Microsoft Office 365: A Beginners User Guide

M.O. Cuddley

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Microsoft Office 365 is a suite of productivity solutions developed and managed in the cloud by Microsoft, to help employees get more productive while supporting the way they work now, and in the future. This book introduces the beginner to these solutions, teaching how to use the solutions contained in the Office 365 solution, in a concise, and step-by-step manner. This is a clear and easy to follow guide for everyone who is new to Office 365. This guide will teach you how to use the following Office 365 solutions: •Email •Calendar •Contacts •Skype for Business •OneDrive •Yammer •SharePoint (Beginner topics only) •Sway •Video •Install Office from the Office 365 portal to your computer

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