

# OFFICE 365

## JULIE'S DAY



### Julie

Julie needs to finalise a report and create a presentation in time for a board of studies meeting tomorrow.

09:30



Julie has been working on the report in her team's **SharePoint** site. She shares a link to the file with her team member, **@Rob**.



### Rob

Rob reviews the report and makes a few changes, directly into Julie's file.

11:00



Julie moves the file into the board of studies **Teams** chat. She tags **@Anne** for her to review.



### Anne

Anne is working from home today so checks the report on her iPad and asks **@Julie** to add a few slides into the shared PowerPoint presentation.

14:15



Julie edits the shared **PowerPoint** file from within **Teams**, she can see **@Daniel** is also making changes at the same time.



### Daniel

Daniel can see the changes **@Julie** is making and makes a few recommendations in **Teams** chat.

16:30



With the presentation done, Julie uses **OneDrive** to store a copy of the files automatically on her laptop. This allows her to view her presentation on the train to London.



### London

In London the next day, Julie joins the board of studies online **Teams** meeting, and presents her report.



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## ANNE'S MEETING



### Anne

Anne is working from home and, using her **iPad**, prepares for the board of studies meeting tomorrow.

08:45



Anne checks **Planner** for the actions from the previous meeting, and their statuses.



### Julie

Julie sends a report to Anne through **Teams**, for tomorrow's meeting.

11:20



Anne shares a link to the PowerPoint presentation with **@Julie** to add her slides. Everyone can edit the file at the same time.



### Daniel

Daniel uploads the agenda to the meeting chat in **Teams**.

15:30



Anne views and discusses the agenda with **@Daniel**. The discussion takes place in **Teams** chat, with all participants able to participate.



### Anita

Anita is unable to attend the meeting, but can see all the files and asks for the meeting to be recorded.

NEXT DAY...



Anne hosts a productive meeting using **Teams**. Participants are able to share screens and follow easily. The meeting is recorded for **@Anita** and automatically made available.



Anne adds the actions from the meeting into **Planner**, and assigns them to the relevant people.



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