

Office 365 Working Group

Sway, Delve, Planner, Yammer

Sway

Sway is a presentation program to combine text and media to create and share presentations, reports and presentable websites.

- Users can pull content locally from the device in use, or from internet sources such as OneDrive, Bing, Facebook, Twitter, Flickr and YouTube
- Sway presentations can be shared or embedded in websites
- Users or groups can be given access to edit Sways
- Finished product can be published on the internet for people to view
- PowerPoint presentation can be imported into Sway


Storyline Design

Title

Day Trip to Mount Rainier

Background

Drag and drop images right into place



Click inserted images to format, resize, or remove them

Mount Rainier in the twilight of an autumn day.



Click any Text Card to use its formatting toolbar

Heading Emphasize A [List Icons] [Link Icon] [Image Icon] [Trash Icon]


Mount Rainier stands as the highest mountain of the Cascade Range of the Pacific Northwest and the highest mountain in the State of Washington. An active stratovolcano, Mount Rainier has an impressive summit elevation of 14,411 feet and is the most topographically prominent mountain in the Cascade Volcanic Arc.






+ Click to add a new Card below the selected one

Click to select sharing options for your Sway


 Play  Share

Invite people to view edit

<https://sway.com/>  **Copy and share a direct link to your Sway**

    Docs.com  Get embed code

Share your Sway on social media


 More options **Click to set additional options**

A sample Sway presentation

Delve

Delve is a data visualization tool which uses Office Graph/Information Graph for intelligent search to discover and organize the information that's likely to be most relevant to you.

- Find documents through people
- Get back to documents you're working on
- Search, discover and organize the information stored in
 - OneDrive
 - SharePoint
 - Email Attachments
- Use Boards to organize, group and share related documents and activities; mark as favorite

Open Delve  Office 365 Delve

Type to search

Get back to your documents

- Home
- Me
- MyAnalytics
- Favorites

Add favorites and get back to them later

People


- Allie Bellew
- Tony Krijnen
- Zrinka Makovac
- Katie Jordan
- Aziz Hassouneh
- Janet Schorr
- Bonnie Kearney


Boards

- Marketing Campaigns
- Sales Performance

Group documents


Popular documents


 **Katie Jordan**
Modified • Yesterday



Q2 Web Market Planning


Product Ideas 522 views

 **Aziz Hassouneh**
Modified • July 6



Documents • Contoso

Aziz Hoasouneh's OneDrive 163 views


 **Tony Krijnen**
Modified • 4 days ago

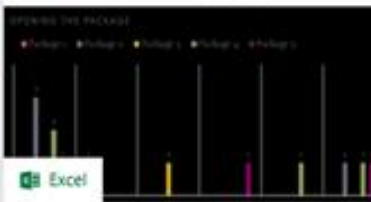
CONTOSO REPORTS Q2 EARNINGS

Word

Contoso Reports Q2 Earnings

Document Center 5 views

 **Bonnie Kearney**
Modified • 4 days ago

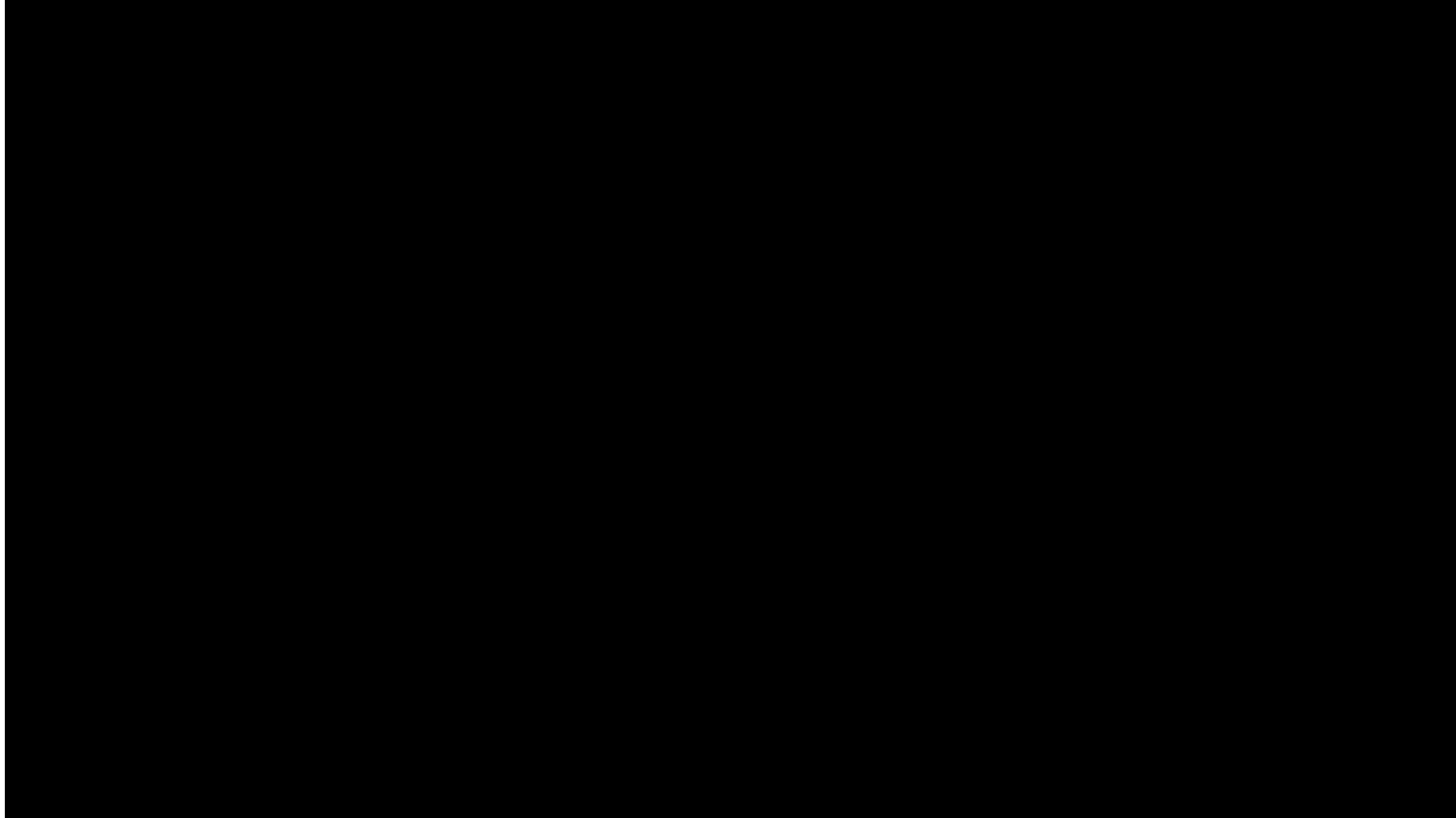


Transactional Matrix for Contoso

Excel

Bonnie Kearney's OneDrive 146 views

Delve Experience - Video



Planner

A task management tool to organize teamwork. With Planner, teams can manage their work and associated tasks visually and openly with the rest of the team. Planner is integrated with Office365 services such as Groups, Teams, OneNote and SharePoint

- Create new plans;
- Organize, assign and collaborate on tasks; add checklist (sub-tasks) to tasks; provide comments
- Set due dates;
- Update statuses
- Share files
- Access visual dashboards
- Receive updates on progress

Office 365 Planner

Technology Summit

Board | Charts | Notebook

To do | Content | Analytics | Events

To do

- Finalize design agency (May 19) - Garth Fort
- Finalize content (May 27) - Garret Vargas
- Identify experts (May 26)
- Evaluate existing content

Content

- Analyze gaps (Apr 30) - Molly Dempsey

Analytics

- Gather requirements (Apr 27)
 - Review previous summit
 - Identify gaps
 - Brainstorm with stakeholders
- Evaluate Dashboard options (May 21) - Garth Fort
- Hire experts (May 27)

Events

- Test Registration Page (May 05) - Garth Fort
- Build Registration Page - Molly Dempsey

Office 365

Planner Hub

My tasks 7

Plans

New plan

Marketing Campaign

Advertising campaign

Offsite Planning

Sales summit 2015

Marketing Campaign

Board

Charts

60 days left

13 tasks left

7	Not started
3	Late
3	In progress
0	Completed

Assignee	Not started	In progress	Late
Unassigned	2	0	0
Alex Darrow	1	0	0
Bonnie Kearney	2	0	0
Fabrice Canel	1	1	0
Garret Vargas	0	1	2
Sara Davis	1	1	1

Garret Vargas
Marketing Campaign

Type a task name

Late

Campaign Budget 9/2
Garret Vargas

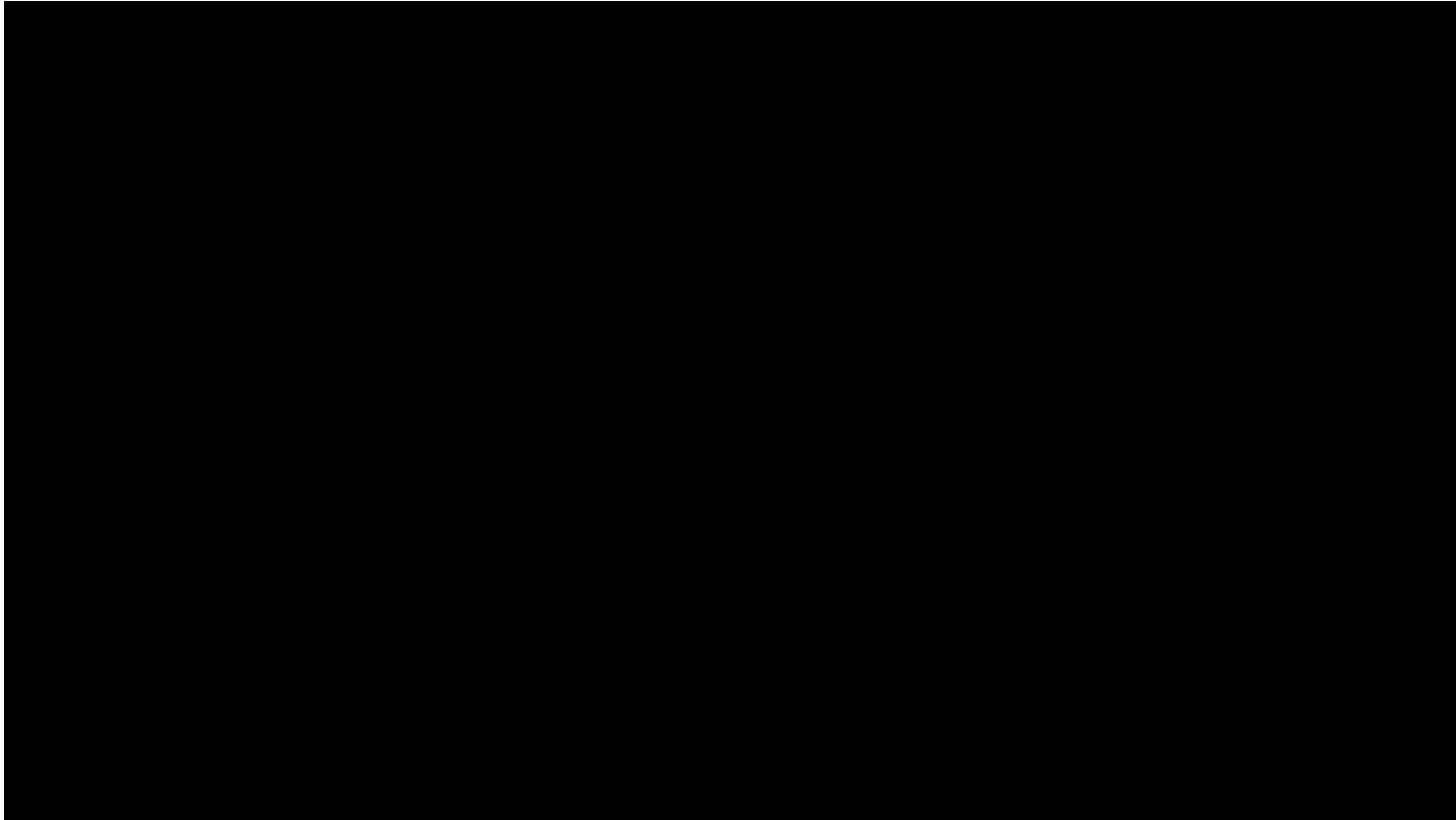
The Morning Show 9/10
Garret Vargas

Future

Case studies 11/12
Garret Vargas

Show completed

Planner Overview video



Yammer

Yammer is a social networking service used for private communication within organizations.

Yammer uses Office Graph to deliver personalized search results based on your interests and interactions at the organization.

Yammer features include integrations with Office 365 services such as Teams, Groups, Delve, SharePoint, and Skype Meeting Broadcast.

- Connect and collaborate
- Build communities organized by project or topic
- Administer groups



Welcome Sacha (edit)

MESSAGES

[My Feed](#)

[Direct Messages](#) 2

[Company Feed](#)

[More](#)

COMPANY

[Members](#)

[Groups](#)

[Topics](#)

[Admin](#)

APPS

[Files](#)

[Images](#)

[Zendesk Tickets](#)

[Markup Documents](#)

[Questions](#)

[Events](#)

[Polls](#)

[Links](#)

My Feed

[Options](#)

Share something:



Samara Mindingo: Please come to our quarterly results meeting!



Q3 Results meeting

Thursday, September 23, 2010 2:00 PM PDT
Conference Room 5

44 minutes ago · [Reply](#) · [Like](#) · [More](#)



Sacha Greenberg: Will the sales reps be giving their quarterly reports?
41 minutes ago

Write a reply...



Jesse Wilkinson: Quick question about sales:

How can we best improve our sales channel?

Expand into Asia

Product new product lines

Hire more reps

6 total votes · [Change vote](#) · [Reload](#) · [Poll Detail](#)

2 hours ago · [Reply](#) · [Like](#) · [More](#)

[Sales](#) [Recruitment](#) [Fun](#)

[Show 4 older replies »](#)

Community

This is a private community created by [Keith McCarty](#). Members must be invited by an admin.

Getting Started

1. [Start a conversation](#)
2. [Fill in your profile](#)
3. [Get a desktop or mobile app](#)

Following Suggestions

[View All](#)



Matt Knopp
Generalist

[FOLLOW](#)



Keith McCarty
Marketing Manager

[FOLLOW](#)

Related Networks

[Yammer-inc.com \(parent\)](#)

[Geni.com](#)

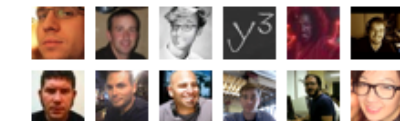
Invite

[More](#)

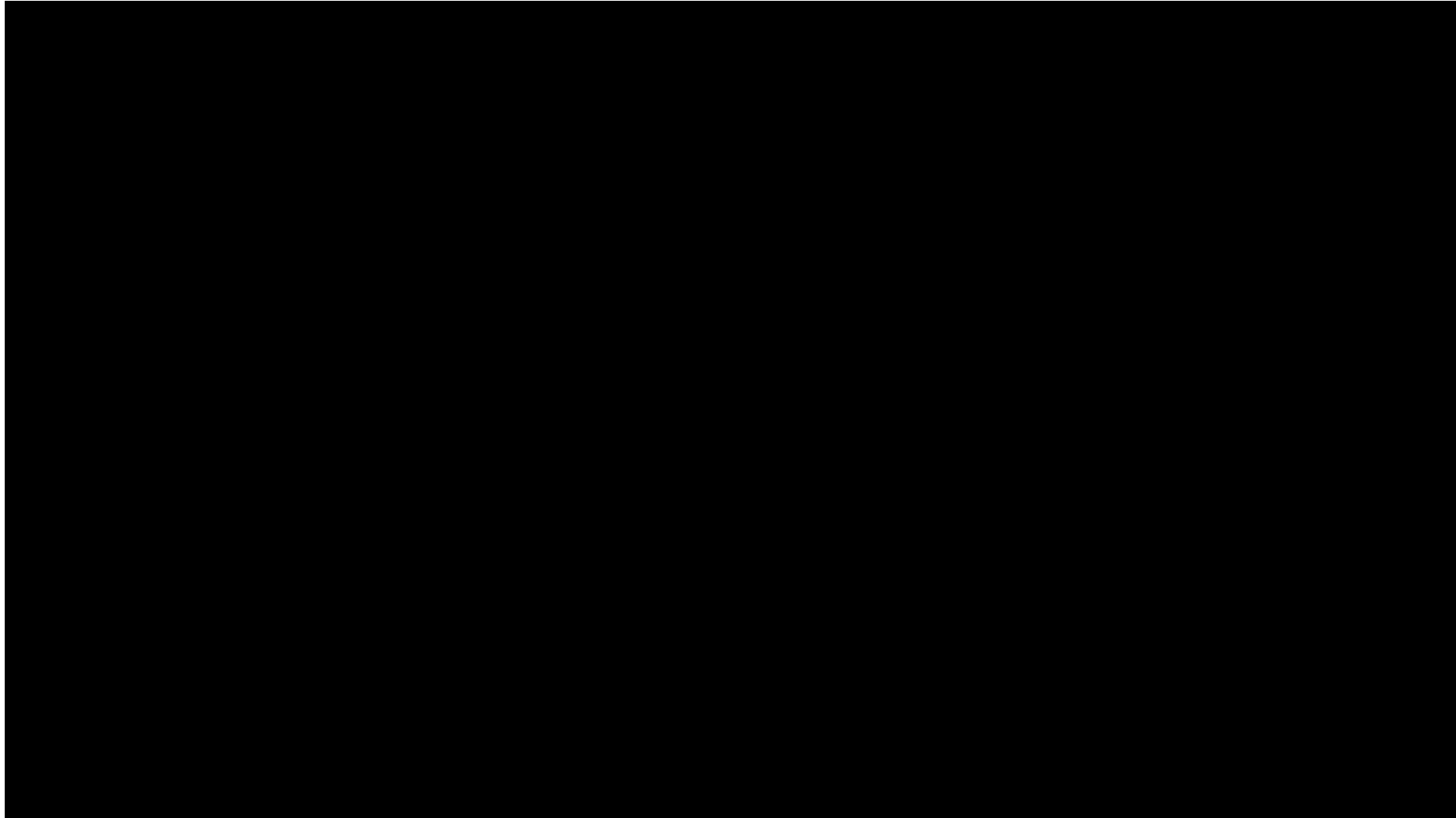
[Invite](#)

Online Now (35)

[View All](#)



Yammer Overview- Video



Action Items

- Get access to the tools;
- Use cases: which tool for what purpose; best practices for various use cases
- Relation to other tools/services
- Advantages and disadvantages
- Support process; documentation; training