**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