



# Office 365 For Dummies

*Ken Withee, Jennifer Reed*

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## **Office 365 For Dummies** Ken Withee, Jennifer Reed

Using Microsoft Office 365 offers many benefits including, security, reliability, compatibility with other products, over-the-air updates in the cloud that don't require anything from the user, single sign on for access to everything right away - instant messaging, video, audio and Web conferencing, and Office Web Apps for seamless access to the Office suite! Office 365 is the key to office productivity.

This book content is presented in the familiar Dummies format and includes a basic overview of cloud computing. It then covers Microsoft cloud solutions and the Office 365 product in detail. The introductory content is important since the term 'cloud' has taken on a life of its own. The Microsoft Office 365 components are explored. This includes an introduction to each component which leads into topics around using each feature. The Microsoft Office 365 component of SharePoint Online contains the most features and has the most depth.

PART I – Understanding the Cloud Landscape

PART II – Exploring Office Professional Plus, Exchange Online, and Lync Online

PART III – Delving Into SharePoint Online

PART IV – Moving Up into the Cloud

PART V – Part of Tens

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