



Office 365 For Dummies (Paperback)

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John Wiley Sons Inc, United States, 2016. Paperback. Book Condition: New. 2nd Revised edition. 232 x 188 mm. Language: English . Brand New Book. Collaborate on documents in real time Utilize social networking in your daily tasks Increase productivity and grow your business Create a virtual office anywhere If you want to get your head in the cloud and get up to speed on the features in Office 365, you ve come to the right place. Inside, you ll learn step by step how to use email, take advantage of SharePoint Online for collaboration, communicate with team members using Skype for Business, get work done with the latest version of Office Online, and how to make a plan for effectively migrating your company to Office 365. Inside.* Understand cloud technology * Dive into SharePoint * Get social at work * Learn about Office Online * Skype at work * Set up online meetings * Work from anywhere * Free up IT resources.



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