**IT Outline**

**Outlook**

* **Profile Picture:** File>Change under picture
* **Color Scheme:** File>Options>General>Personalize
* **Insights:** Home>Insights
  + Set time to think to explore Office 365 and sweetspot
* **Tip:** Drag to Calendar to create event

**Sweet Spot**

* **Navigation**: Home + Future Residents + Resident Services
* **Home Page Icons**: Run through them one by one
* **Add Forms:** User Settings>My Leasing Forms
* **Add Shortcuts:** My Shortcuts>Enter Password>Create as you wish
  + My Shortcut for Site Plan
  + Resident Shortcut for Online Workorders
  + Delete Shortcuts

**Office 365**

* **App switch button:** Upper left corner>Dots
* **All Apps:** Explore! They are interconnected!
* **OneNote**
  + Online and Phone App
  + Take Notes and sync back and forth
* **Teams**
  + Activity shows new things
  + Chat is 1-on-1 with anyone in the Company
  + Teams is groups of people
    - Chat
    - Share Gifs
    - Conference call: Meet Now at the bottom
    - Share Files, edit in real time
    - Add-ons for to do’s as well (planner)
  + Meetings auto-link to your calendar
  + App and Desktop version can make calls and have a vm box
* **Yammer**
  + Intercompany private facebook (social media)
  + Make/take polls
  + Post Praise
  + Like posts
  + Ask Questions
  + Phone App & already linked to Teams