

WORKING REMOTELY WITH MICROSOFT 365

TIPS ON HOW TO USE MICROSOFT 365 TO
SUCCESSFULLY WORK FROM HOME



Microsoft offers more than just Teams to aid
in working remotely!

Sharing Files with OneDrive

In a normal office setting, it is quite easy to work on a document, print it off, and hand it to a co-worker for their records. This becomes much more difficult when working from home. Using OneDrive makes this much easier! With OneDrive, you can share almost any file you want with specific co-workers or your entire office if needed - PDFs, PowerPoints, Excel and Word documents can now be shared with ease. You can also send other types of files such as video and audio, pictures, project folders and more!

[To learn how to share files and folders, visit this link to Microsoft's OneDrive support page](#)

Collaborate with Comments in Word and Excel

One major benefit of using Microsoft 365 is the collaboration features that are prebuilt into major Office Applications like Excel and Word. In Word you can add comments to a document which allows other users to reply and give you feedback. This is perfect for simulating a breakout session or meeting. Pairing this feature with OneDrive allows multiples users to open the document at the same time and edit it simultaneously.

[To learn how to add or delete comments in a Word document,](#)
[visit this link to Microsoft's Word support page](#)

Using OneNote with Outlook

When working from home, it can be hard to keep things organized. With needing to look after children (fur-babies included), or juggling a noisy roommate, it can be difficult to stay on top of work-related tasks. One solution to this chaos is using Microsoft's OneNote together with Outlook to help boost productivity and collaboration! With OneNote, you are able to turn emails received in Outlook into notes – readily available to markup and send back to your coworkers.

Additionally, OneNote can be used with Teams to take Minutes or jot-notes on projects. OneNote is a great tool for collaboration, organization and productivity!

Using the Office app on your Smartphone

Sometimes Working From Home also means Working From The Car.... and Working From The Road.... and Working From The Cabin. Using the Office App on your Smartphone can unlock more collaboration when you're on the go and using a desktop or laptop isn't suitable. Microsoft's all-in-one Office app for iOS and Android has you covered!

When you install the app, you'll be able to do many things that you typically do in the office. For instance, you can scan pictures and quickly transform them into full-blown documents that you and your coworkers can collaborate with. You'll also have access to Word, Excel, and PowerPoint, too. There's even an option to help you sign PDFs, scan to PDFs, and transfer files between your phone and your computer.

[iOS Download Link](#) | [Android Download Link](#)

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