholder and the text 'Add a task'. Below this is a row of icons for task management (calendar, notifications, refresh) and an 'Add' button. The task list itself has columns for 'Title', 'Due Date', and 'Importance'. Two tasks are listed: 'Test for training' with a due date of '06/25/2025' and 'Mention in training'. Both tasks have a star icon for importance.

Title	Due Date	Importance
<input type="radio"/> Add a task		
<input type="radio"/> Test for training	06/25/2025	☆
<input type="radio"/> Mention in training		☆

You will see your new task in your list of tasks.

OneDrive & Teams

- OneDrive: Store files, this is where your Google My Drive files will be moved to.
- Teams: Projects, Department collaboration... etc.





Google My Drive migrated to M365 OneDrive

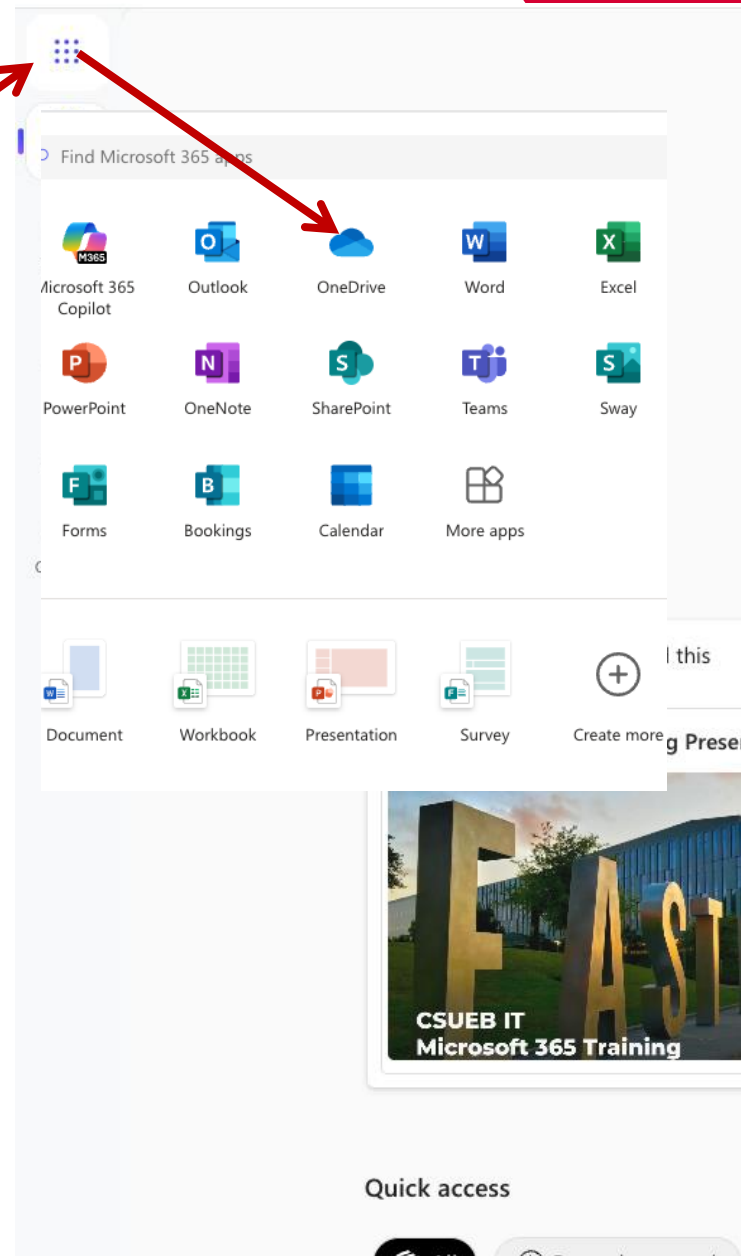
What is OneDrive?

"OneDrive is the Microsoft cloud service that connects you to all your files." - Microsoft

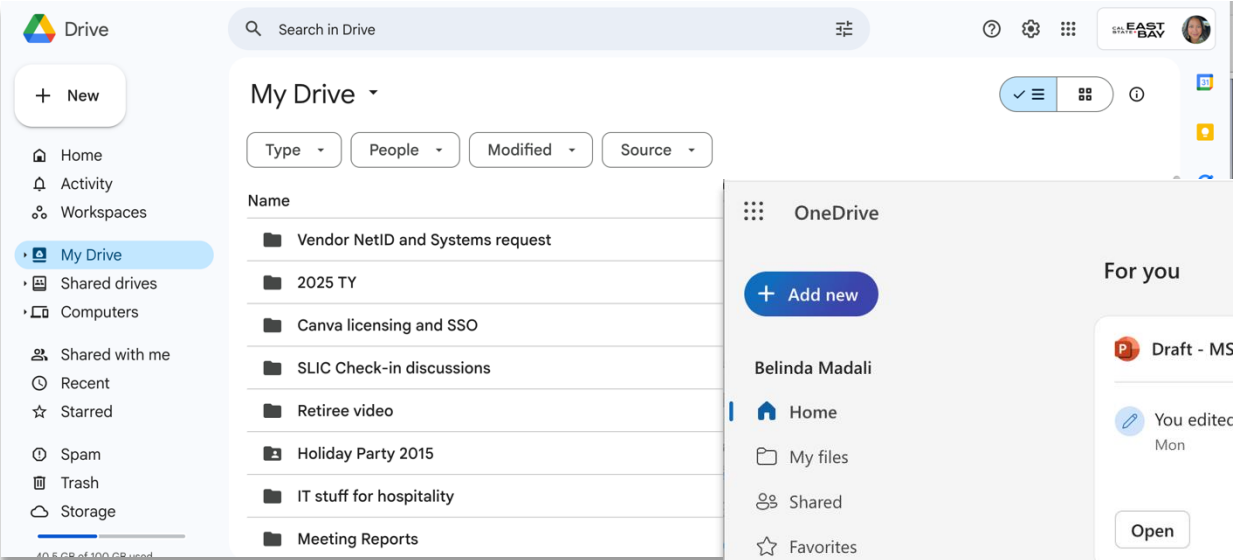
- Use this to store your files.
- You can share these files with others but it's better to collaborate in Teams; sharing documents with a group of people in one organized space, posting messages, collaborating... etc.

OneDrive App

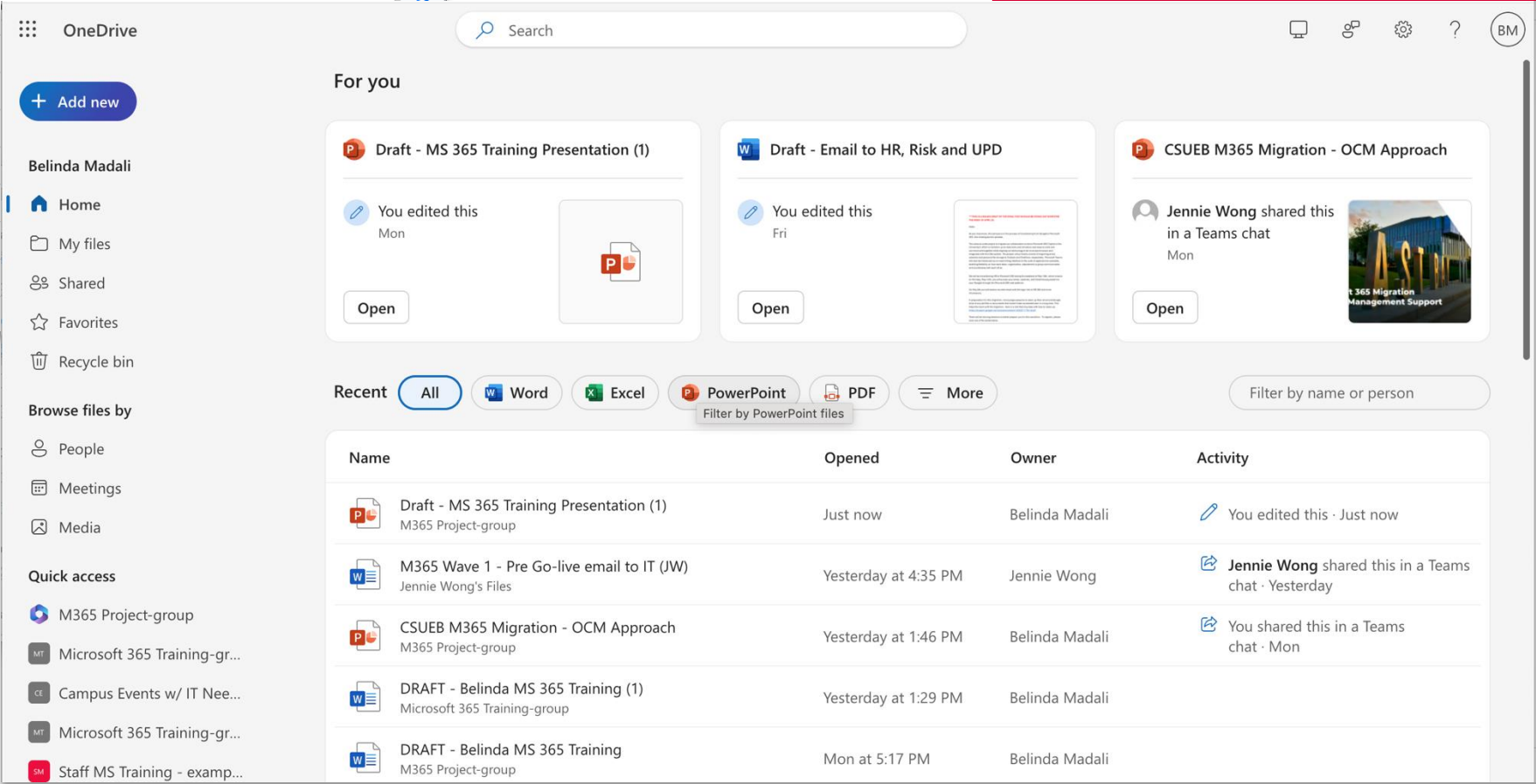
- Top left: Applications launcher.
- Click the icon.
- Choose OneDrive



Google Drive - OneDrive



M365 - OneDrive



OneDrive – Home

+ Add new

Belinda Madali

Home

My files

Shared

Favorites

Recycle bin

Browse files by

People

Meetings

Media


Quick access

M365 Project-group

Draft - MS 365 Training Presentation (1)

You edited this

9m ago




Open

Outlook Mail 20jun2025

You edited this

Yesterday



Open

Recent






All

W

X

P

Filter by name or person

Name	Opened	Owner	Activity
 Draft - MS 365 Training Presentation (1) M365 Project-group	7m ago	Belinda Madali	 You edited this · 6m ago
 Outlook Calendar and To Do 20jun2025 M365 Project-group	25m ago	Belinda Madali	 You edited this · 24m ago
 Outlook Mail 20jun2025	Yesterday at 11:17		

OneDrive – ‘My Files’ folder

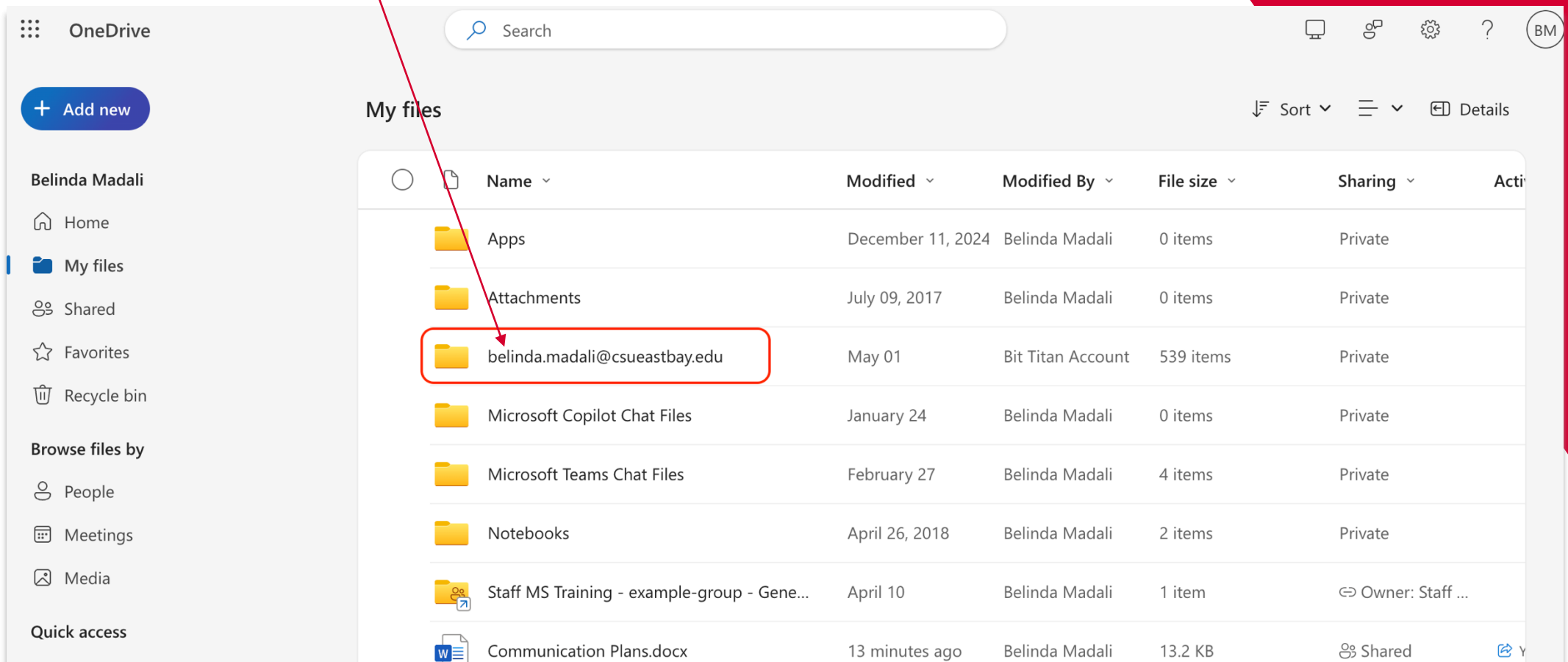
The screenshot shows the OneDrive web interface for a user named Belinda Madali. The left sidebar contains navigation links: Home, My files (highlighted with a red box), Shared, Favorites, Recycle bin, and sections for browsing files by People, Meetings, and Media. Below these are quick access links to various project and training groups. The main content area, titled 'My files', displays a table of files and folders.

Name	Modified	Modified By	File size	Sharing	Activity
Apps	December 11, 2024	Belinda Madali	0 items	Private	
Attachments	July 09, 2017	Belinda Madali	0 items	Private	
belinda.madali@csueastbay.edu	May 01	Bit Titan Account	539 items	Private	
Microsoft Copilot Chat Files	January 24	Belinda Madali	0 items	Private	
Microsoft Teams Chat Files	February 27	Belinda Madali	3 items	Private	
Notebooks	April 26, 2018	Belinda Madali	2 items	Private	
Staff MS Training - example-group - Gene...	April 10	Belinda Madali	1 item	Owner: Staff ...	
Document.docx	32 minutes ago	Belinda Madali	41.8 KB	Private	
For Class - Test.docx	April 04	Belinda Madali	10.2 KB	Private	
Microsoft Quick Tip links.xlsx	Yesterday at 06:16 I	Belinda Madali	13.5 KB	Shared	You replied to a comment · Yesterday at 5:10 PM
OUT OF SERVICE.docx	June 07, 2020	Belinda Madali	11.6 KB	Private	

Where did all my files go?!

You should have a folder that is named:

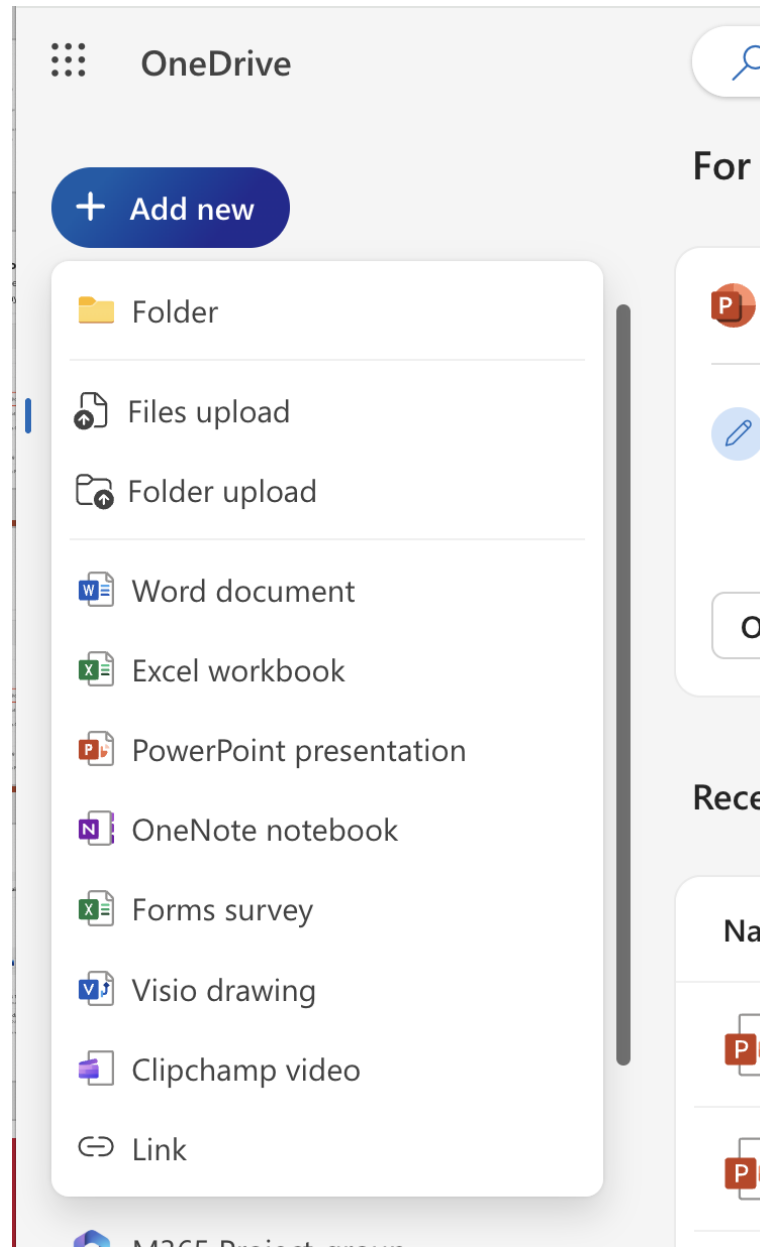
<firstname.lastname@csueastbay.edu>



The screenshot shows the OneDrive interface. On the left is a sidebar with navigation options: Home, My files (selected), Shared, Favorites, Recycle bin, and Browse files by (People, Meetings, Media). The main area is titled 'My files' and contains a table of files and folders. A red arrow points from the email address '<firstname.lastname@csueastbay.edu>' in the text above to a folder named 'belinda.madali@csueastbay.edu' in the table. This folder is highlighted with a red rectangle.

Name	Modified	Modified By	File size	Sharing	Actions
Apps	December 11, 2024	Belinda Madali	0 items	Private	
Attachments	July 09, 2017	Belinda Madali	0 items	Private	
belinda.madali@csueastbay.edu	May 01	Bit Titan Account	539 items	Private	
Microsoft Copilot Chat Files	January 24	Belinda Madali	0 items	Private	
Microsoft Teams Chat Files	February 27	Belinda Madali	4 items	Private	
Notebooks	April 26, 2018	Belinda Madali	2 items	Private	
Staff MS Training - example-group - Gene...	April 10	Belinda Madali	1 item	Owner: Staff ...	
Communication Plans.docx	13 minutes ago	Belinda Madali	13.2 KB	Shared	

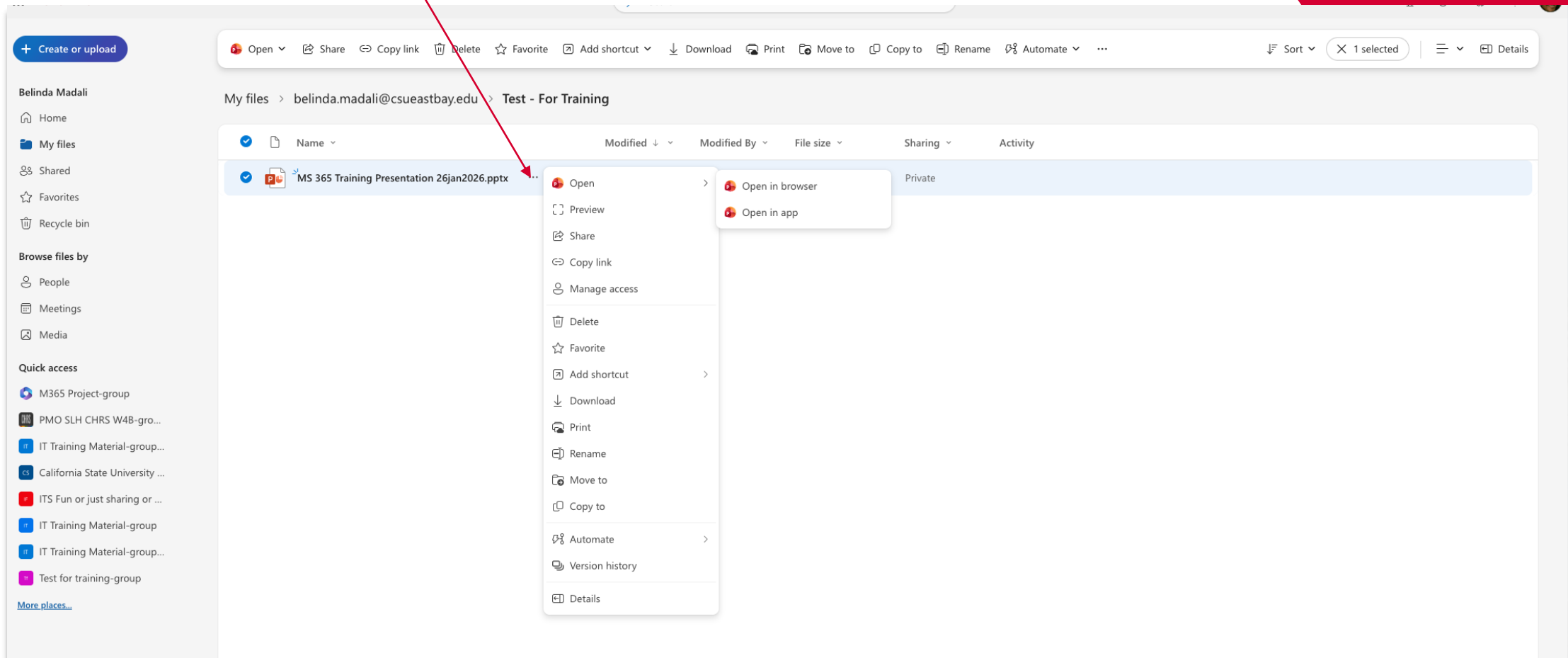
+ Add New.



Opening a File

You can simply double-click a file and it will open.

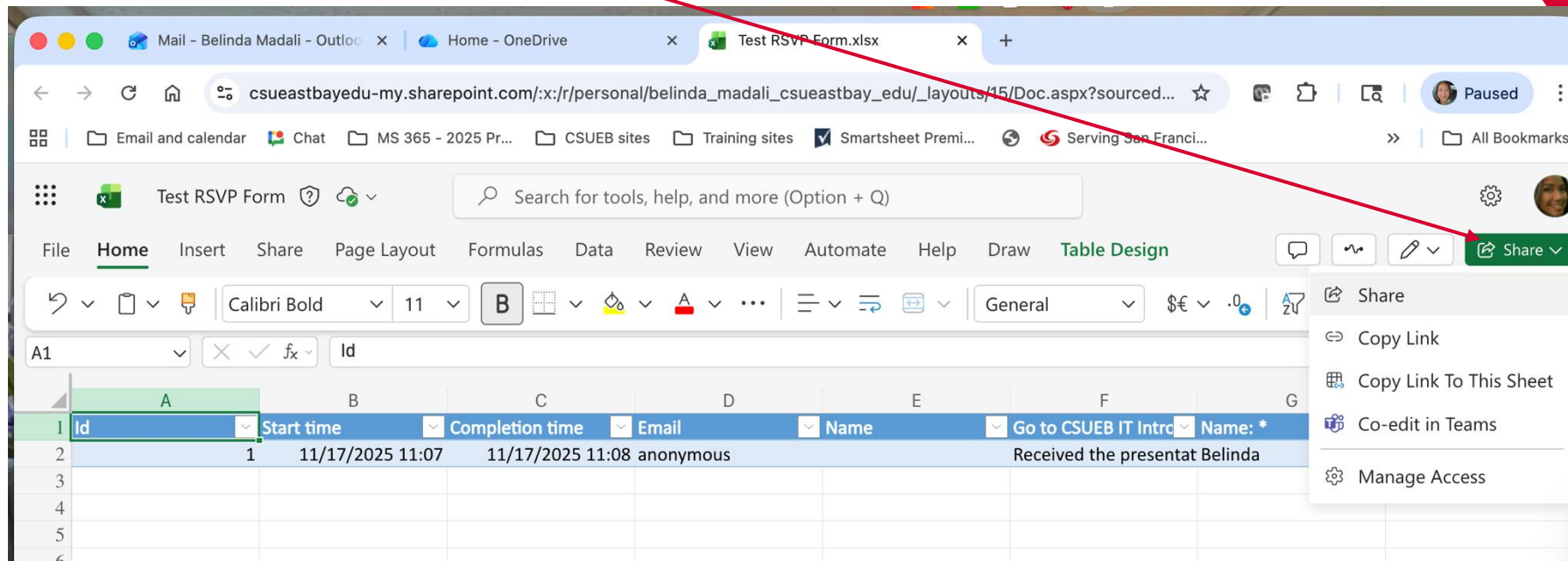
Or click the three dots to the right of the file, then open and choose browser or app.



Sharing a Microsoft File or Folder [Word, Excel, Powerpoint... etc]

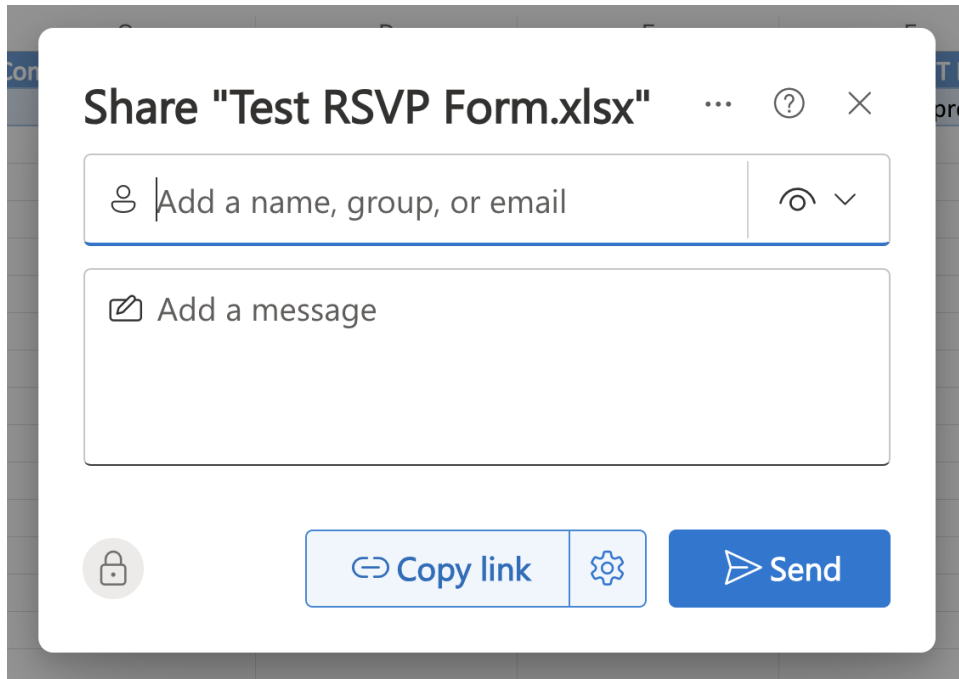
How to Share a File

1. Open the document you want to share.
2. Click Share on the far right.

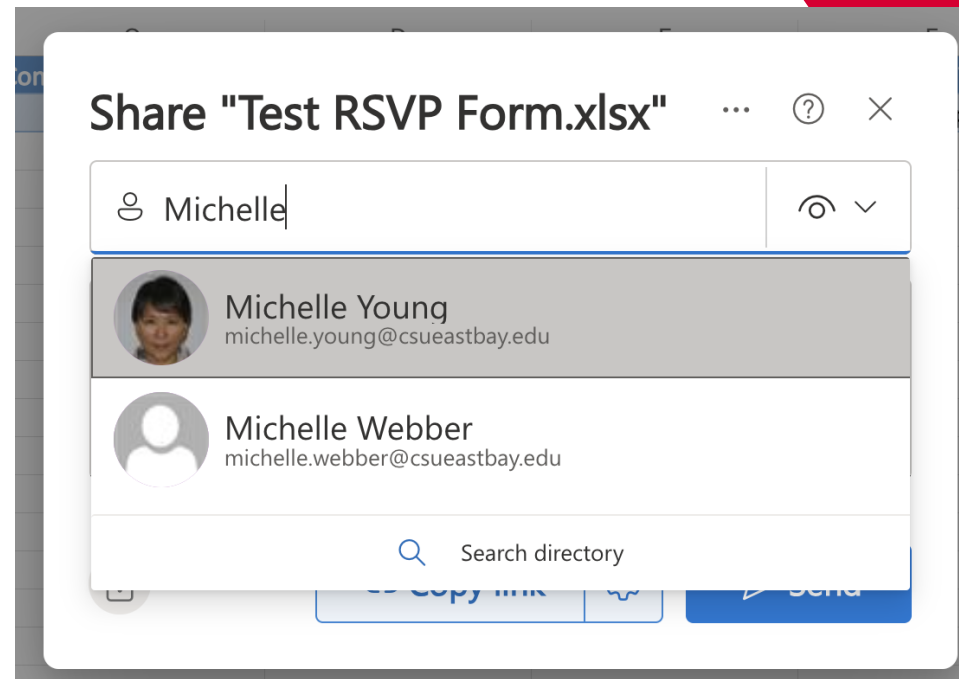


How to Share a File

3. The Share dialog box will come up.

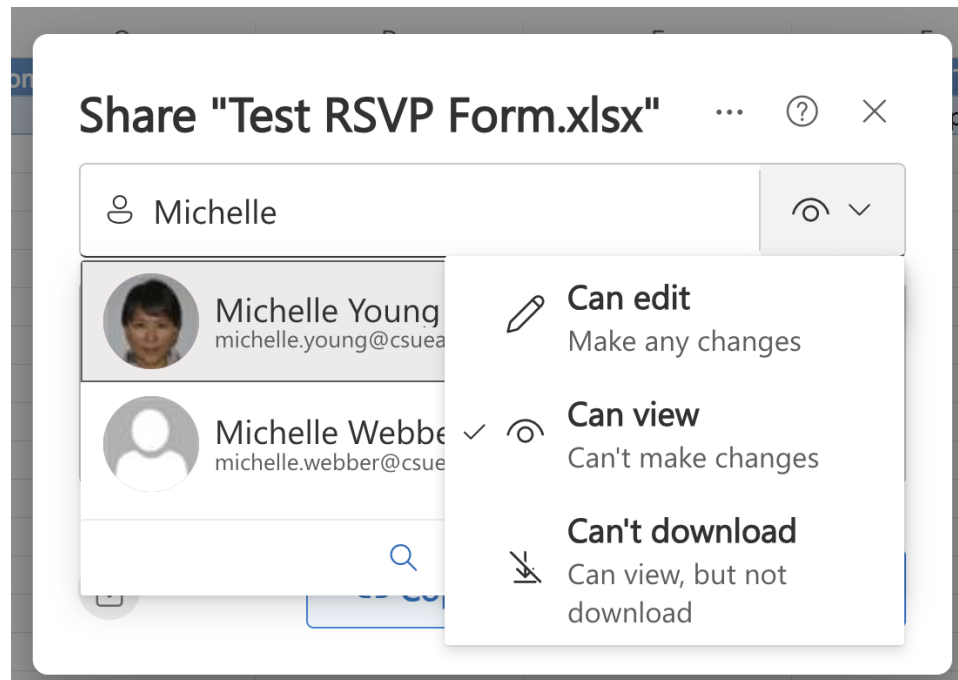


4. Start typing name of person you would like to share with.

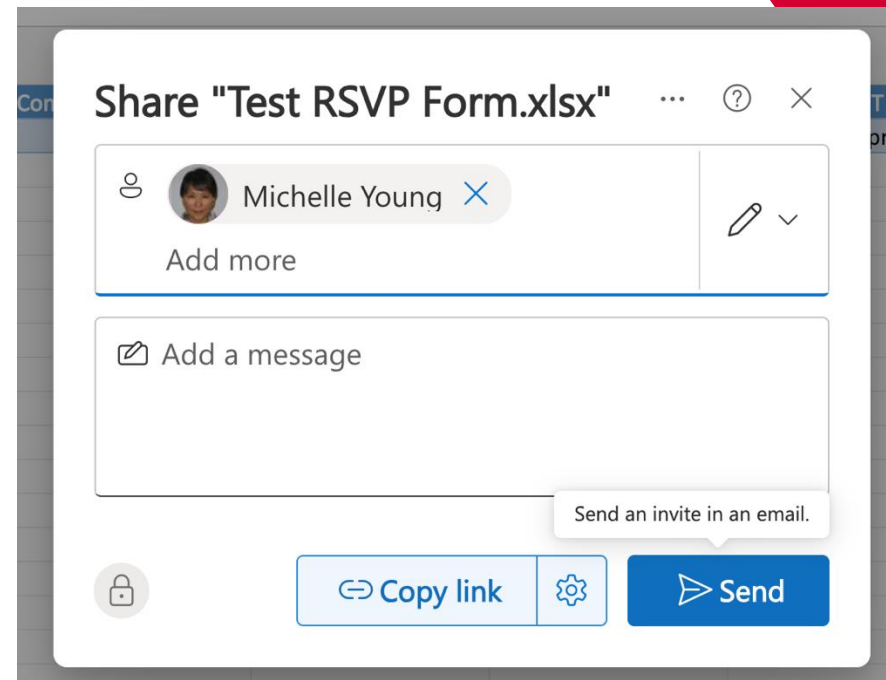


How to Share a File

5. Choose the person.
6. Change the type of access by clicking the drop down arrow.

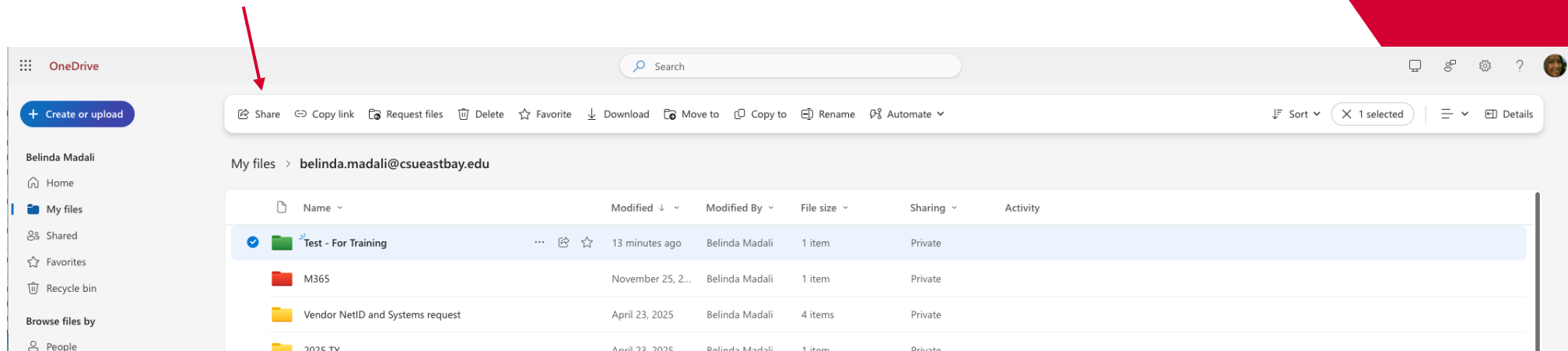


7. Click Send and an email will go to the person you are sharing with.



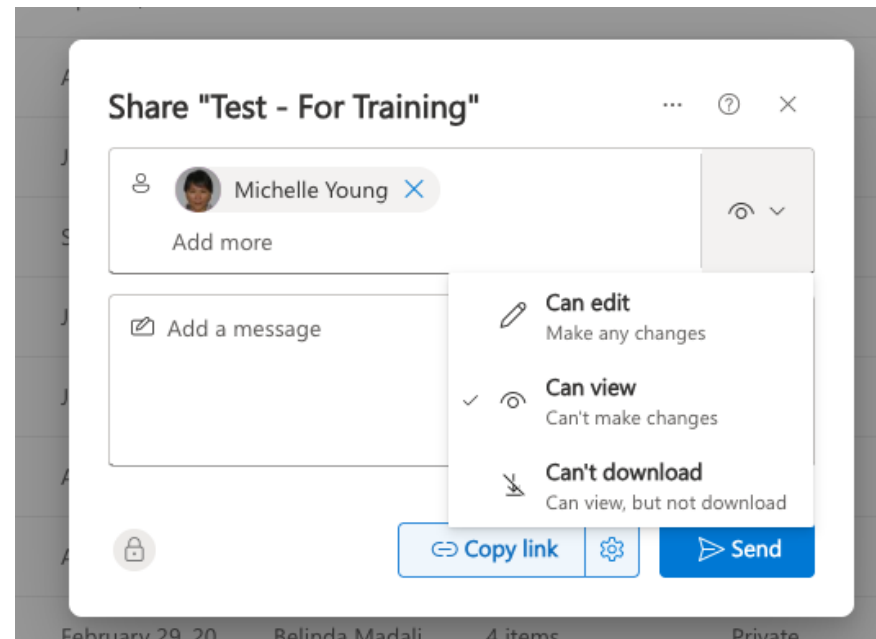
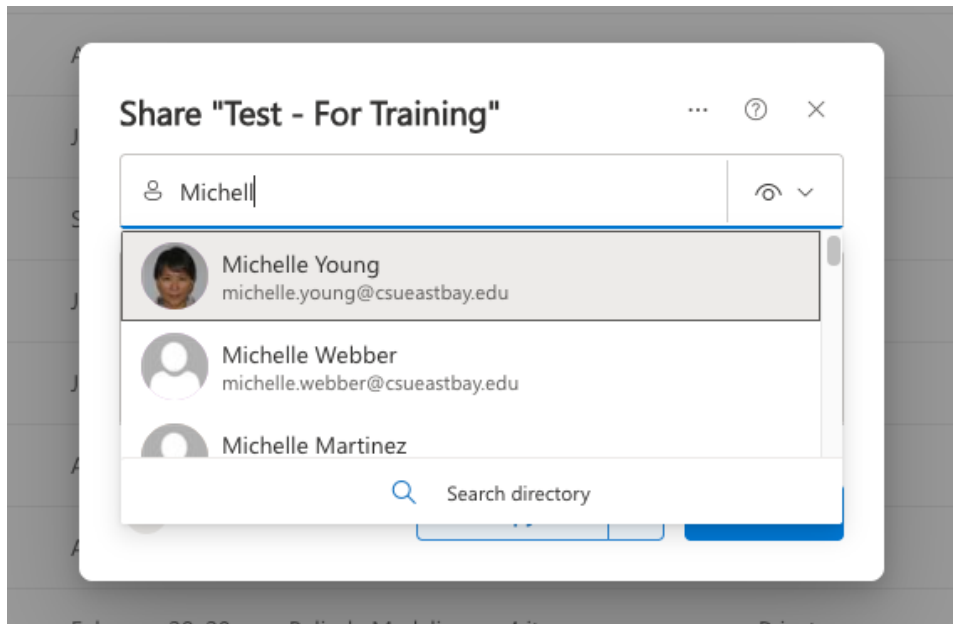
How to Share a Folder

1. Choose the Folder you'd like to share.
2. Click Share.



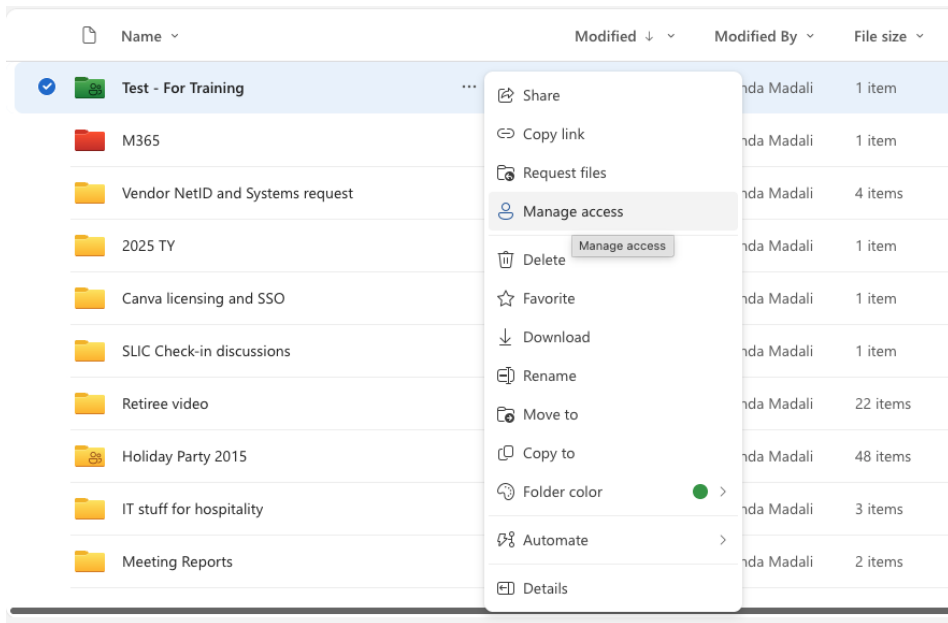
How to Share a Folder

3. Start typing the name of the person you'd like to share with and click the name from the list.
4. Change the type of access by clicking the drop down arrow.
5. Click Send and an email will be sent to the person/s.

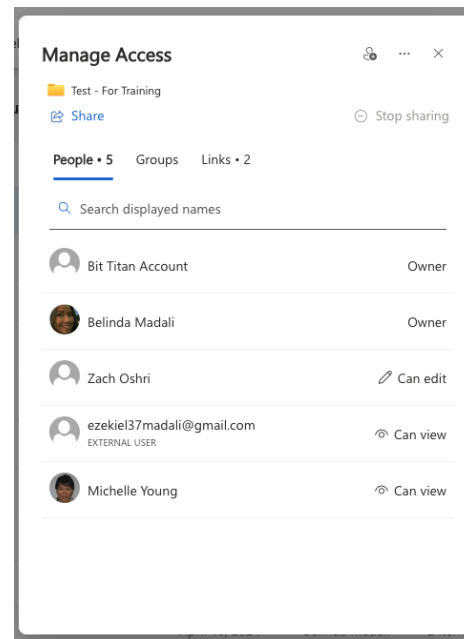


Manage Access

1. From your list of folders/files, click the ellipses (three dots) to the right of the folder name.
2. Choose “Manage Access”

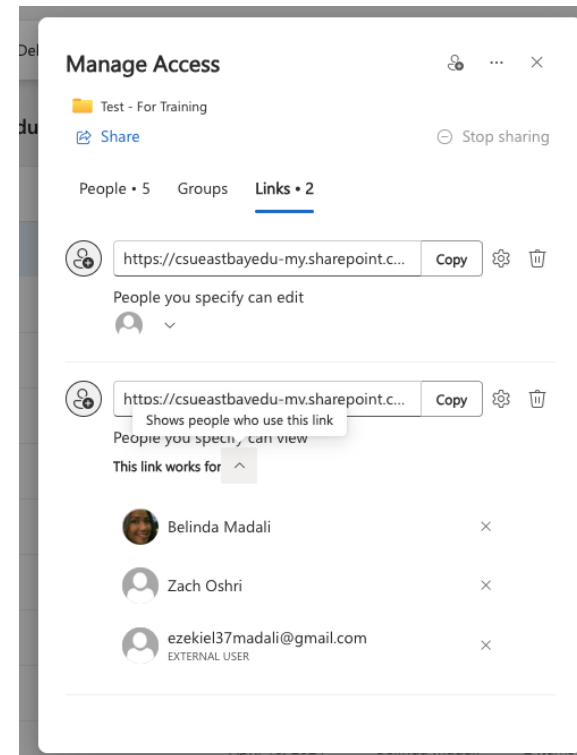
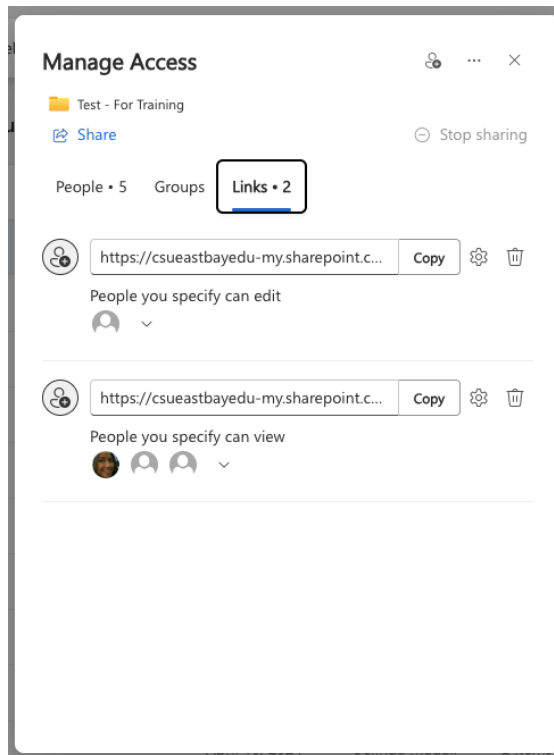


3. The manage access dialog box will appear and you can see who has access.



Manage Access

4. By clicking the “Link” tab you can get links to each role; “Can view” or “Can edit” or add people to that role.
5. You can also change access or remove access rights.



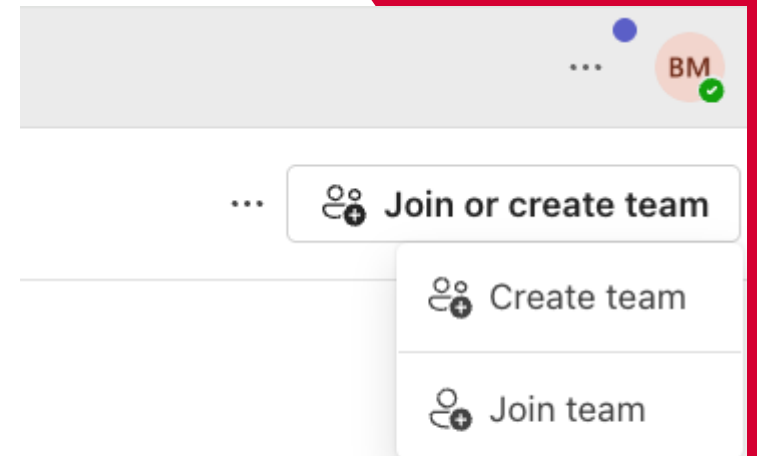
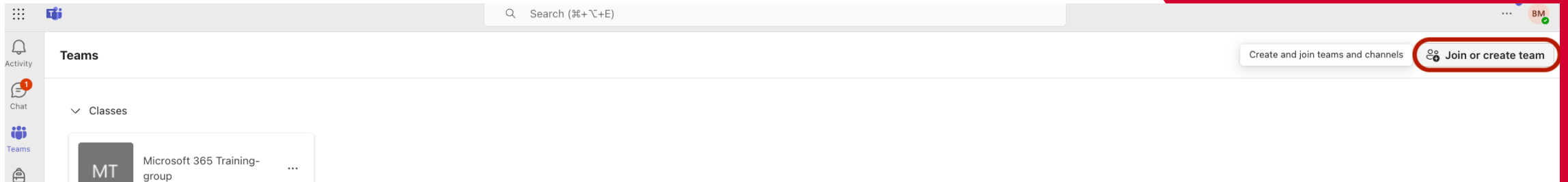
Teams

teams.microsoft.com

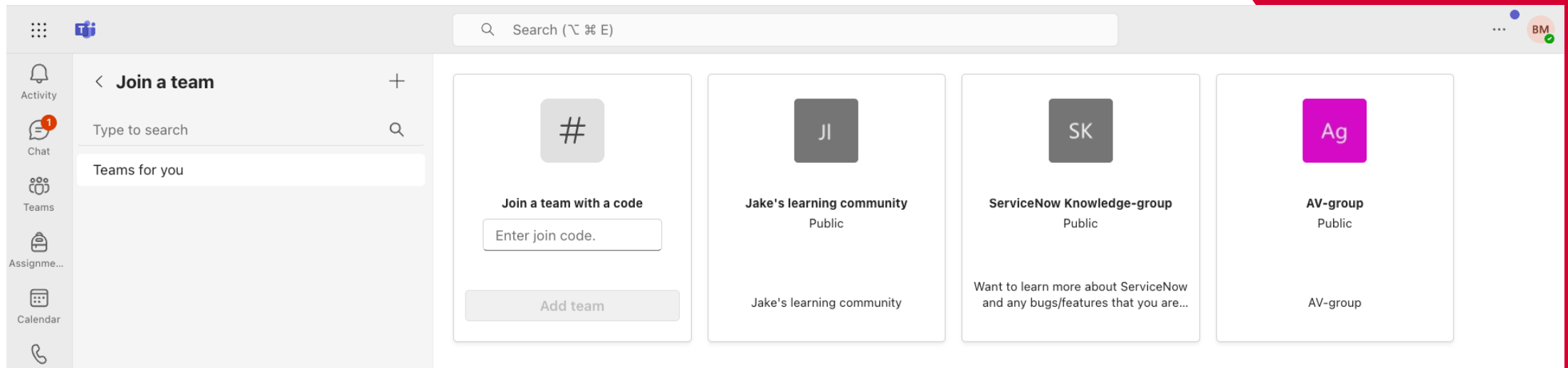
What is Teams?

"Microsoft Teams is the ultimate messaging app for your organization—a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone." - Microsoft

Join a Team



Join a Team



Create a Team

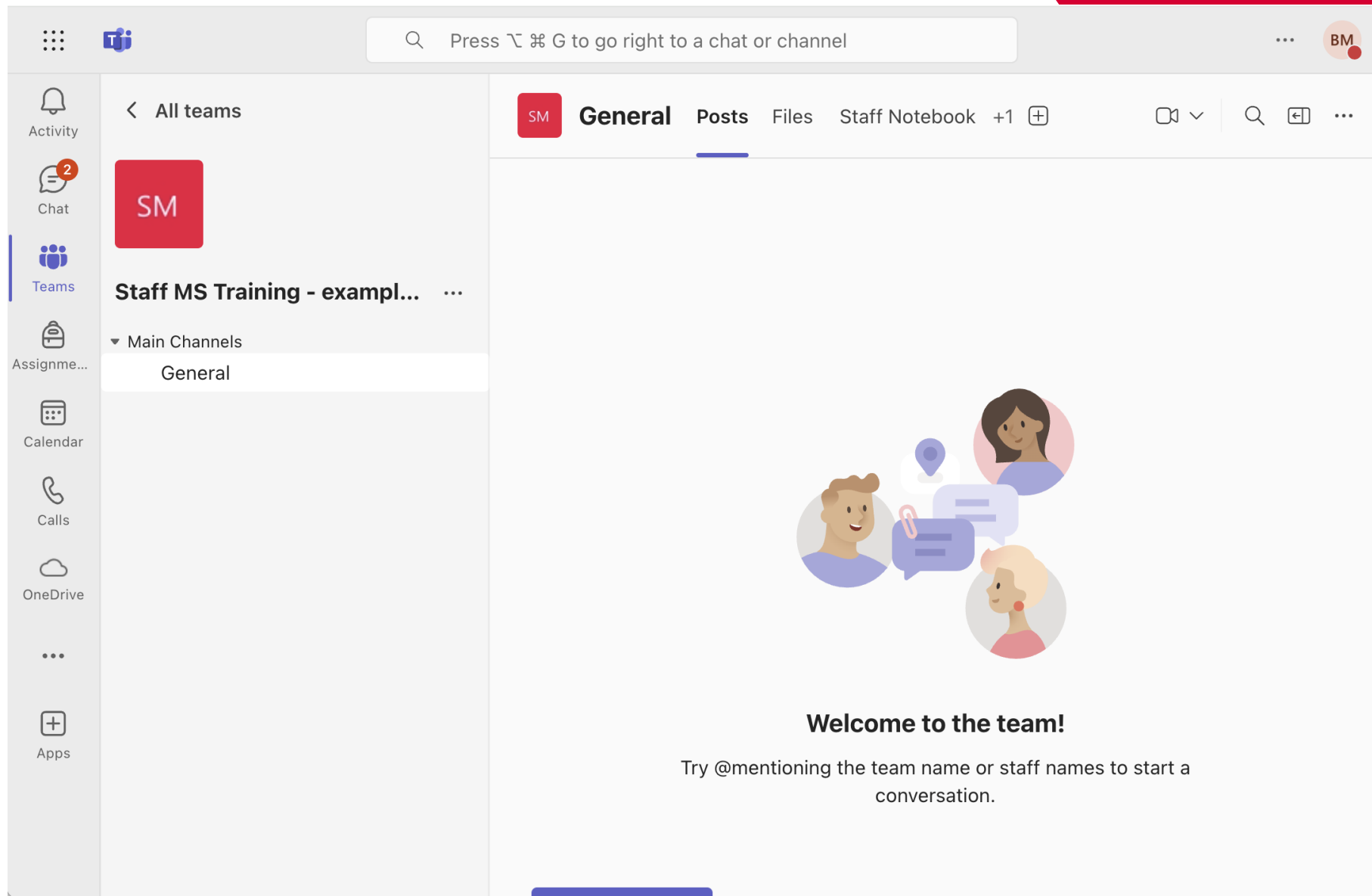
You can not create a Team yourself.

You will need to submit a Service Desk ticket.

What you will need to provide is:

- Name of the Team
- Will this group be public or private?
- Who will be the owner/manager? This person would:
 - Add/delete members
 - Give or remove access rights.

Example of a Team:



Posts vs Chats [Accessed through Teams]

Posts:

- **Purpose:**
For team announcements, updates, important information, or structured discussions within a channel.
- **Audience:**
Visible to all members of the channel.
- **Structure:**
Designed for threaded conversations, creating a structured record of discussions.
- **Use Cases:**
Announcing upcoming events, sharing important updates, or facilitating discussions on a specific topic within a team.

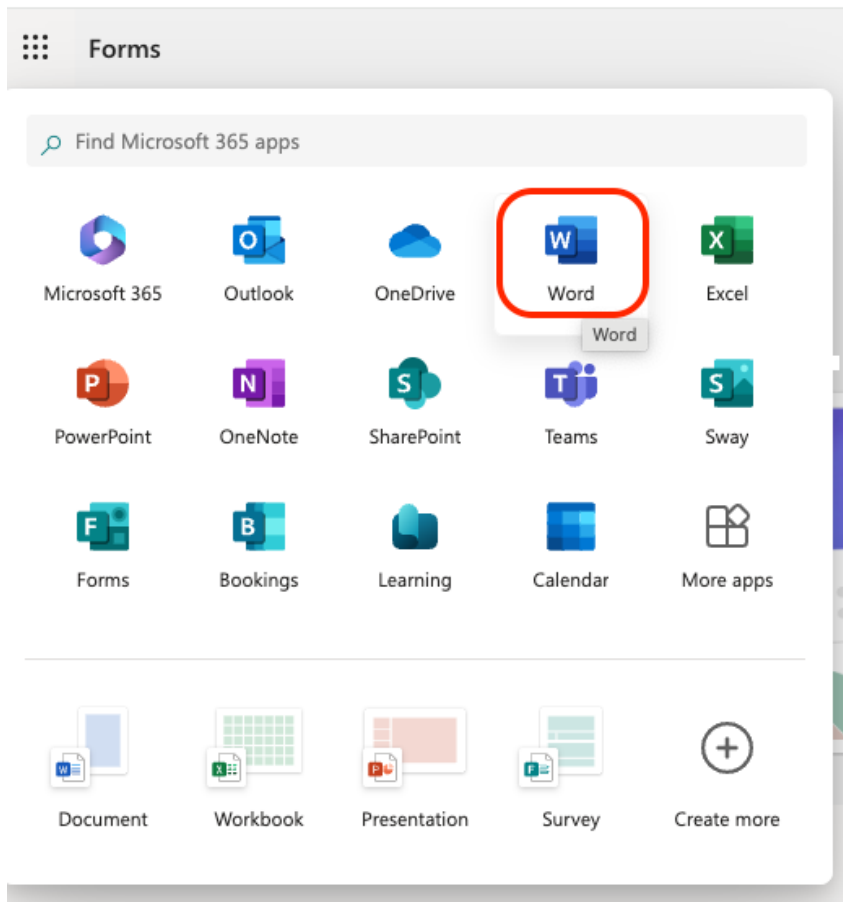
Chats:

- **Purpose:** For quick, informal communication with one or a few individuals.
- **Audience:** Visible only to the participants in the chat.
- **Structure:** More flexible and less structured than posts, allowing for quick back-and-forth conversations.
- **Use Cases:** Asking quick questions, sharing immediate feedback, or coordinating tasks with a specific group.

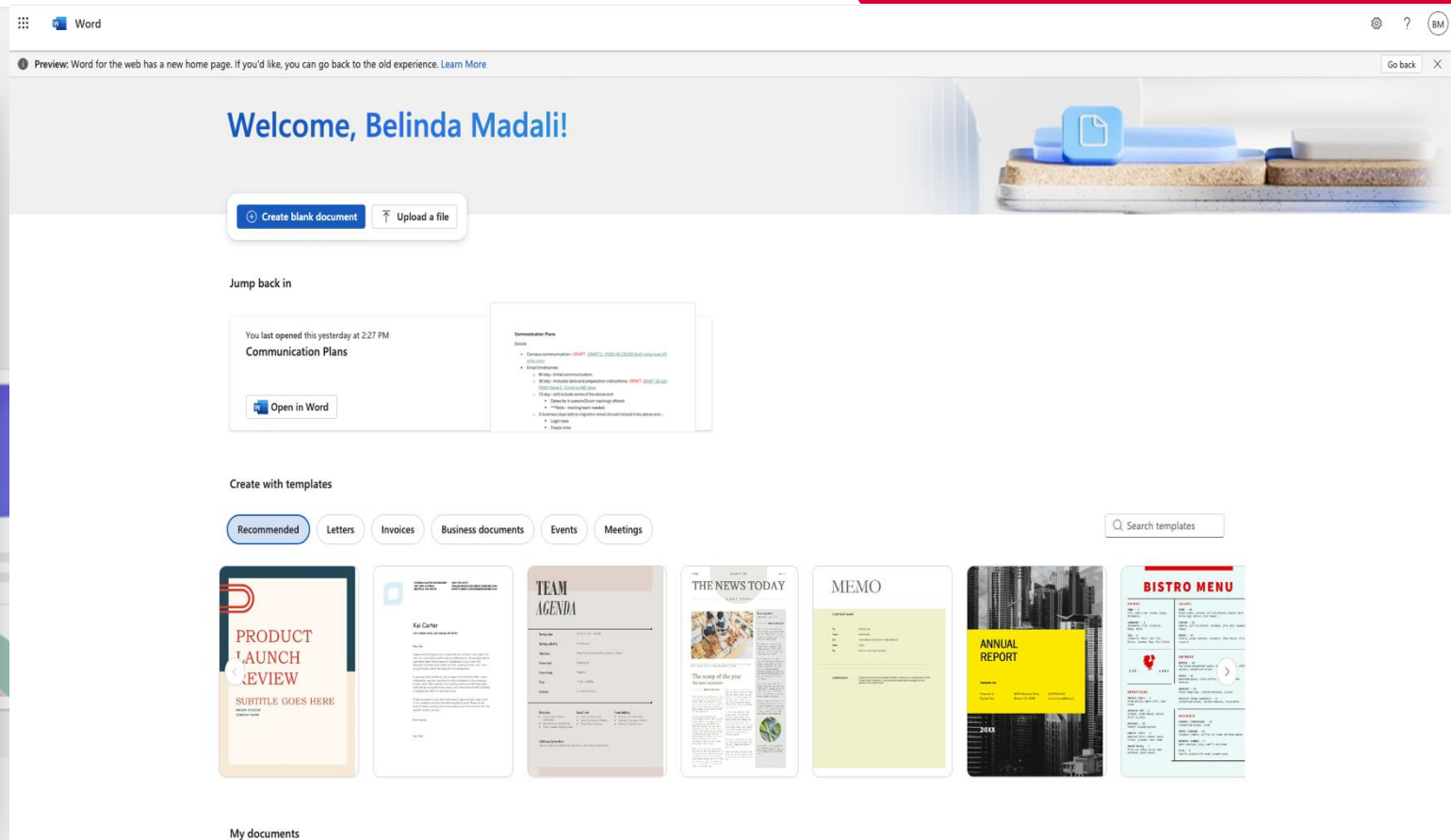
Microsoft Suite
Word/Excel/Powerpoint ...
and more

The Suite - Word

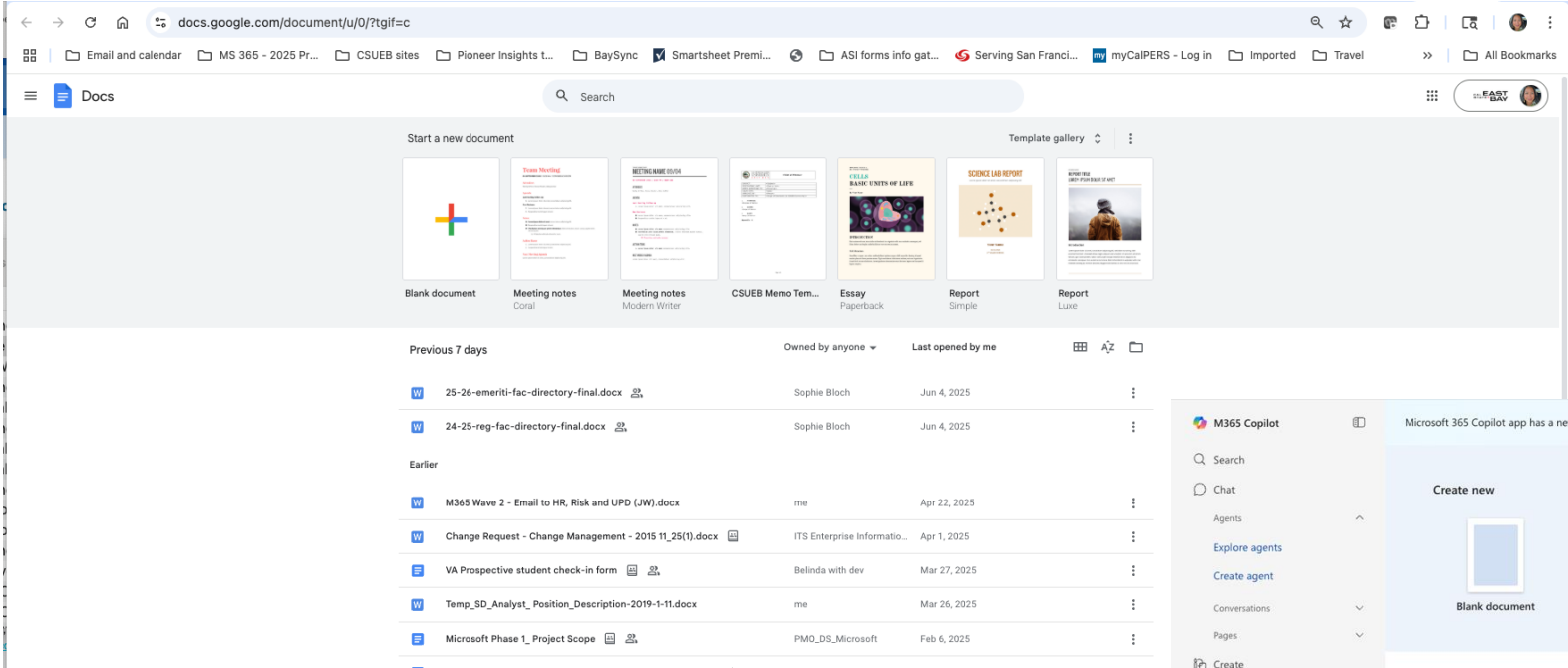
Apps launcher - Word



Word (New Layout)

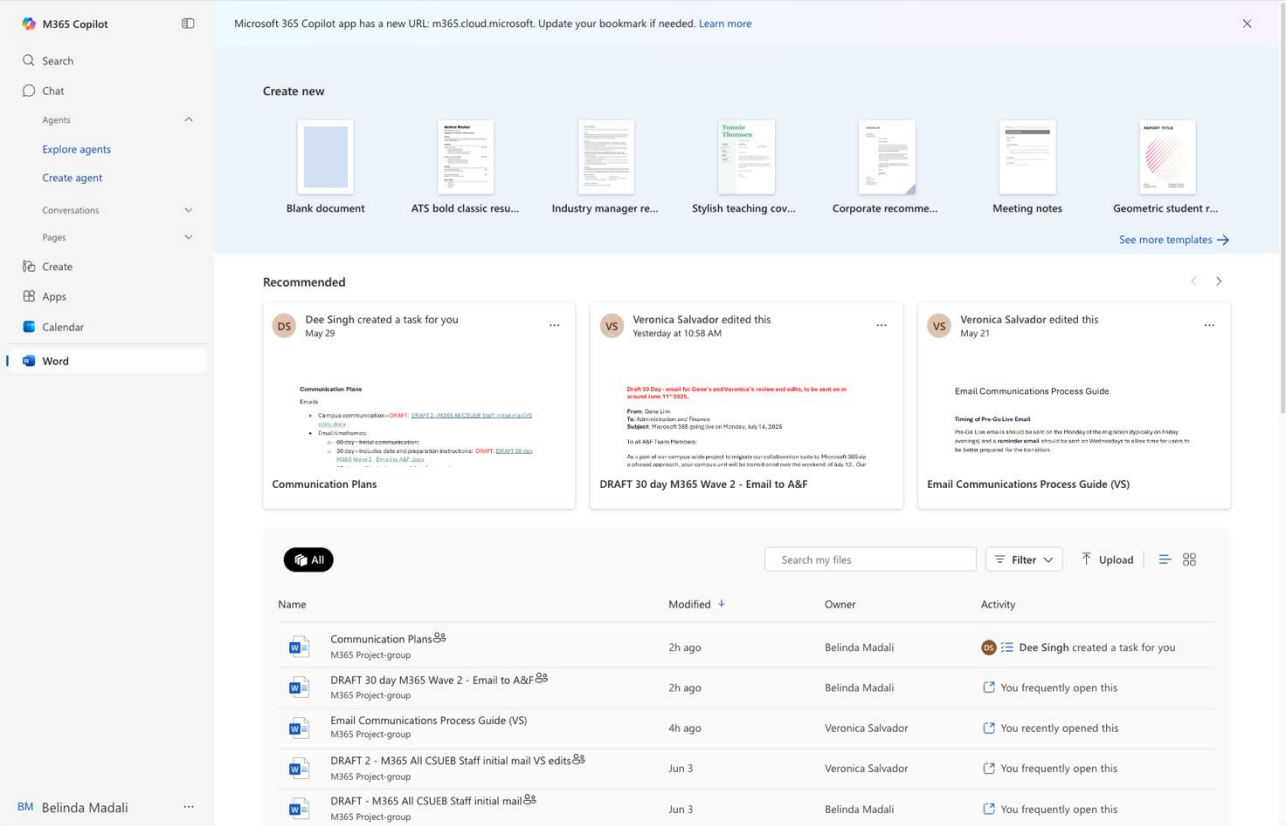


Google Docs vs M365 Word



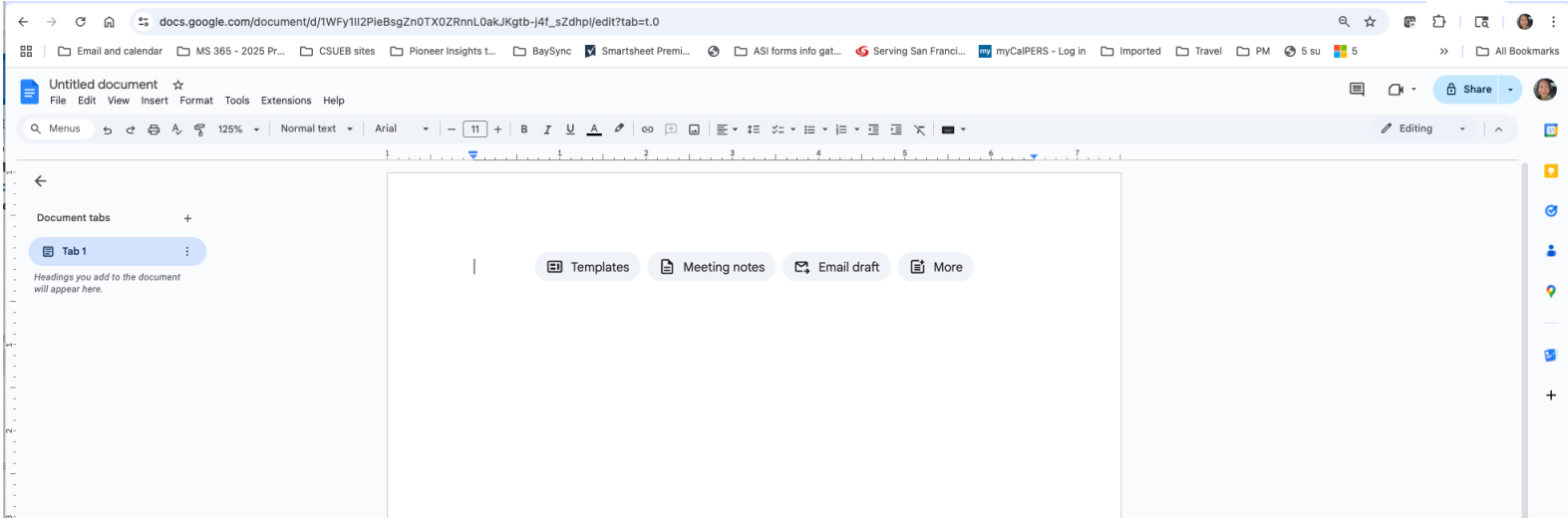
Googles Doc

M365 Word

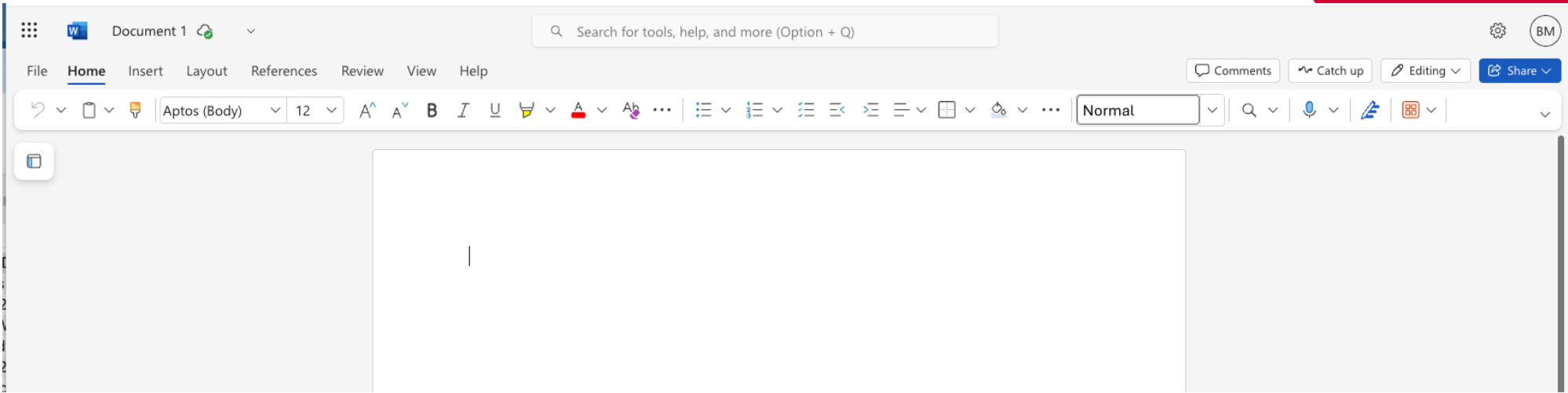


Example of New Document

Google Docs

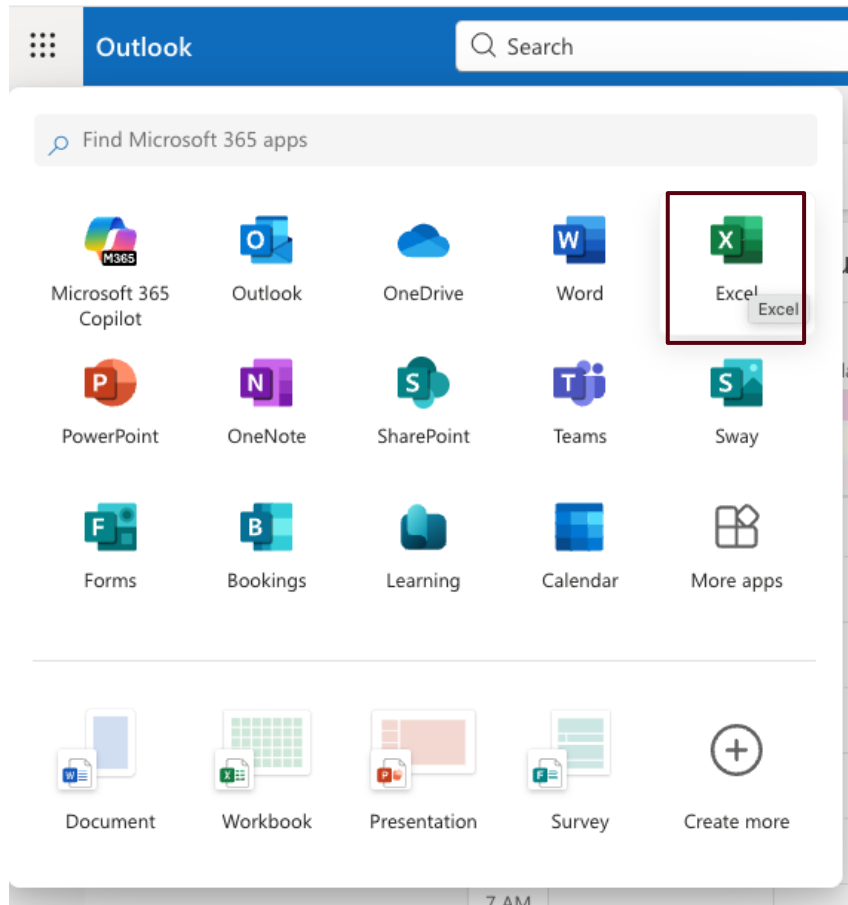


M365 Word

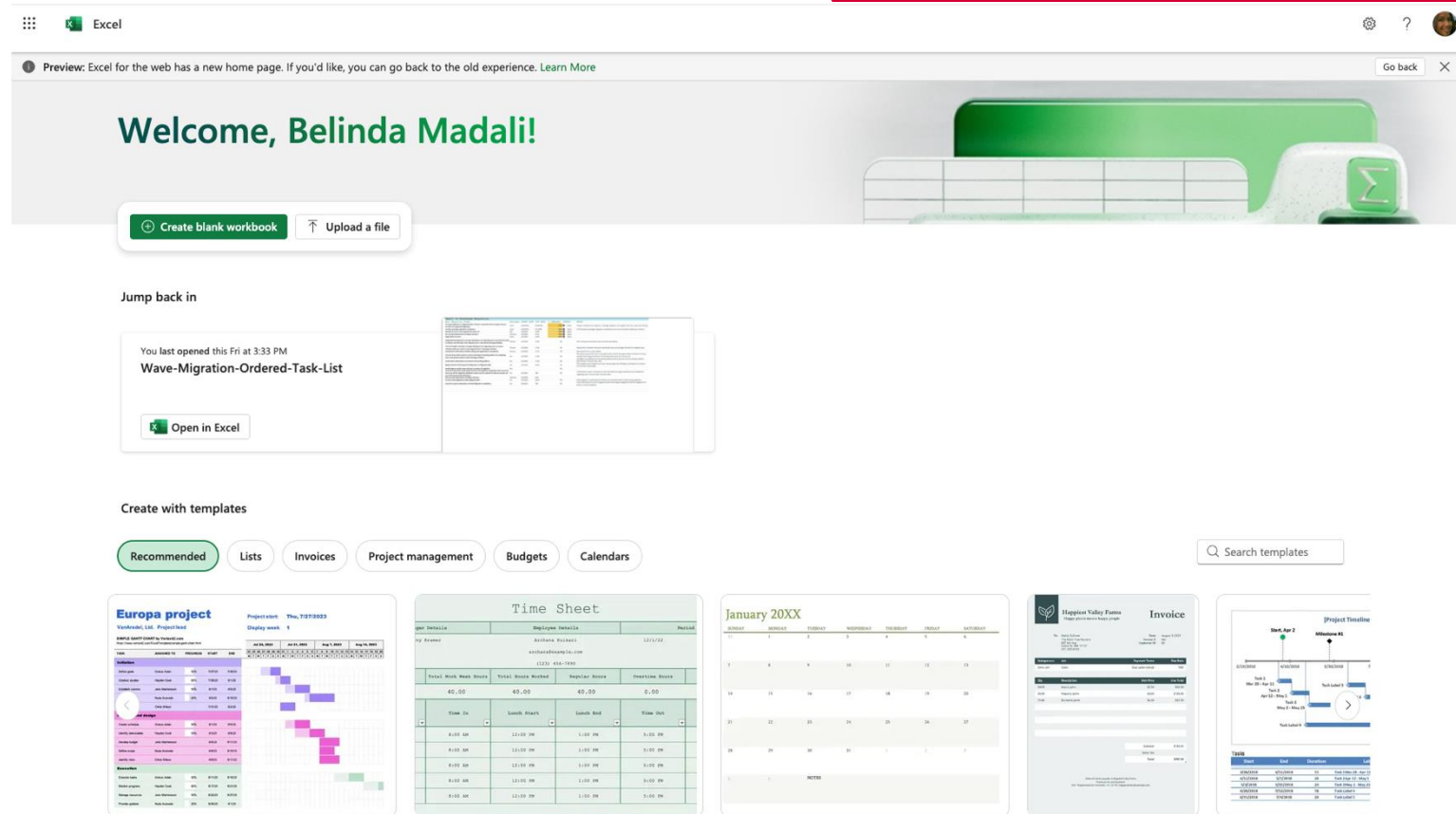


The Suite - Excel

Apps launcher - Excel



Excel (New Layout)

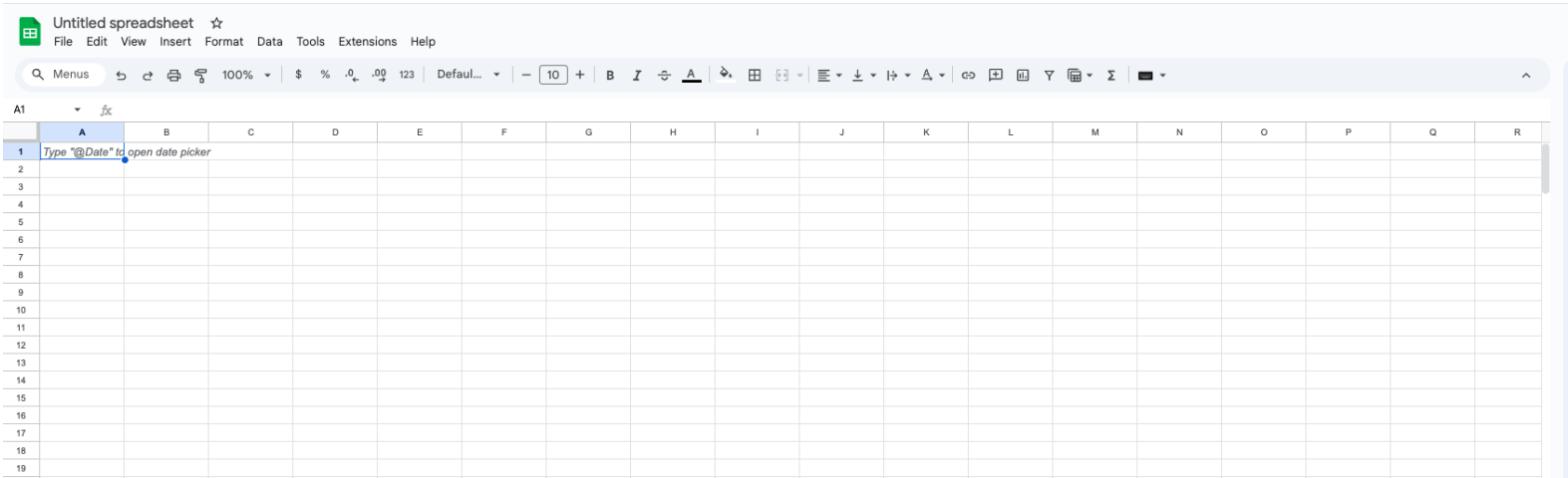


Create new Excel Spreadsheet.

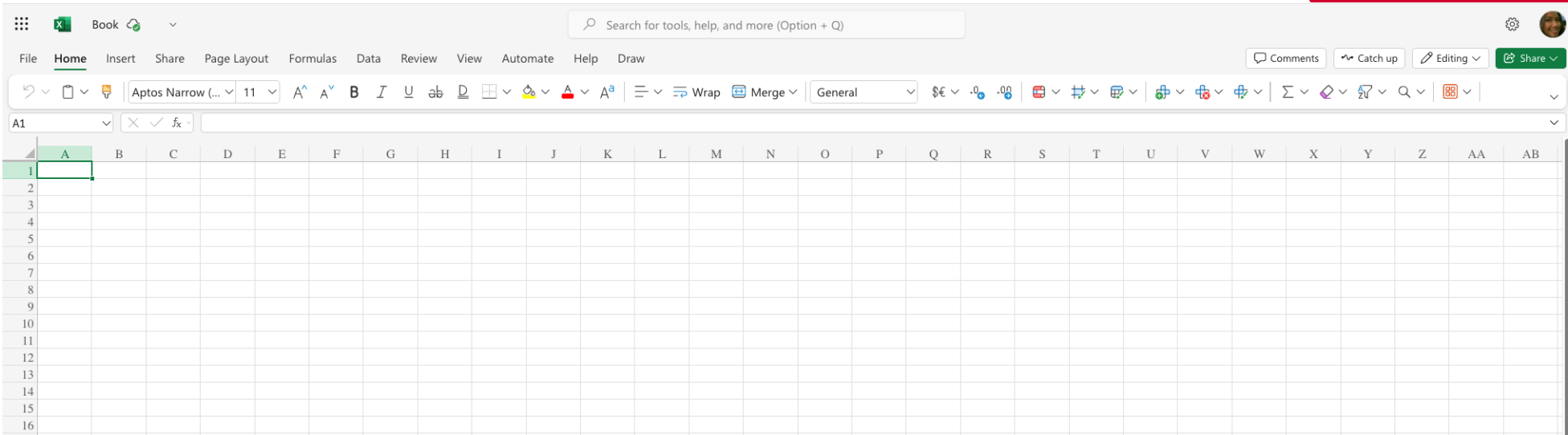
The image is a screenshot of the Microsoft Excel web application interface. At the top, there's a navigation bar with the Excel logo and a 'Preview' message indicating a new home page. Below this, a large green banner says 'Welcome, Belinda Madali!'. To the right of the banner is a 3D illustration of Excel workbooks. Below the banner are two buttons: 'Create blank workbook' and 'Upload a file'. A red box highlights a 'Jump back in' section, which shows a recent file 'Wave-Migration-Ordered-Task-List' that was last opened on Friday at 3:33 PM. Below this is an 'Open in Excel' button. Further down, there's a 'Create with templates' section with buttons for 'Recommended', 'Lists', 'Invoices', 'Project management', 'Budgets', and 'Calendars'. A search bar for templates is also present. The bottom of the image displays several template thumbnails: a Gantt chart for a 'Europa project', a 'Time Sheet' for archana.kulkarni, a calendar for 'January 20XX', an 'Invoice' from Happiest Valley Farms, and a 'Project Timeline' for a project starting on April 2nd.

Google Sheets vs M365 Excel

Googles Sheets



M365 Excel



Hybrid life for now...

M365

Mail

Calendar

OneDrive

Chat w/ migrated
people

Teams

Google

Shared Drives

Tasks

Groups

Chat w/ non-migrated

Photos [not being
migrated]

We are here for you!

If there are any issues or extensive training needed.

Open a Service Desk ticket:

- Send email to:
servicedesk@csueastbay.edu
- Go to the Service Desk website to submit a ticket. BUT you may find your answer in one of the links listed on that page:
www.csueastbay.edu/servicedesk

Groups

*** Google groups will **NOT** be migrated yet.
They will be migrated in the future.
If you choose to create new groups, do NOT name the
group something you use currently in Google.

Groups

“Groups in Microsoft 365 give you collaborative tools to help your coworkers, friends, or family work on a common goal. No matter what kind of account you create a Group with, you can send messages to the group with a dedicated email address and schedule events on a group calendar. [Adding Group members](#) is easy when you create a group or add them later.” ~ Microsoft

Create a Group

You can NOT create a Group yourself.

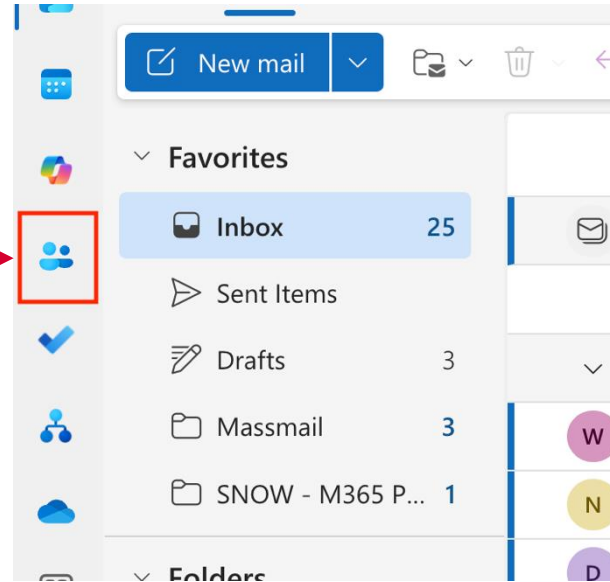
You will need to submit a Service Desk ticket to have it created.

What you will need to provide is:

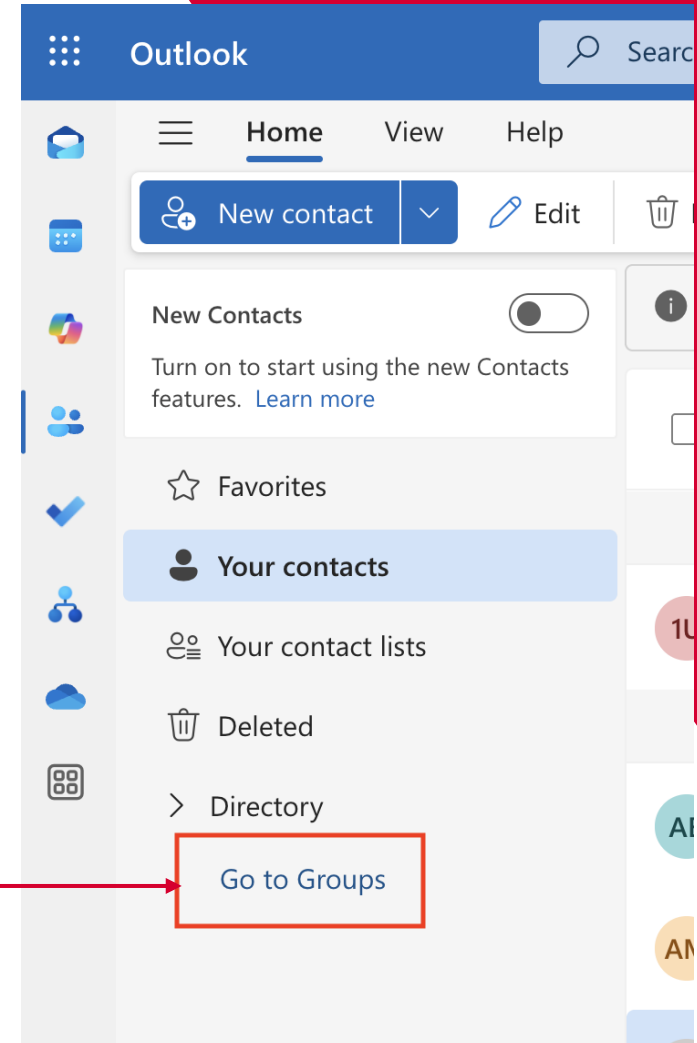
- Name of the Group
- Will this group be public or private?
- Who will be the owner/manager? This person would:
 - Add/delete members
 - Give or remove access rights.

Outlook Groups

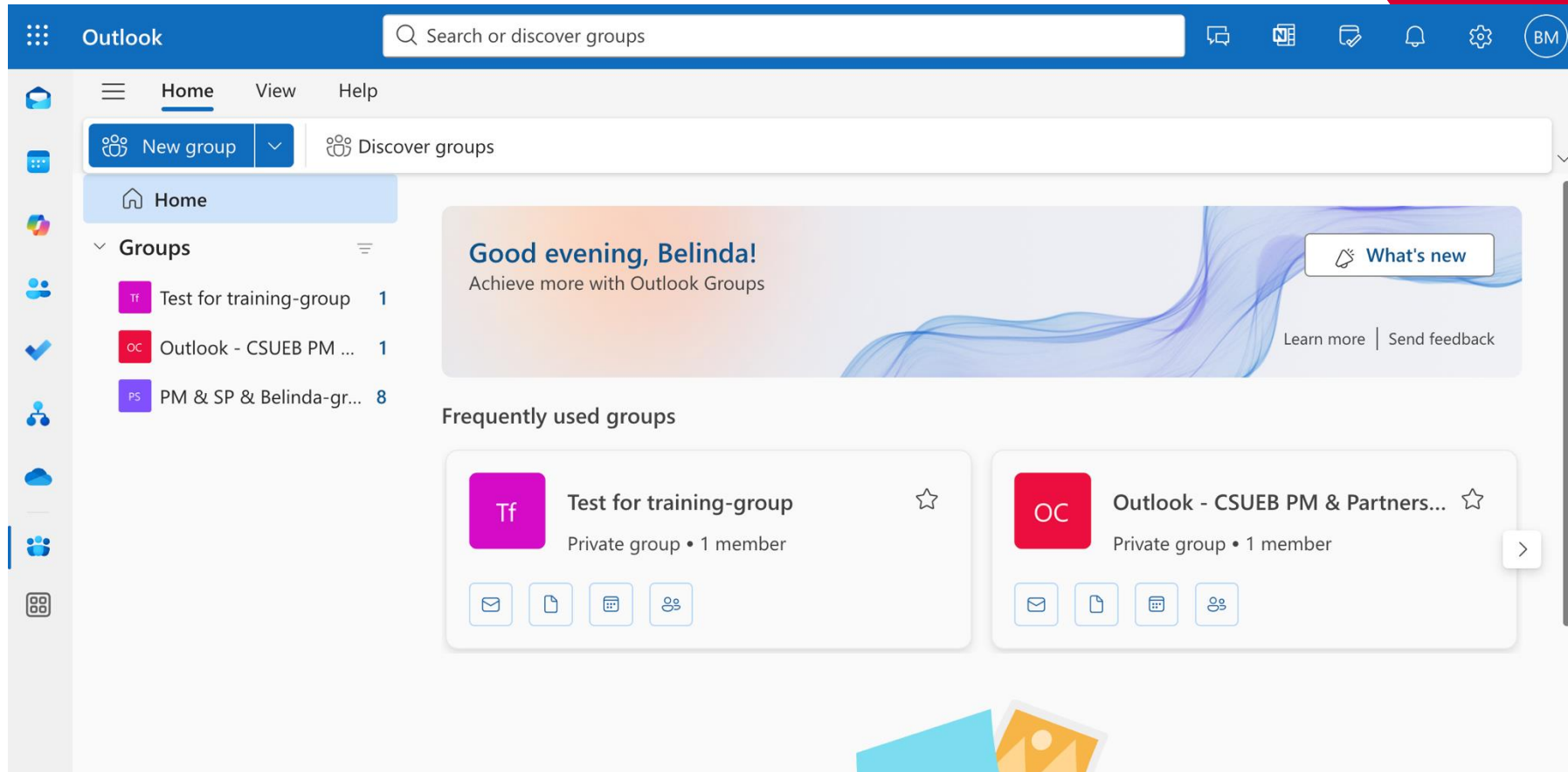
1. From Mail or Calendar click “People” →



2. Click “Go to Groups” →

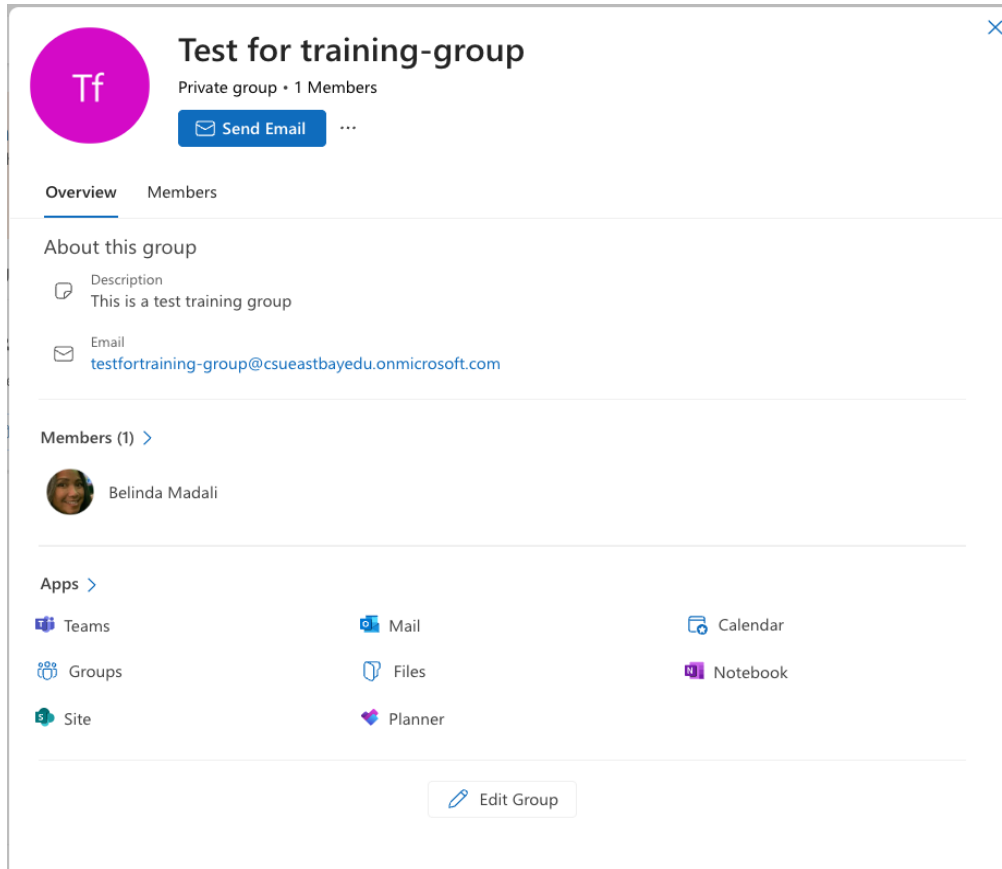


Groups

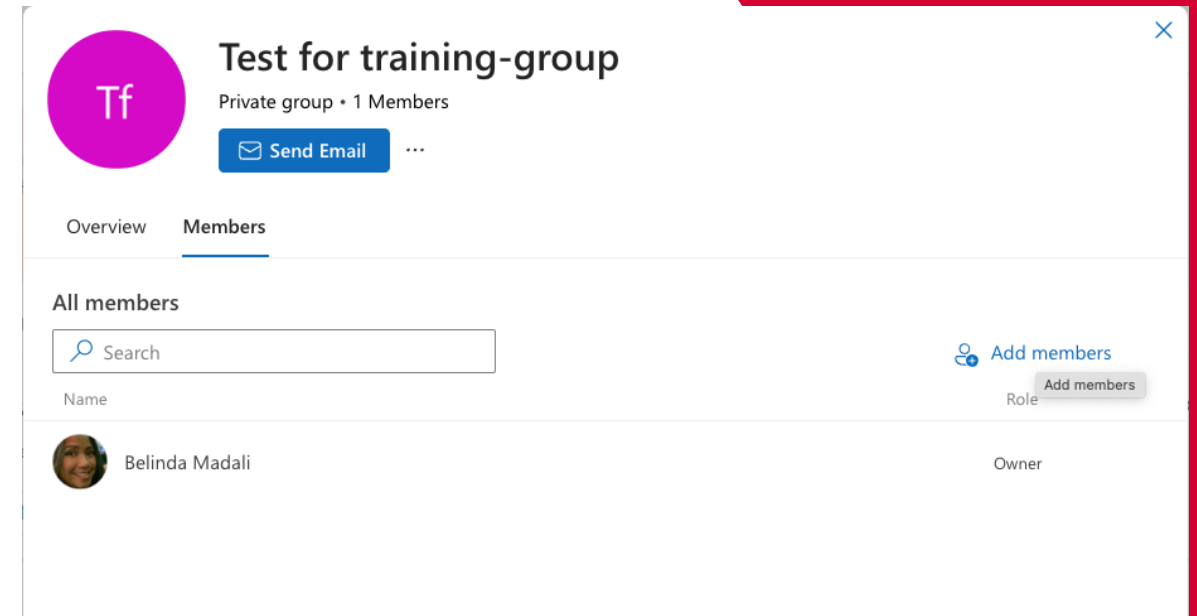


You will see the groups you own or are a member of.

Managing Groups You Own

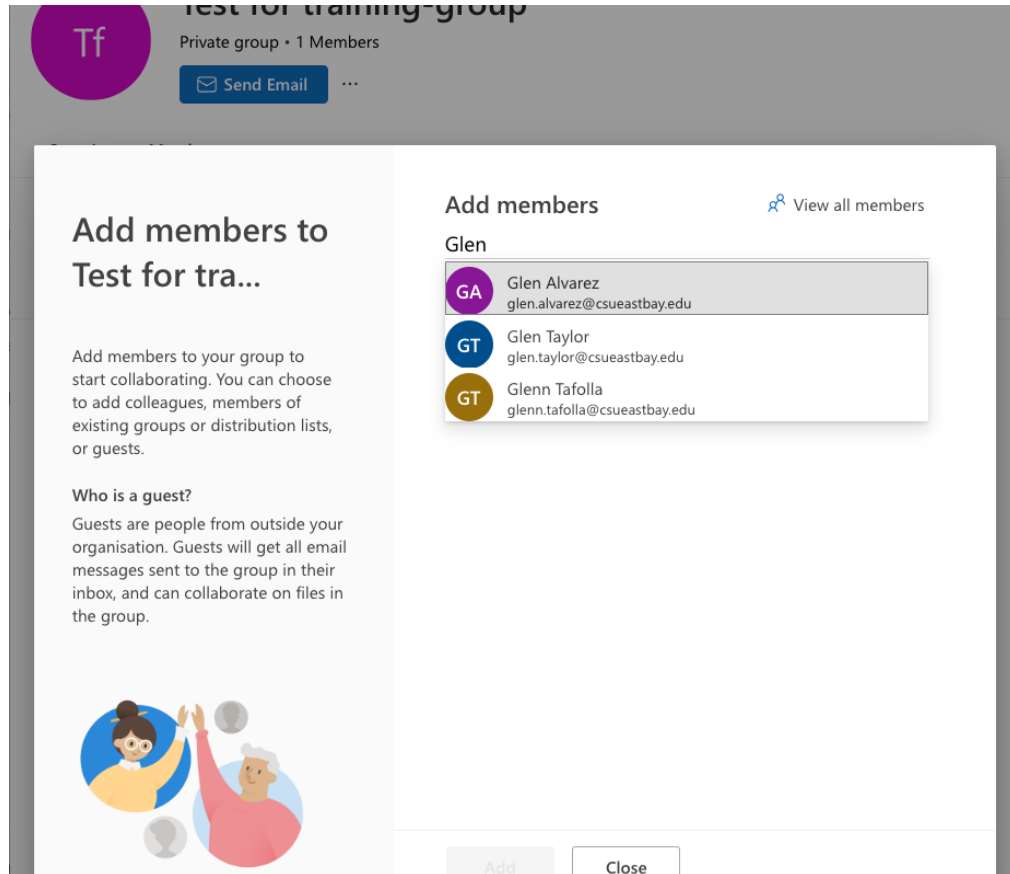


1. Double-click the group.
2. You will see the details of the Group.

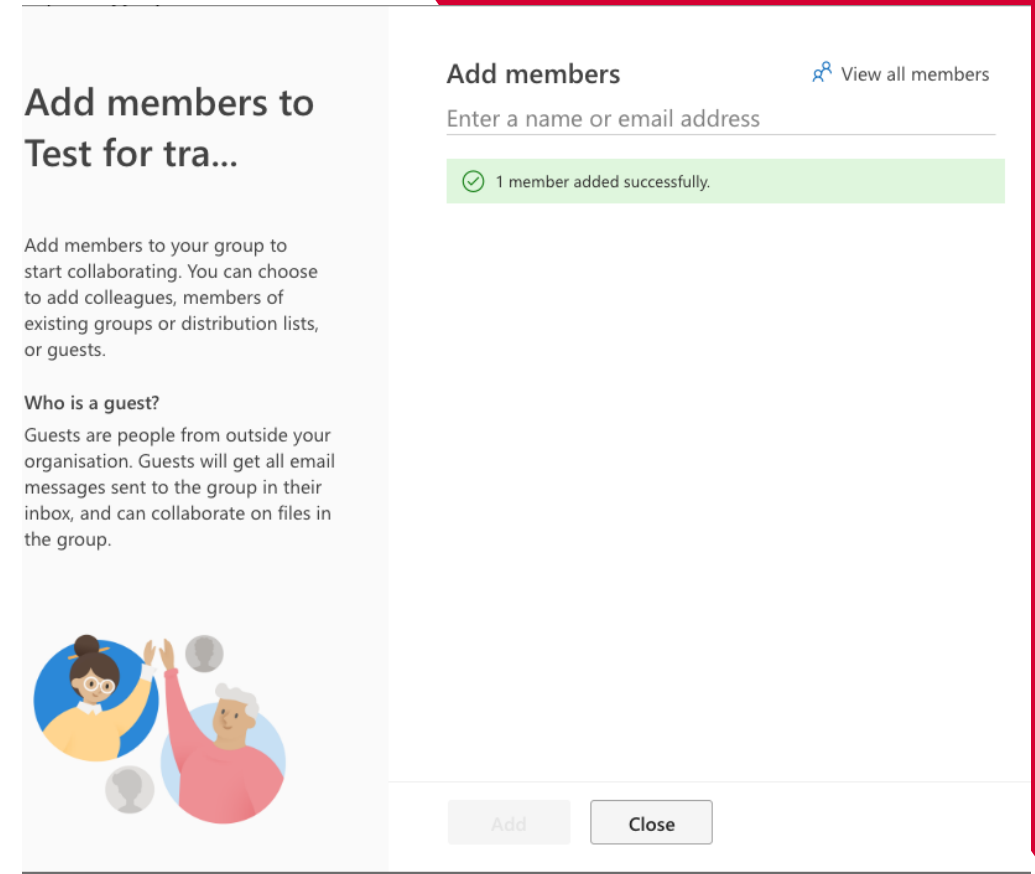


3. Click the Members Tab
4. Click Add members

Managing Groups You Own

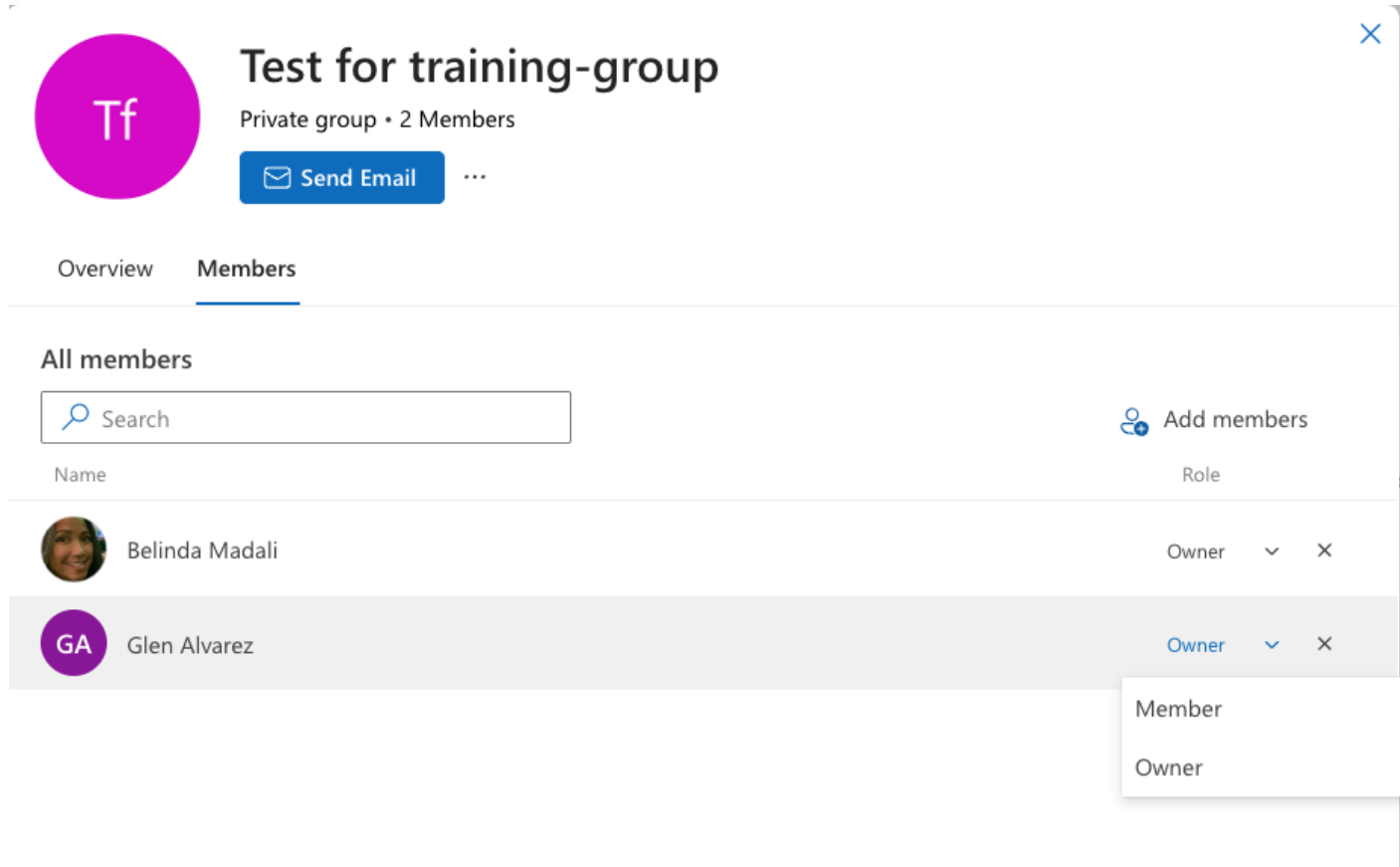


5. Type name under Add members.
6. Choose the person and choose Add.



3. Confirmation member was added, click Close.

Managing Groups You Own



The screenshot shows the Microsoft Teams interface for a group named "Test for training-group". The group is a private group with 2 members. The "Members" tab is selected, showing a list of all members. The list includes Belinda Madali (Owner) and Glen Alvarez (Owner). A dropdown menu is open for Glen Alvarez, showing options to change his role to "Member" or "Owner".

Test for training-group
Private group • 2 Members
Send Email ...

Overview **Members**

All members

Search

Add members

Name	Role
Belinda Madali	Owner
Glen Alvarez	Owner

Member

Owner

5. You will now see the list of Members and their role.
6. To change the role of the member, you can click the arrow to choose the new role.