

**Microsoft Office 365 is our new cloud-based workspace.** Outlook, Teams and OneDrive are part of this platform meaning you can access your email and files, chat with others and work on documents in real time either individually or as a team from anywhere.

**Orientation Guide and Training Resources:**  
[deltasd.bc.ca/office365/](https://deltasd.bc.ca/office365/)

## Which tool to use when?



### Office 365

Provides access to additional Office apps like Word, Excel and PowerPoint on your PC, MAC, or mobile device from anywhere at any time.

<https://portal.office.com/>



### Outlook

- Send and receive emails (*replaces FirstClass Mail*)
- Manage your schedule, book meetings and share your calendar
- Store contacts
- Create tasks and set reminders
- Share documents from the cloud with others
- Recommended for external conversations or more formal communication



### OneDrive

- Store personal files
- Share files and collaborate on them with others
- Access documents from anywhere you have an internet connection



### Microsoft Teams

- Meet via online video calls (*replaces Zoom*)
- Access teams and channels (*replaces FirstClass Conferences*)
- Share files
- Work on documents with others simultaneously
- Chat privately or as a group
- Recommended for internal conversations or informal communication and collaboration