

一日MS 365應用

O365你必須知道的事

網路管理組 組長

張維廷

20200820



什麼是 Microsoft 365 ?

Microsoft 365 與 Office 2019 有何不同？

THE PERIODIC TABLE OF Office 365

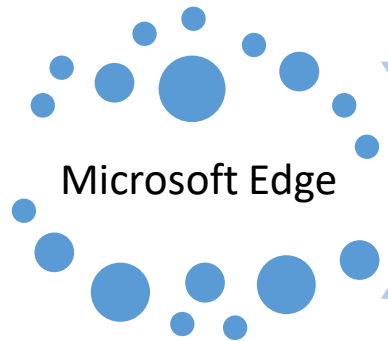
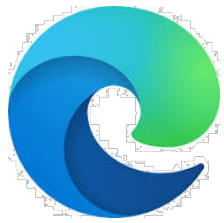
App availability depends on license type

Provided services include: Office 365 Groups • Enterprise Search • Microsoft Graph • MyAnalytics • Security & Compliance • Plus More



*Items in [brackets] identify software with similar functionality for the sake of context

一日MS 365工作體驗



Microsoft Edge



Outlook Online



OneDrive



Teams

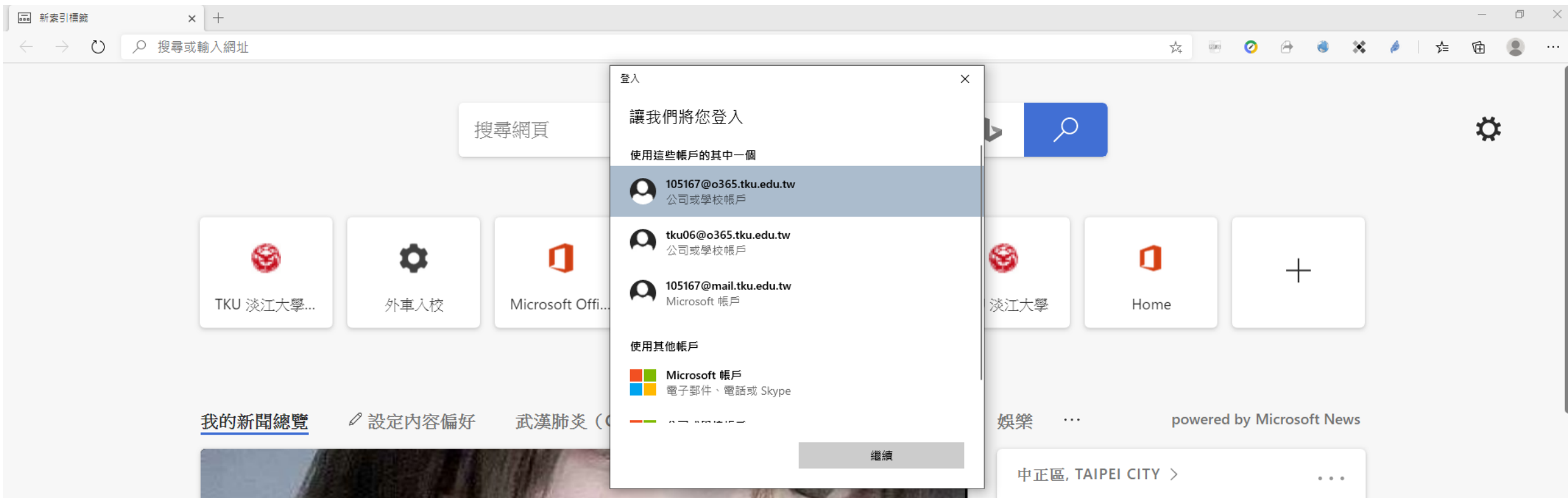


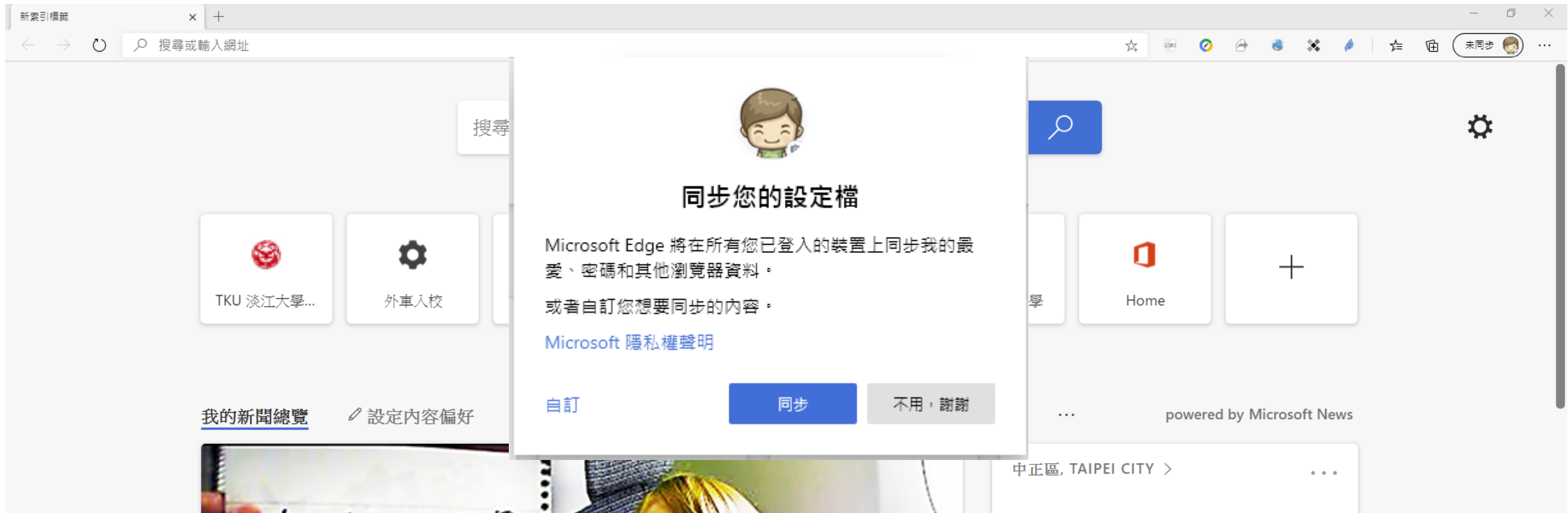
Sharepoint



Microsoft Edge

- Login with TKU MS365 account





My favorite (Desktop and Mobile Two way sync)



- Offi...
- Tamkang Univ...
- 中華民國數位...
- TKU 淡江大學

(COVID-19) 疫情動態 編輯精選 生活 娛樂 ...



頁面內容

- Office 365
- Microsoft News

頁面版面配置

- 簡潔
- 佈景
- 新聞
- 自訂 >

語言和內容：

台灣 (繁體中文) ▾

中正區, TAIPE



星期一 星期

26° 34° 34° 35° 35°

搜尋 淡江大學 和網頁

Apps

Office 365 →

- Outlook
- Word
- PowerPoint
- SharePoint
- Sway
- Admin
- Power Apps
- OneDrive
- Excel
- OneNote
- Teams
- Forms
- To Do

All apps →



建議



How to adopt Teams when you already use SharePoint

網路管理組 張維廷 20200702



How to adopt Teams when you alr...



One day In Office with MS 365

網路管理組 張維廷 20200629

One day in Office

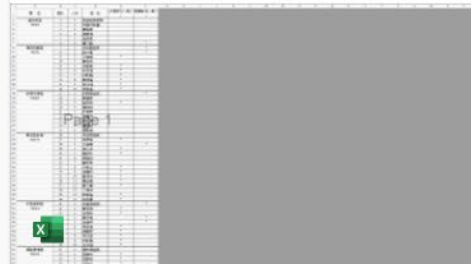
您已對此編輯 7月16日

主旨：
為快速推廣 Azure 服務轉型工作相關技術，請各組或個人組織團
隊，並挑選與業務工作相關或基於研究實驗性質之主題。

說明：
一、組織團隊：
成員不限制組內，可自行以專案形式或工作業務團隊組成 3-6 人
團隊。

Azure課程後續實作規劃

「林東毅」已與您共用此項目 10 小時前



微軟Azure教育訓練-建議名單1090...

您已對此編輯 7月14日

MS 365導入說明

張維廷 20200714



MS 365導入說明

Windows 10 Bulid 2004

The screenshot displays the Windows 10 Start menu interface. On the left is a vertical list of application icons, including 3D Viewer, Alarms & Clock, Calculator, Calendar, Camera, Connect, Feedback Hub, and Game bar. The main area features several large tiles: a 'Getting stuff done' header, a 'To-Do' tile with a checkmark icon, a 'Calendar' tile showing 'Tue 13' and 'Catching up over lunch', a 'Mail' tile with an envelope icon, and a 'Creativity' section with a 'Whiteboard' tile and a photo of a black cat. At the bottom, there is a search bar with the text 'Type here to search' and a taskbar with icons for the Start menu, microphone, task view, Edge browser, File Explorer, Mail, and To-Do.



Microsoft To Do

To Do gives you focus, from work to play.

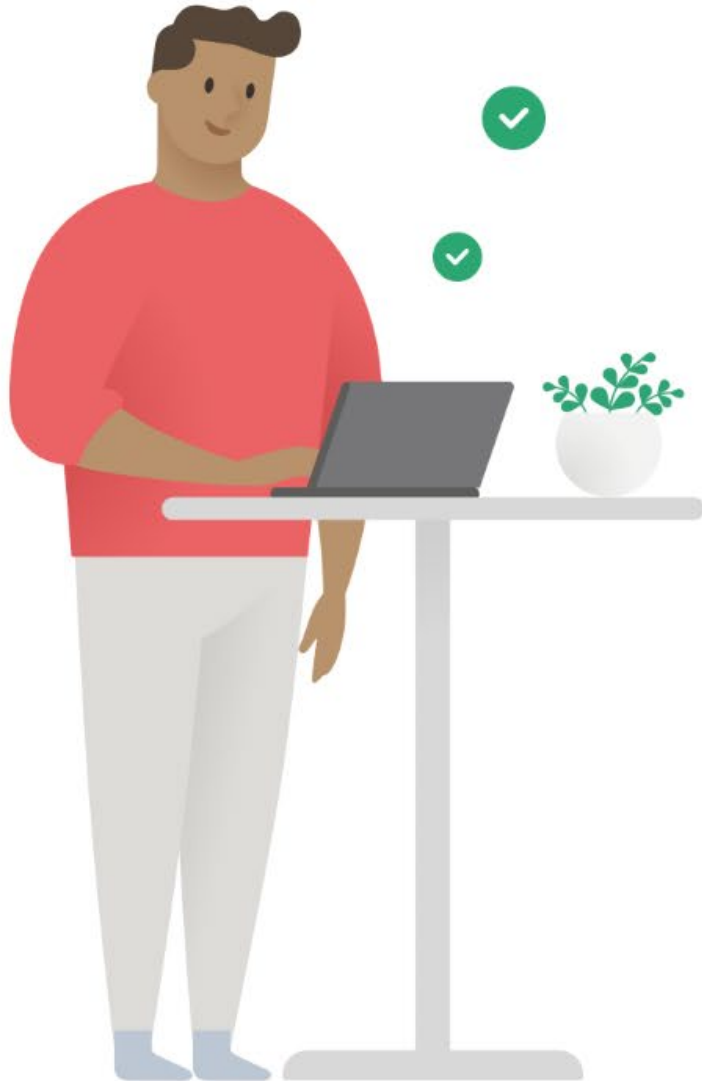
[Get started](#)

[Learn more](#)

Download To Do



[Terms of use for To Do](#)



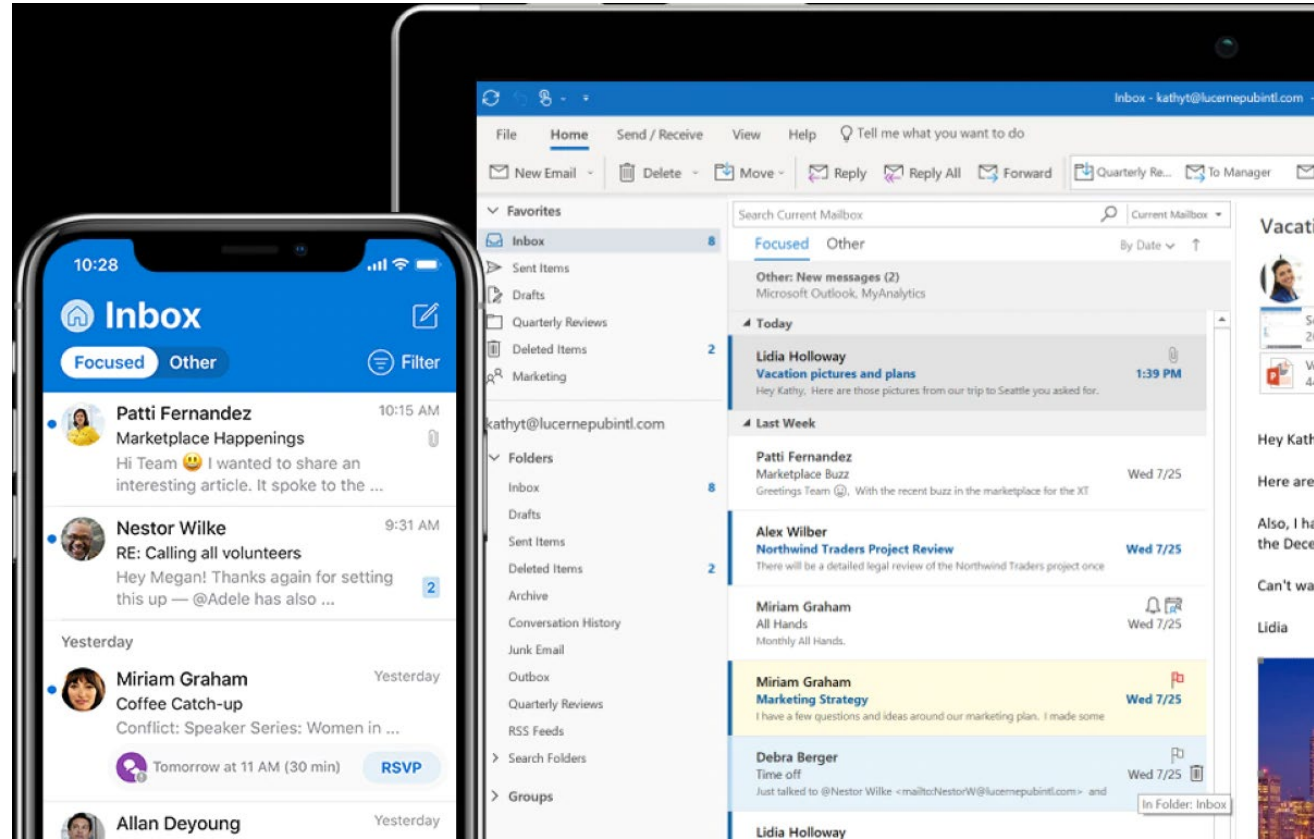
To Do

The screenshot displays the Microsoft To Do application interface. At the top, there is a blue header bar with the text "To Do", a search bar, and icons for settings, help, and a notification badge. Below the header is a left-hand navigation pane with a list of categories: "My Day", "Important" (1), "Planned", "Assigned to you", "Flagged email", "Tasks", "Family" (3), "想看的韓劇" (1), "想聽的音樂", and "New list". The "Family" category is selected and highlighted. The main area shows a task list for the "Family" group, with the title "Family" and a "Sort" option. The tasks listed are: "跟鄰居借推車" (Borrow a lawnmower from the neighbor), "搬露營設備到車上" (0 of 2) (Move camping equipment to the car), and "去Costco" (Go to Costco). Each task has a circular progress indicator and a star icon. At the bottom of the screen, there is a navigation bar with icons for email, calendar, people, and a checkmark. A blue banner at the bottom of the screen reads "To Do List integrated into Outlook".

To Do List integrated into Outlook

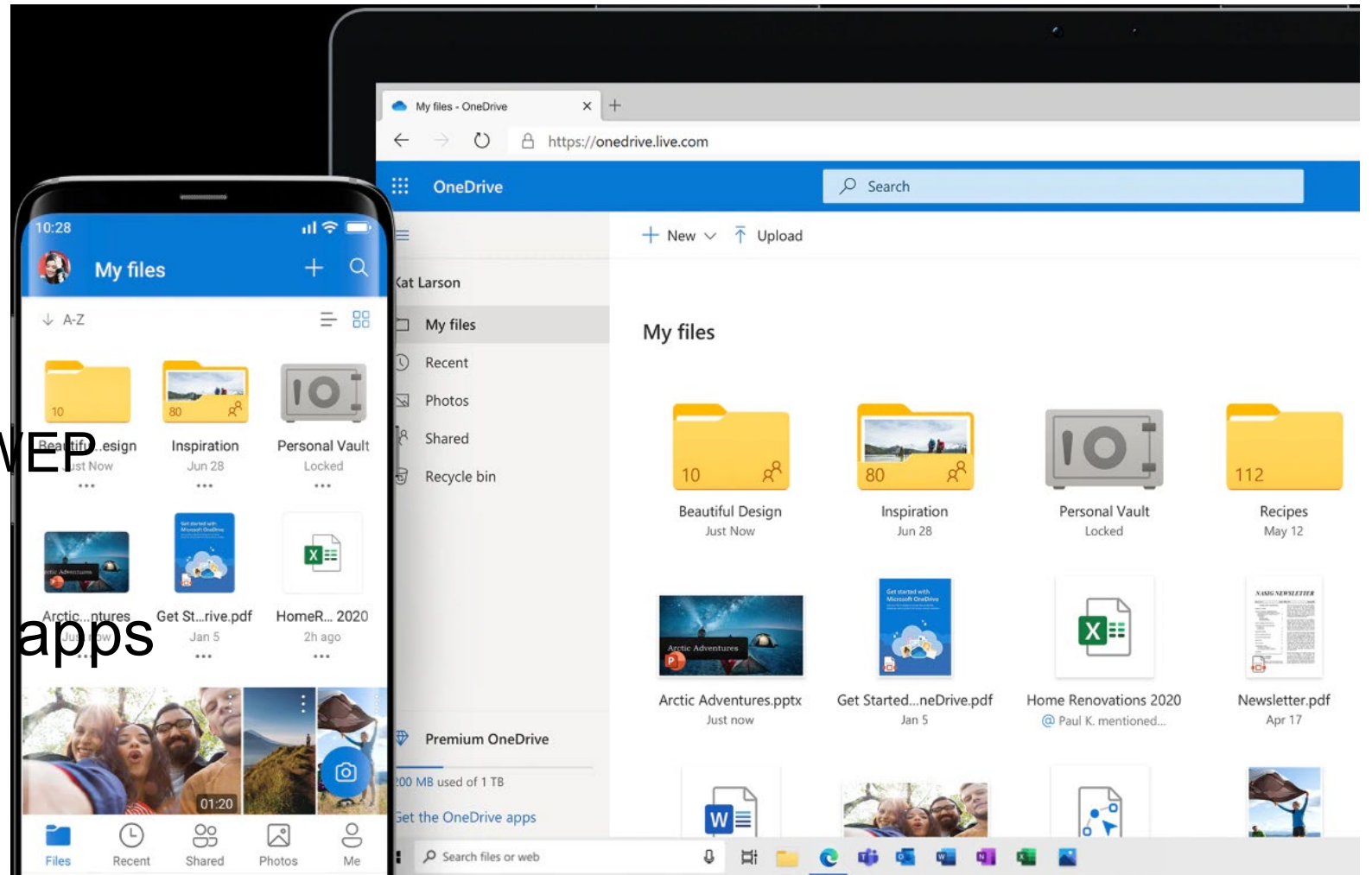
Outlook Online

- Create Group
- Follow up group message
- Calendar
 - Call a meeting
 - Accept meeting invitation
 - Google calendar integration
- Set up your mobile apps
- Send mail with OneDrive link



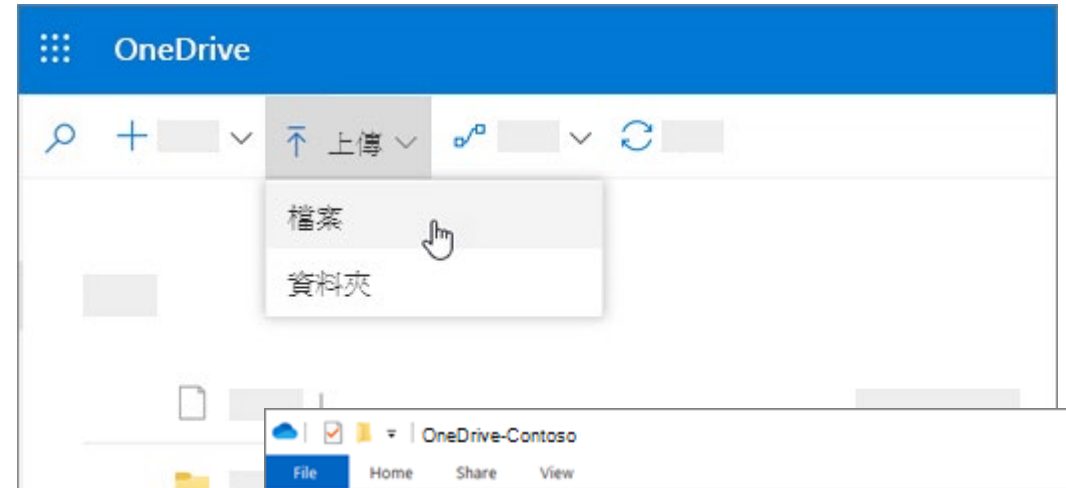
OneDrive

- Upload
- Download
- WEP collaborate
 - Log into Desktop WEP
- Everywhere sync
- Set up your mobile apps

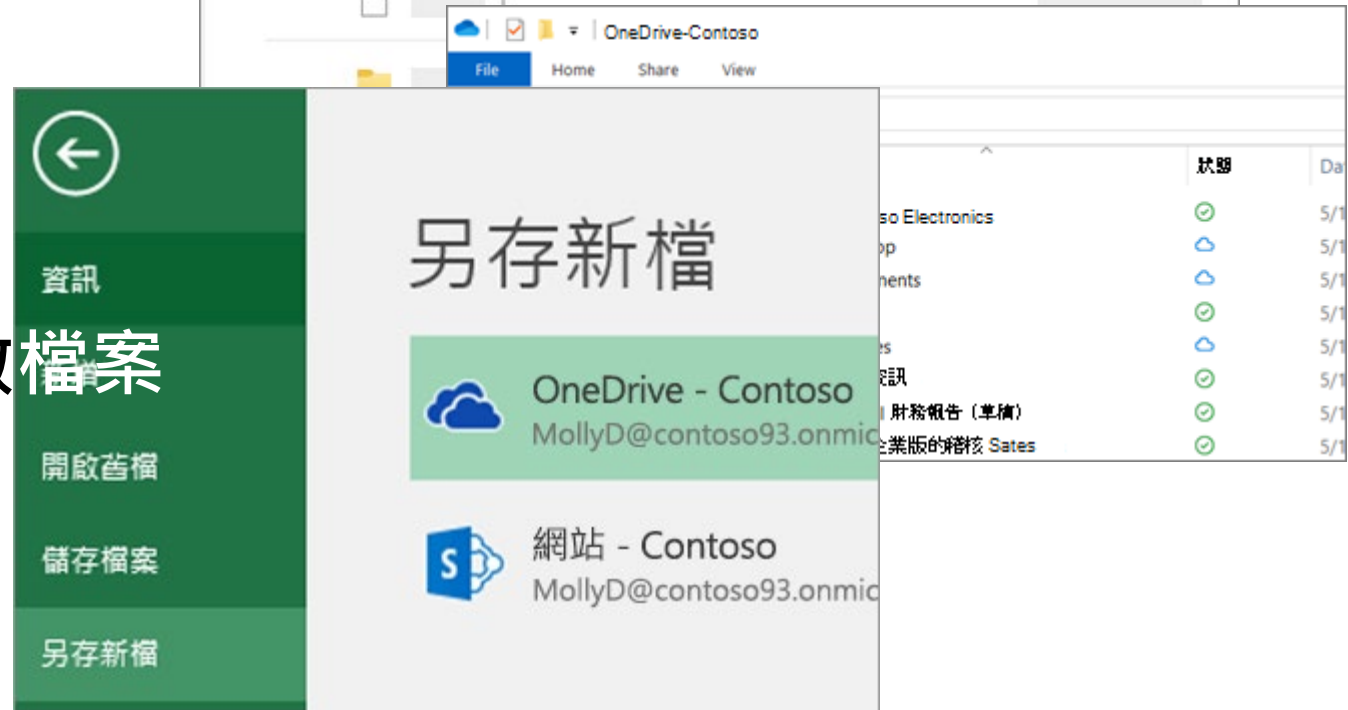


將檔案和資料夾上傳並儲存到 OneDrive

- 在瀏覽器中使用 OneDrive



- 在電腦上使用 OneDrive

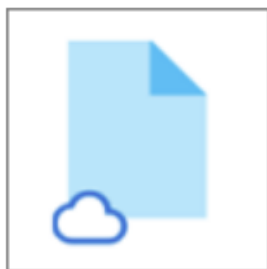


- 在 Office App 中儲存及開啟檔案

OneDrive 檔案隨選

Microsoft OneDrive

×



OneDrive 檔案或資料夾旁的藍色雲端圖示表示該檔案只能在線上使用。「僅限線上檔案」不會占用您電腦上的空間。您會在檔案總管中每個僅限線上檔案上看到雲朵圖示，但該檔案在您開啟之前都不會下載至您的裝置上。當裝置未連線到網際網路時，您無法開啟僅限線上檔案。

↓
置空間。



當您開啟僅限線上檔案時，它會下載至您的裝置並成為「本機可用的檔案」。您可以隨時開啟本機可用的檔案，即使沒有網際網路存取也一樣。如果需要更多空間，您可以將檔案變更回僅限線上。只要以滑鼠右鍵按一下檔案，然後選取 [釋放空間] 就可以了。

開啟 [儲存感知] 後，這些檔案將會在您選取的時間週期後變成僅供線上使用的檔案。



可用

一下檔案，將
離線存取。

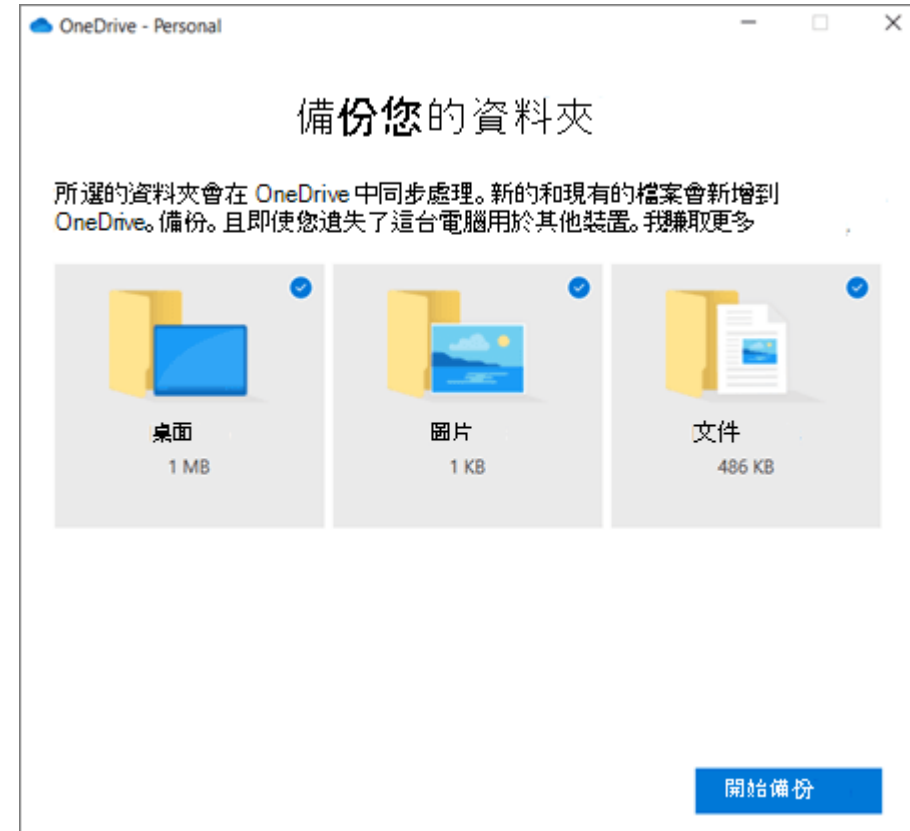
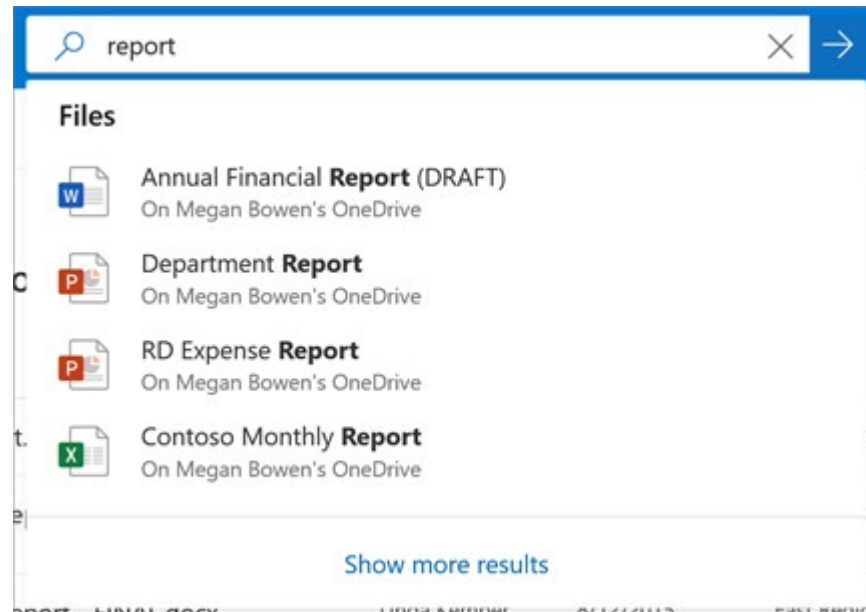


只有您標示為「永遠保留在此裝置上」的檔案會擁有含有白色核取記號的綠色圓圈。這些「永遠可用的檔案」會下載到您的裝置並占用空間，不過即使您處於離線狀態，它們也永遠可供使用。

下一步

在 OneDrive 中管理檔案和資料夾

- 選取處理檔案的方式
- 建立資料夾
- 搜尋檔案
- 重要的 PC 資料夾 (自動備份)



在 OneDrive 中共同作業

- 從 OneDrive 共用檔案
- 從 Office App 中共用 OneDrive 檔案
- 複製連結
- 停止或變更共用



Teams

- Create Teams from existed group
- Private channel
- Integrate MS365 by Teams
- Work on a file together
- Send email to a channel

The image displays two overlapping screenshots of the Microsoft Teams interface. On the left, a mobile phone screen shows a 'Chat' list with messages from various contacts. On the right, a desktop screen shows a Teams channel named 'Marketing' with a survey titled 'New Bike Designs' displayed. The survey results are shown as a bar chart and a table.

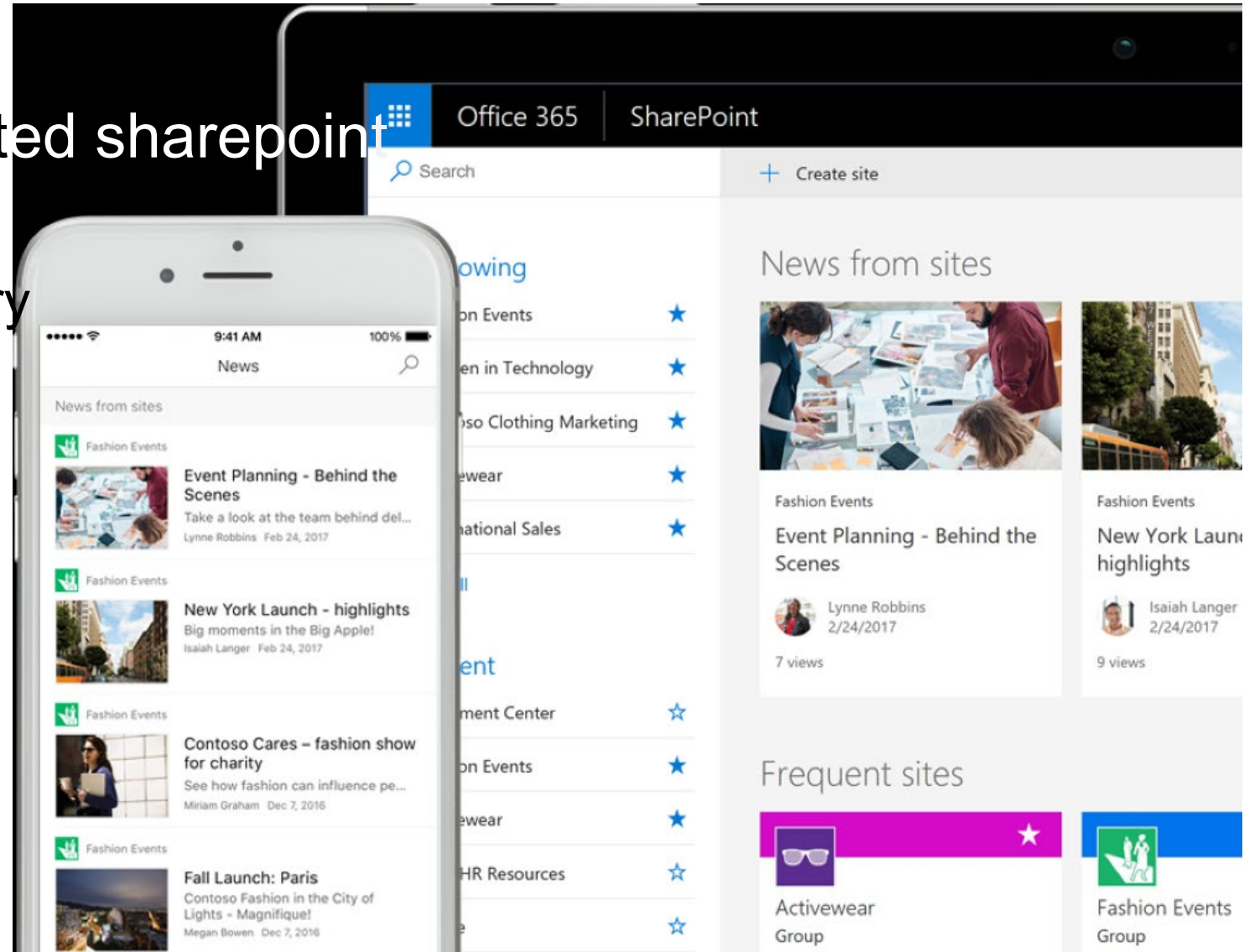
Survey Results: New Bike Designs

1. What is your first reaction to the product?

Reaction	Percentage	Count
Very positive	50.55%	1,236
Somewhat positive	24.79%	606
Neutral	15.99%	391
Somewhat negative	4.17%	102
Very negative	4.50%	110
Total Respondents		2,445

SharePoint

- Create Teams from existed sharepoint
- Document library
 - Add new document library
 - OneDrive Share space
 - Teams Integration
- Paperless meeting



課程結束