

# Office 365

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# What is Office 365

- Office 365 is a free service that includes the most recent version of Office, which currently is Office 2016.
- It comes with the applications you're familiar with, like Word, PowerPoint, and Excel, plus unlimited online storage
- Office Online is accessed through a web browser.

# Why O365?

## Pros

- Collaboration
- Single Versions
- Access anywhere/any device
- Unlimited Storage in the Cloud – significant reduction in file shares
- Greater security/privacy – no need to send attachments but links (access requires sign-on). Agreement vetted by the Ontario Ministry of Education. Also **Microsoft Canadian Data Centre**

## Cons

- Backup/recovery
- Bandwidth

# Recent Changes to Office 365

## Top Three

- OneDrive – now UNLIMITED storage (was 1 TB). However individual files 10 GB.
- "Excel Survey" (provide functionality of Google Forms)
- Microsoft Groups – see [Groups vs Distribution Lists](#)
- Class notebook ad-in for oneNote - Google Classroom equiv - developed Microsoft Classroom - needs to be downloaded [www.onenote.com/classnotebook](http://www.onenote.com/classnotebook) NOTE: Staff notebook can behave like a Class notebook

## Other

- Planner - free
- Unlimited one-drive storage
- Office Mix allows record lectures, annotate, quizzes, labs to powerpoint

# Why Office 365 and not Google

This is a great question and one tough to answer. Both are great products. The main reasons

- Word document limitations using Google
- Use of O365 for Student/Alumni email
- Microsoft Groups does not have a Google equiv.

Most other functions are equal.

# Next Steps

- Office 365 implementation approved under the Sheridan Business Plan
- Office 365 Champion will be hired to implement
- Steering committee setup