Google Apps to Office 365 for business

🔲 Office

Make the switch

Office 365 for business looks different from Google Apps, so when you sign in, you'll get this view to get you started.

You can choose your start page, so you can go right to whatever you use most, like Outlook to get your email.

App launcher
Go straight to your email, calendar, contacts, file storage, and websites.

Settings
Change your password, choose your start page, and much more.

PC & Mac
Install the latest versions of Office desktop apps for additional functionality and rich offline editing.

Phone & tablet
Work anywhere on your phone and tablet.

Use apps
Select a tile to start an app.

Office 365

Let your ideas go free.

Install Office on your PC

Word Excel PowerPoint Outlook OneNote

Install now

Got a Mac? Sign in there to install the latest version of Office for Mac. Or a smartphone or iPad? Set up mobile apps

Language: English
Change language
Troubleshoot installation

Collaborate with Office Online

Outlook Calendar People Yammer OneDrive Sites

Delve Video Word Online Excel Online PowerPoint Online OneNote Online

Microsoft

What is Office 365 for business?

Just as Google Apps is a suite of desktop apps, your Office 365 for business subscription gives you a suite of powerful online services—including the latest version of Office desktop apps. Office 365 lets you:

- Install Office desktop apps on as many as five computers.
- Create, view and edit documents from anywhere using Office Online.
- Work offline and your changes automatically sync when you're back online.
- Use mobile Office apps on your Windows Phone, Android, iPad, or iPhone.

How do I access files in Office 365?

You can store your personal documents on OneDrive for Business, and access your team sites at Sites. You can use Office 2013 desktop apps, Office Online, or Office 365 mobile apps to create and edit files.

|	Office 2013*	Office Online	Office mobile apps
Use it if	• Your Office 365 plan includes it. • You want offline access.	You need a quick way to read and make simple edits.	You want the most editing features available on your device.
Runs on	Laptop and desktop computers	Your browser	Specific devices
How to get it	Comes with some, but not all Office 365 plans (*Word 2011 for Mac)	Browse from OneDrive or Sites	Windows Phone iPad iPhone Android phone and tablet

How do I sign in to Office 365?

1. From your web browser, go to https://portal.office.com.
2. Enter your work or school account and password, and then choose **Sign in**. For example:
   j.doe@contoso.com   or   j.doe@contoso.onmicrosoft.com

Find your way around

From anywhere in Office 365, click the app launcher ⊞ for quick access to all services, including all the Office Online apps:

Calendar
Schedule meetings and appointments.

People
Get contact information.

Yammer
Connect with co-workers.

Outlook
Read and send email.

Sites
Access team sites.

OneDrive for Business
Store your business documents.

Office Online
Create and collaborate on documents from your browser.
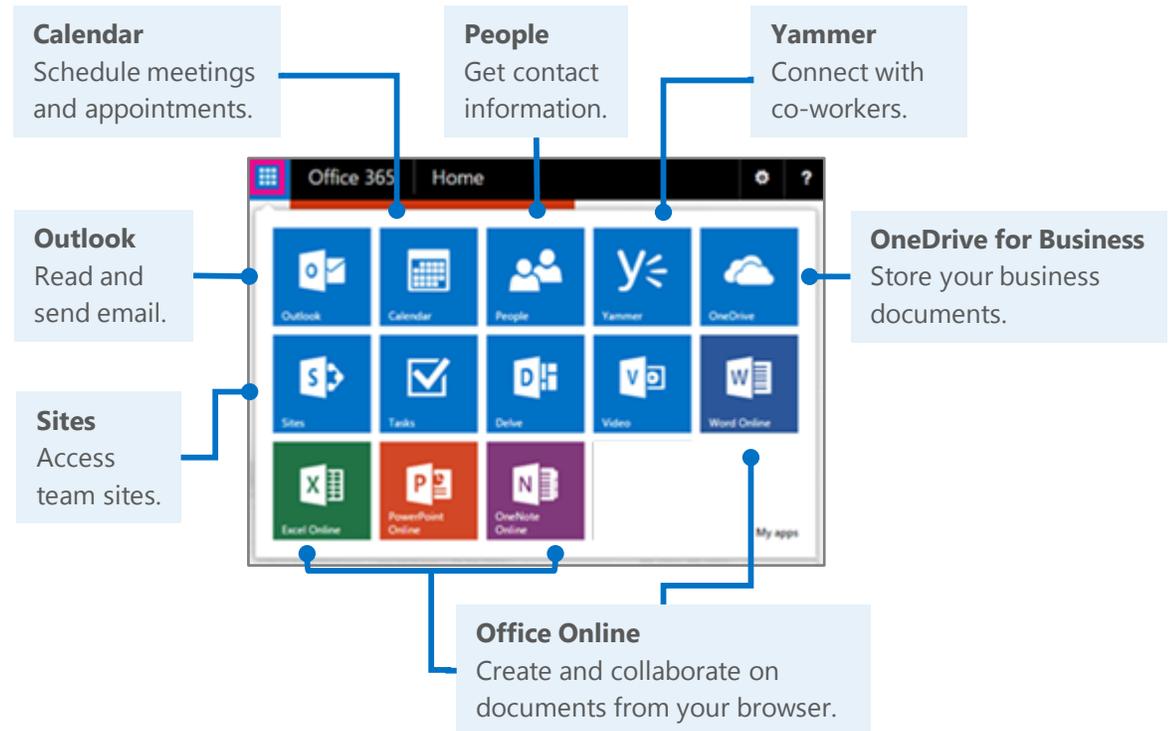
Things you might be looking for in Office 365 for business

Use this table to help you navigate Office 365 for particular services.

Service	In Google Apps for Business		In Office 365 for business	
Email	Gmail		Outlook	
Calendar	Calendar		Calendar	
Online address book	Contacts		People	
Social	Hangouts		Yammer	
File storage	Drive		OneDrive for Business	
Sites	Sites		SharePoint Sites	
Documents	Docs		Word	Word Online
Spreadsheets	Sheets		Excel	Excel Online
Presentations	Slides		PowerPoint	PowerPoint Online

Microsoft
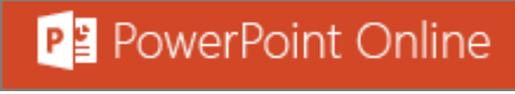
Working with others

Share documents

Wherever your document, worksheet, or presentation is stored, it's easy to share it with others—whether they're part of or outside of your organization. When you share, the people who need to review or edit get an email with a link to the document. With just a quick click, you and your reviewers can open it from nearly anywhere and on practically any device.

1. Select your document.

2. Choose **Share**.

3. Enter your reviewer's name or email address.

4. Choose **Share**.

OneDrive @ adventureworks

Documents

⊕ new ⬆ upload 🔄 sync ✏ edit ⚡ manage 🔄 share

All ... Find a file 🔍

✓ 📄 Name | Modified | Sharing | Modified By

📁 Shared with Everyone

📄 adventureworks_sales pre

📄 adventureworks_sales sta

Share 'adventureworks_sales status report_Alicja Kowalska'   ✕

🌐 Open to anyone with a guest link

Invite people | Enter names, email addresses, or 'Everyone'. | Can edit ▾
Get a link
Shared with | Include a personal message with this invitation (Optional).

☑ Require sign-in

SHOW OPTIONS

Share   Cancel

Office Online

Office Online is all about collaboration. You and your colleagues can do basic co-edits in the same document, worksheet, and presentation at the same time. You can see who is editing and what changes they have made.

No Save button? Don't worry, Office Online apps automatically save your changes while you work.

Need more options? Open the desktop app to access all of the features of PowerPoint, Word, or Excel.

Share Co-edit simultaneously with others in Office Online.

PowerPoint Online | Alicja Kowalska   adventureworks_sales presentation   Share   Alicja Kowalska   ?

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS VIEW   Tell me what you want to do   OPEN IN POWERPOINT   👥 2 other people are here

Undo Clipboard Delete Slides Font Paragraph

👥 2 other people are here ▾

Who's editing? See if others are editing the same presentation.

1
adventureworks

2
Roadmap

3

4
What we can improve upon.

What went well

13 new accounts

2 new sales reps

27% increase in total sales

Click to add notes

SLIDE 3 OF 4   HELP IMPROVE OFFICE ☰ NOTES

Changes See comments and changes from all reviewers.

Microsoft

Syncing Office 365 with your device

Anytime you're on the go, get your Office 365 email, calendar, and contacts from your Windows Phone, Android phone, Android tablet, iPad, or iPhone. And you can sync with, create. view, and edit Word documents, Excel workbooks, and PowerPoint presentations right on many phones and tablets.

Set up your device

Your anytime, anywhere online experience begins when you add your Office 365 account to your device. Here's how to do it:

- Set up a mobile device using Office 365 for business (http://go.microsoft.com/fwlink/p/?LinkId=396709)

- Set up Office 365 on your:

    - Windows Phone (http://go.microsoft.com/fwlink/p/?LinkId=396654)
    - iPhone (http://go.microsoft.com/fwlink/p/?LinkId=396655)
    - iPad (http://go.microsoft.com/fwlink/p/?LinkId=524315)
    - Android phone (http://go.microsoft.com/fwlink/p/?LinkId=396656)

Microsoft

Working offline

Need to work somewhere without an Internet connection? You can sync documents or entire folders to your computer before you go. When you're back online, your changes will automatically sync.

Install Office 2013 desktop apps

If Office is not already on your computer, you can install it from Office 365.

1. Sign in to Office 365, and then choose **Install now**.
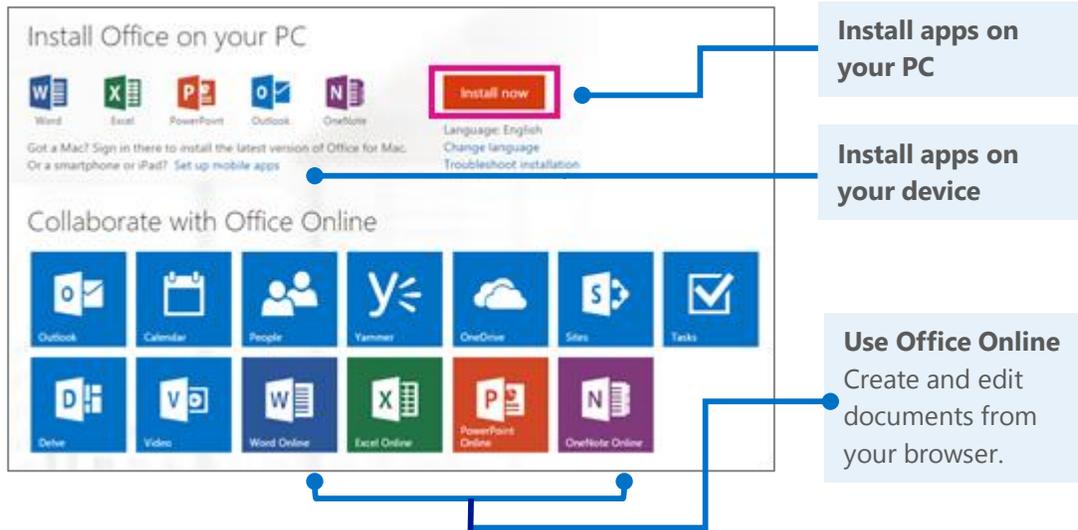
Install apps on your PC

Install apps on your device

Use Office Online
Create and edit documents from your browser.

2. Choose **Run**, and then follow the rest of the installation instructions.

For more information, see Install Office using Office 365 for business (http://go.microsoft.com/fwlink/p/?LinkId=272460).

How does Sync work?

The first time you sync your OneDrive for Business or a SharePoint site, you get an associated folder called OneDrive for Business or SharePoint on your device. Your documents will be automatically downloaded to this folder. You can now work offline without losing your changes.
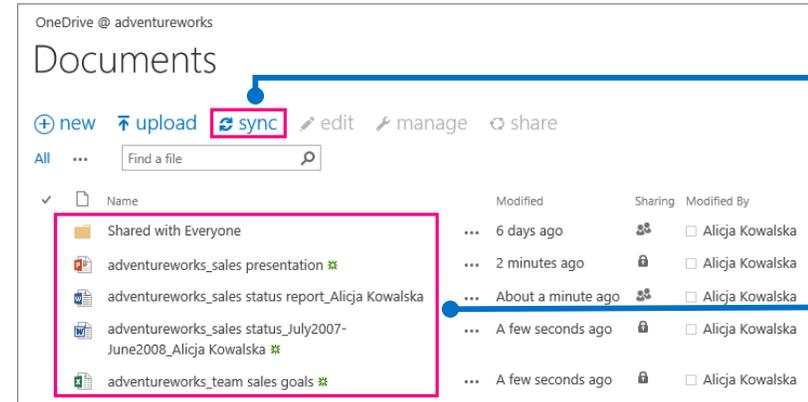
Sync
Get the latest version of your documents.

What you're syncing
Lists the documents in your OneDrive for Business library.
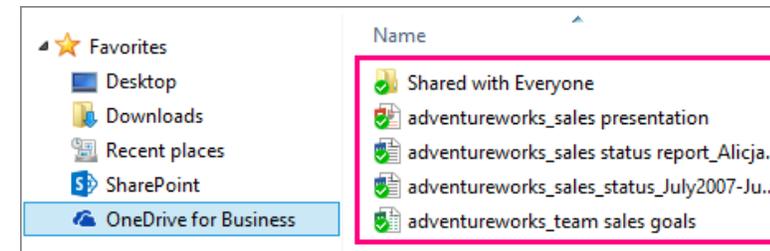
Your device
Shows the location containing copies of the documents you synced from your OneDrive for Business library.

Outlook on the web

Access your email, calendar, and contacts using the Outlook Web App. From any computer or device with an Internet connection, sign in to Office 365, and then from the app launcher ⊞ , choose **Outlook**.

Read and reply to email

New email appears at the top of your Inbox.
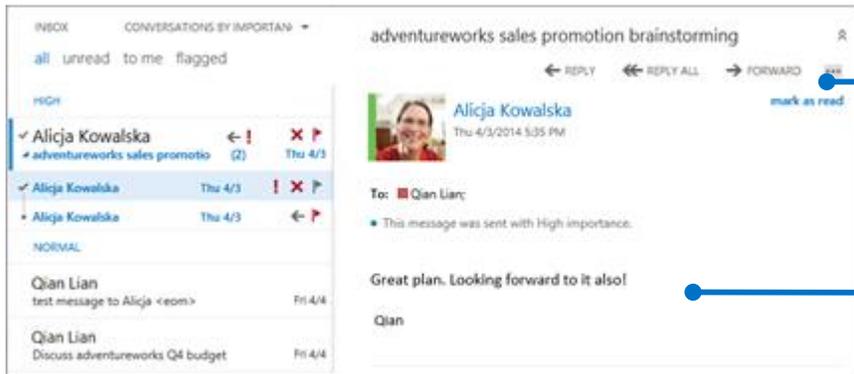
Responses
Choose how to respond from within the Preview Pane.

Preview Pane
See messages for quick review and response.

Create and send a new email

With just a few steps, your new message will be on its way.

1. Choose **New**.

2. Compose your message.

3. Choose **Send**.
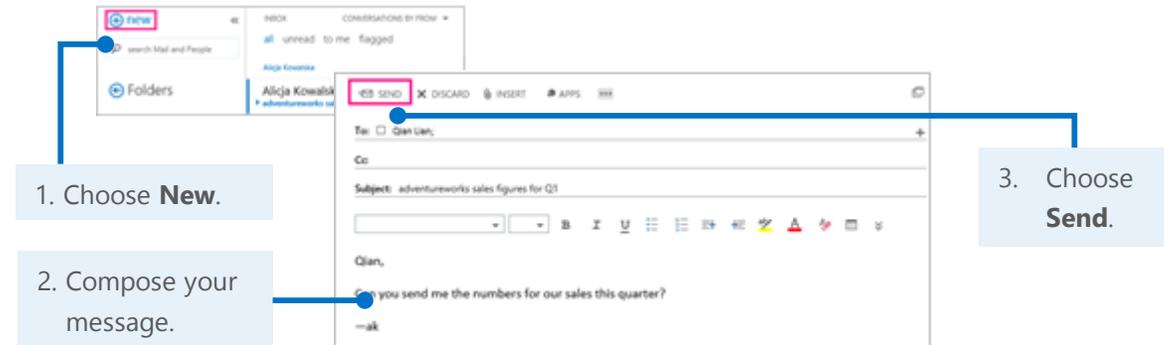
Connect with others, schedule meetings, and more

When you get an email from someone, select their name. You can quickly add their contact information, start a chat or phone call, schedule a meeting, or send an email right from their profile card.

Availability
See the sender's current status.

Contacts
Just one click to add the sender's contact information.

Calendar
Schedule a meeting with the sender.
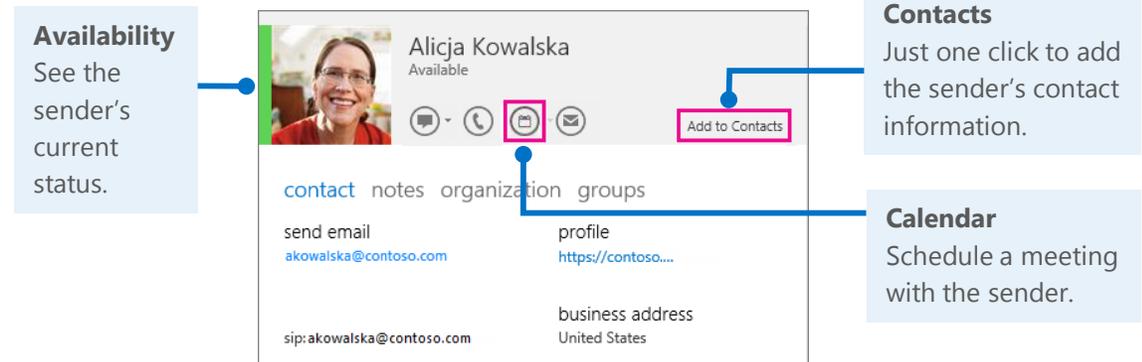
Start a Lync instant message (IM)

If your communication just can't wait, use Lync for Office 365 to start a chat, audio, or video IM, join an online meeting, or even share your document or screen with others.

Chat IM
Reach a contact immediately with an IM.

Audio IM
For a more personal touch, turn your IM into a phone call.
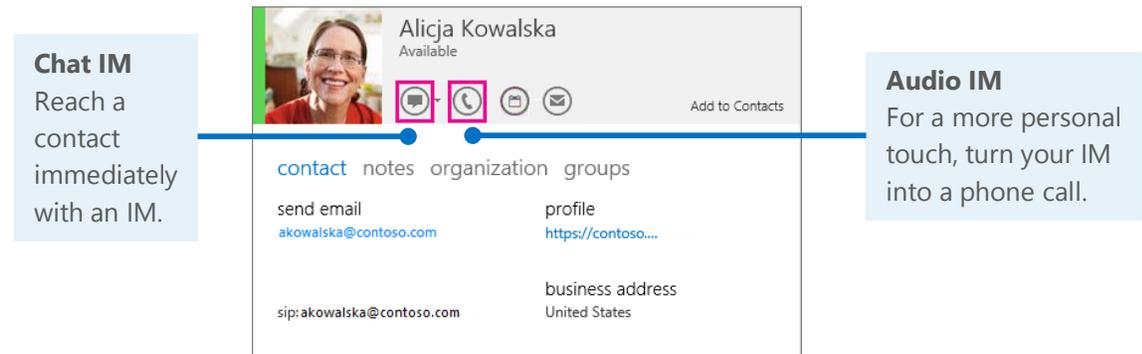
For more information about Lync instant messaging, see Send an IM (http://go.microsoft.com/fwlink/p/?LinkId=302231).

Microsoft

Things you might be looking for in Outlook Web App

Use this table to find some of the more commonly used tools and commands with your email.

Task	In Gmail	In Outlook Web App
Send automatic replies when you're out of the office	Choose ⚙ > **Settings > General** tab, and scroll down to **Vacation Responder**.	Choose ⚙ > **Set automatic replies >** and then choose your options.
Change how you view and organize your email	Choose ⚙ > **Settings > General** tab, **Conversation View**.	Choose **Sort By** to change your view right in your Inbox.
Flag and label your email	Click to star an email or click **Labels** to add a label to an email.	Choose flag right in your Inbox for follow up, or right-click the email and choose **Categorize** to label the email.
Create and add a signature to your email	Choose ⚙ > **Settings > General** tab, and scroll down to **Signature**.	Choose ⚙ > **Options > Settings > Mail**.
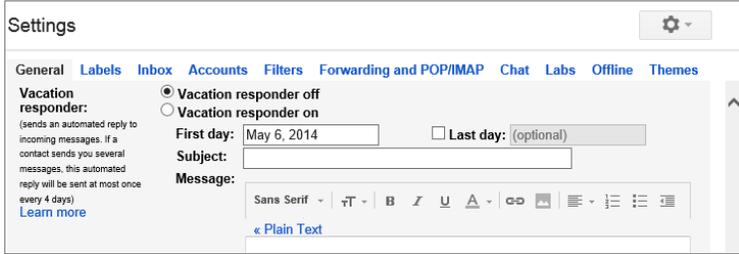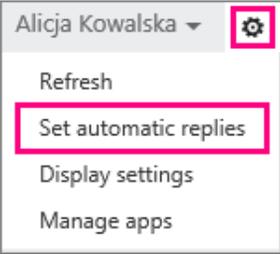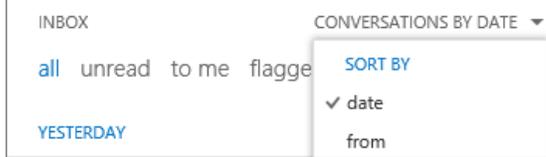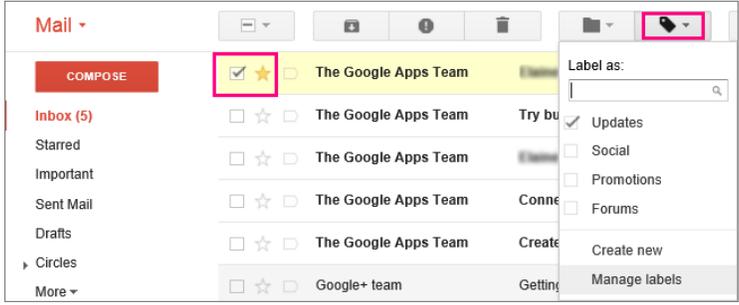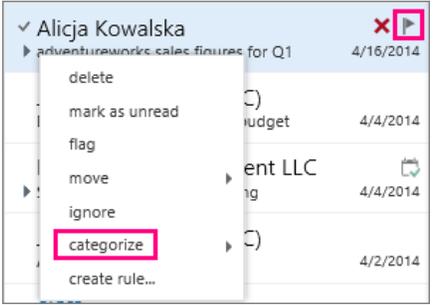
Microsoft
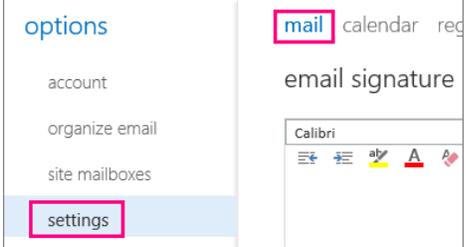
OneDrive for Business

OneDrive for Business is your online file-storage location. Documents, workbooks, and presentations saved here are private until you share them with others. Plus, you can open and edit them from anywhere you have an Internet connection.

Create a document from Office 365

You can create a document right from OneDrive for Business. The Office Online suite of Word Online, Excel Online, and PowerPoint Online let you do basic tasks and automatically saves the document to your OneDrive.

1. Choose the app launcher ⊞.

2. Choose **OneDrive**.

3. Choose **New**.

Create a new file

- Word document
- Excel workbook
- PowerPoint presentation
- OneNote notebook

4. Choose **Word document**.

Open a document from Office 365

Quickly open a document, workbook, or presentation in either Office Online or your Word, Excel, or PowerPoint desktop app.

Desktop app
Select a document and then choose **Edit** to launch the desktop app.

OneDrive @ adventureworks
Documents
⊕ new   ⬆ upload   ⟳ sync   ✎ edit   🔧 manage   ⟳ share
All   ...   Find a file

	Name	Modified	Sharing	Modified By
	Shared with Everyone	March 13		Alicja Kowalska
	adventureworks_sales presentation	5 days ago		Alicja Kowalska
	adventureworks_sales status report_Alicja Kowalska	March 26		Alicja Kowalska
	adventureworks_sales_status_July2007-June2008_Alicja Kowalska	5 minutes ago		Alicja Kowalska
✓	adventureworks_team sales goals	March 26		Alicja Kowalska

Online
Click or tap the file name to launch Office Online.

Delete a document from OneDrive for Business

Deleting documents is just as simple.

1. Select the document you want to delete.

OneDrive @ adventureworks
Documents
⊕ new   ⬆ upload   ⟳ sync   ✎ edit   🔧 manage   ⟳ share
All   ...   Find a file

- View Properties
- Edit Properties
- View in Browser
- Check Out
- Version History
- Workflows
- Download a Copy
- Follow
- Shared With
- Delete

	Name	Modified	Sharing	Modified By
	Shared with Everyone	March 13		Alicja Kowalska
	adventureworks_sales presentation	6 days ago		Alicja Kowalska
	adventureworks_sales status report_Alicja	5 days ago		Alicja Kowalska
✓	adventureworks_sales status July2007-Jur	6 days ago		Alicja Kowalska
	adventureworks_team sales goals	6 days ago		Alicja Kowalska

2. Choose **Manage**.

3. Choose **Delete**.

Microsoft

Things you might be looking for in OneDrive for Business

Use this table to find some of the more commonly used tools and commands in OneDrive for Business.

Task	In Google Drive		In OneDrive for Business	
Create a new document, presentation, or spreadsheet	Choose **Create** and select what you want to create.		Choose **New** and then what you want to create.	
Upload a file	Choose **Upload** and then add your files.		Choose **Upload** and then add your files.	
Sync your files and work offline	Install Google Drive to upload your documents. But you can't edit files without an Internet connection unless you are using the Chrome web browser.		Choose **Sync** for selected files. Make changes offline and your files automatically update when you reconnect to the Internet.	
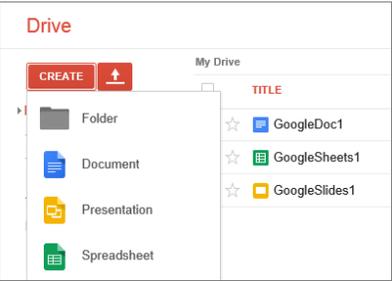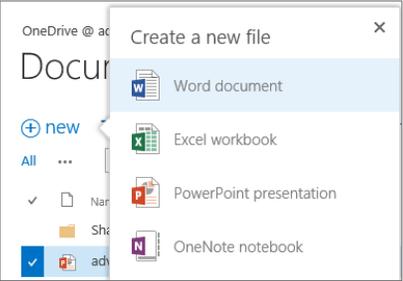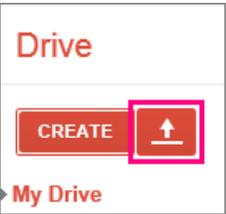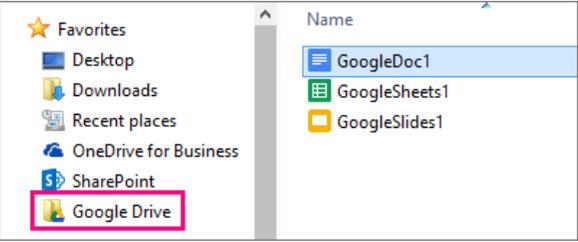
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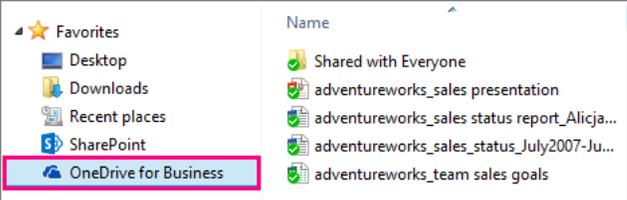
Word, Excel, and PowerPoint

Whether you start from your desktop or online with Office 365, you can create any type of document (Word document, Excel workbook, and PowerPoint presentation) and then store it in your OneDrive for Business or SharePoint document library.

Open a document from Office 365

Quickly open a document from OneDrive for Business or a SharePoint team site. This example opens a workbook in Excel Online.

Excel Online
Choose the workbook name to automatically open in Excel Online.
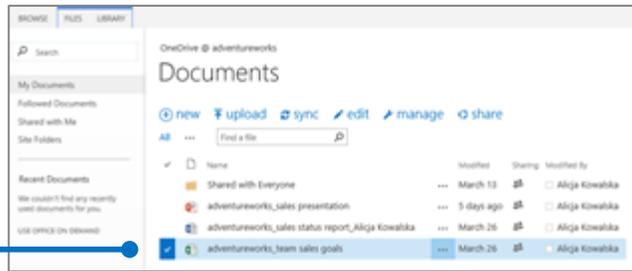
Delete a document from Office 365

You can easily delete a document, in this case a presentation, with just a couple steps.

1. Select the presentation you want to delete.
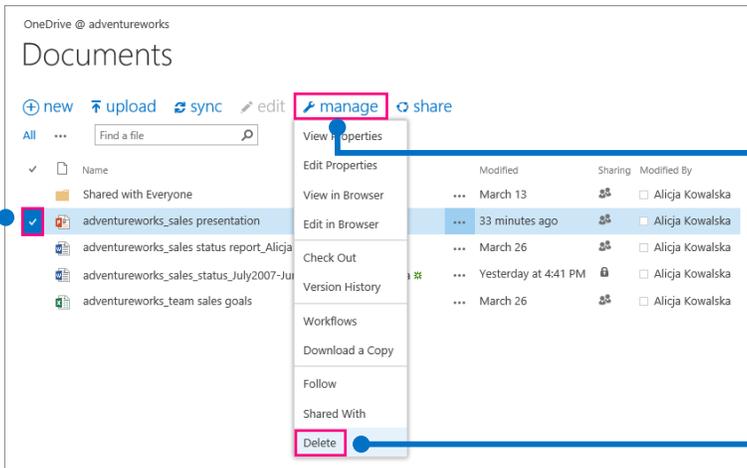
2. Choose **Manage.**

3. Choose **Delete**.

Open recent documents from your desktop

When you open a document from your desktop app, in this case Word 2013, you can choose from all of your storage locations: SharePoint sites, OneDrive for Business, or your computer.

OneDrive for Business
Use this location to get to your online storage.

SharePoint
Open your document from a SharePoint team site.

Recent Documents
Get quick access to documents in their default locations.

OneDrive.com
Sign in with a Microsoft account to access personal documents.

Microsoft
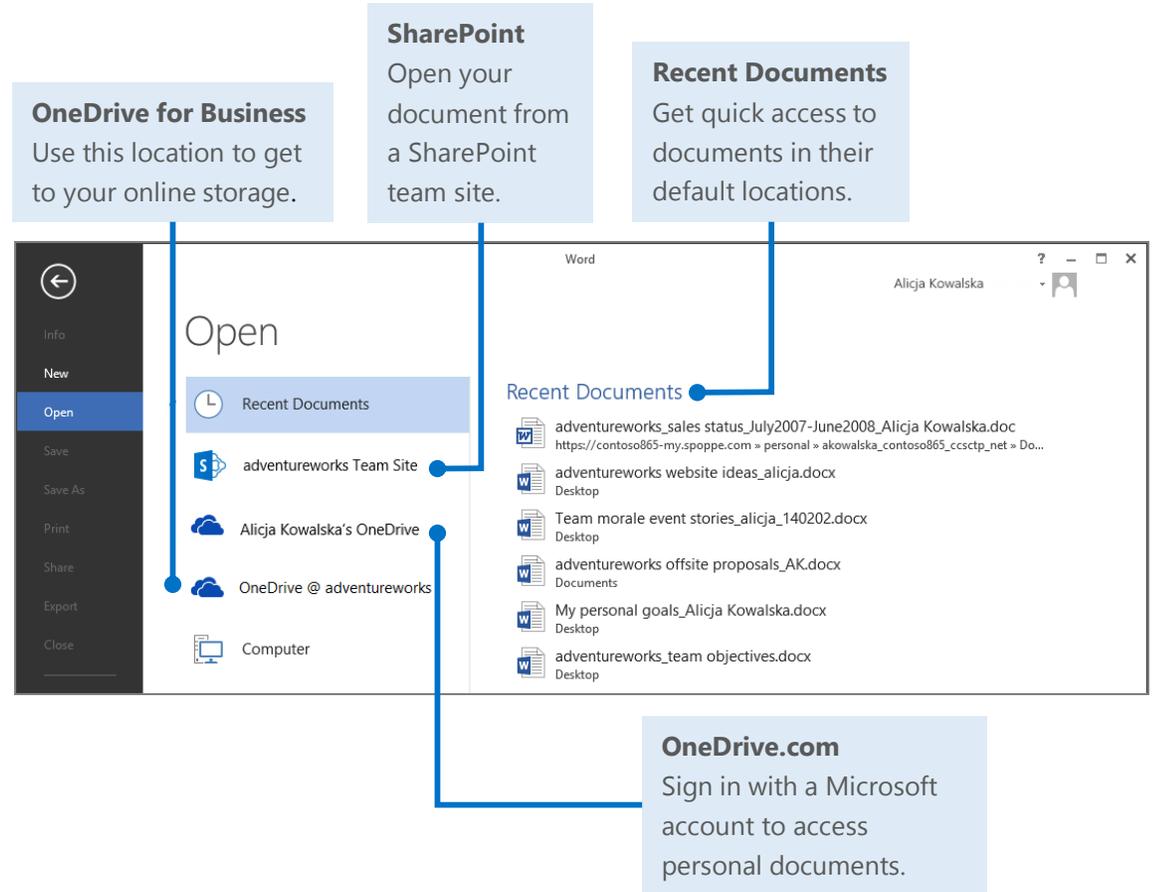
Things you might be looking for in Word Online

Use this table to find some of the more commonly used tools and commands in Word Online.

| Task	In Google Docs	In Word Online
Change line spacing, apply formatting and styles to text		Choose **Home**.
Insert tables, pictures, hyperlinks, headers and footers, or page numbers	Choose **Insert** and then what you want to insert.	Choose **Insert** and then what you want to insert.
Set margins, change page orientation, or change spacing	Choose **File** > **Page setup**, make changes in the popup window.	Choose **Page Layout** to change the page setup or paragraph spacing.
Check spelling and review comments		Choose **Review** to check spelling and see comments.
Share with others		Choose **Share**.
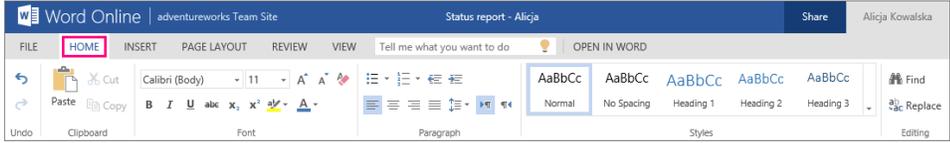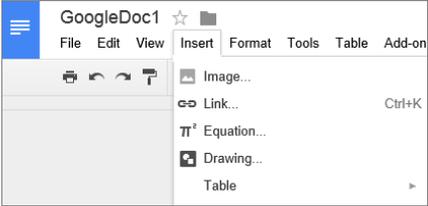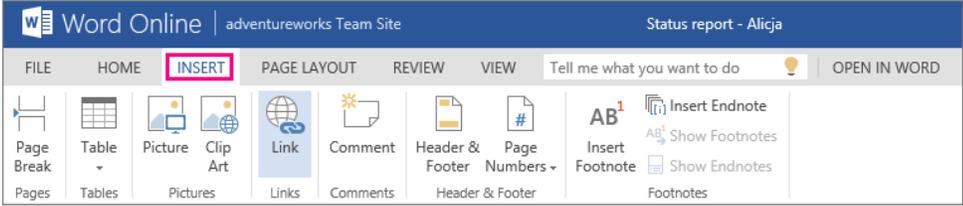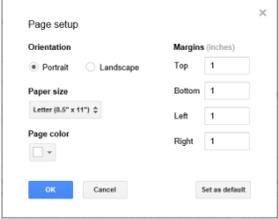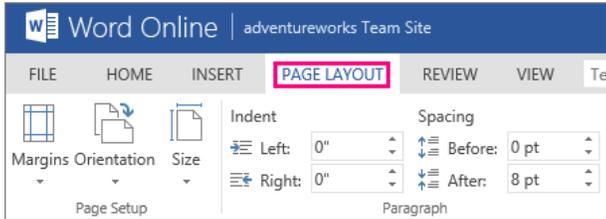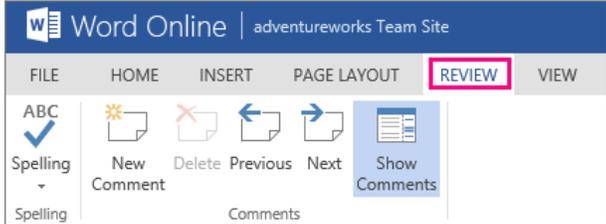
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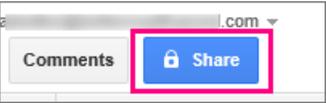
Things you might be looking for in Excel Online

Use this table to find some of the more common tools and commands in Excel Online.

| Task	In Google Sheets	In Excel Online
Wrap text in a cell	Turned off by default, Choose **Wrap Text**.	Choose **Wrap Text**.
Review comments	Choose **Insert** and then scroll down to **Comment**.	Choose **Review**.
Insert charts, tables, links, and comments	Choose **Insert** and then scroll down to add item.	Choose **Insert**.
Change formatting and styles		Choose **Home**.
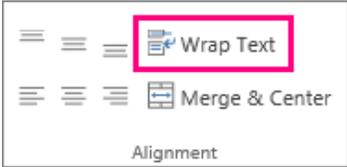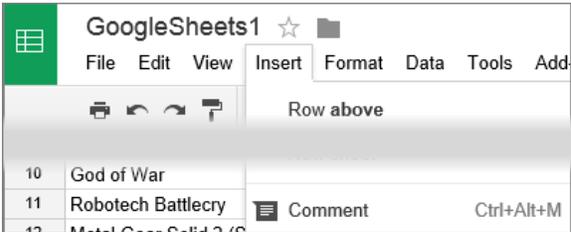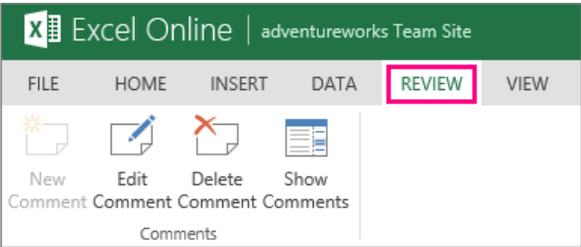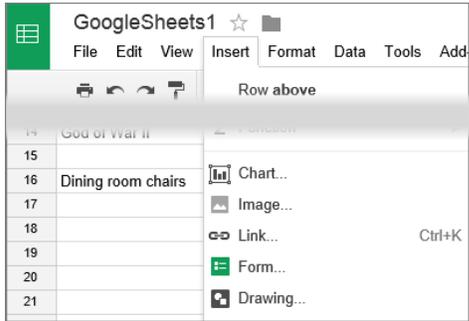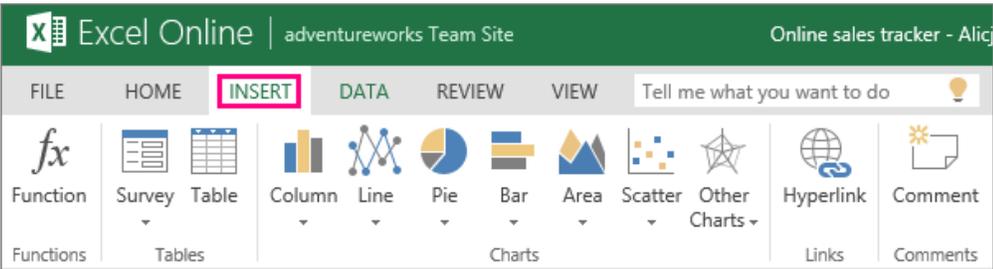
Microsoft
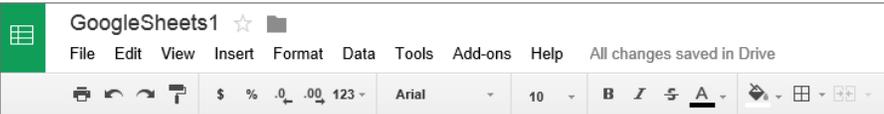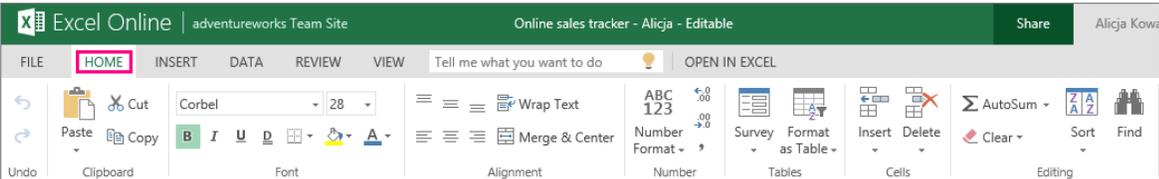
Things you might be looking for in PowerPoint Online

Use this table to find some of the more common tools and commands in PowerPoint Online.

Task	In Google Slides		In PowerPoint Online
Add slides, apply a layout, change fonts, align shapes, or apply Quick Styles		Choose **Home.**	
Insert tables, pictures, shapes, SmartArt, charts, comments, header and footer, and WordArt		Choose **Insert.**	
Apply a theme, change the color of a theme, change the slide size, or change the background of a slide	Click **Design** and make changes in the popup window.	Choose **Design.**	
Apply or adjust the timing of a transition	Click **Slides** and scroll down to **Change transition...**	Choose **Transitions.**	
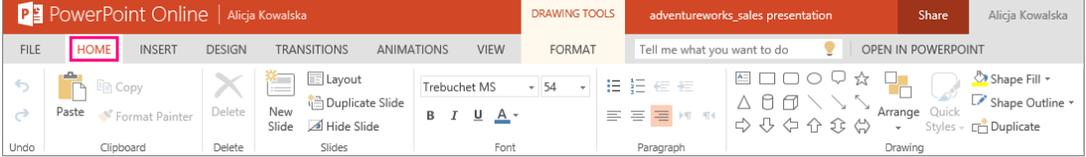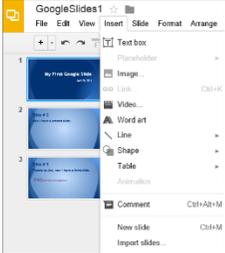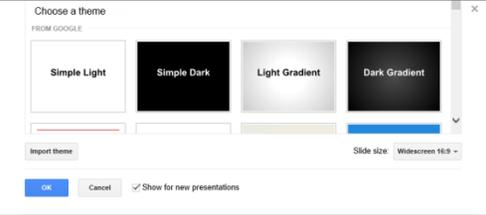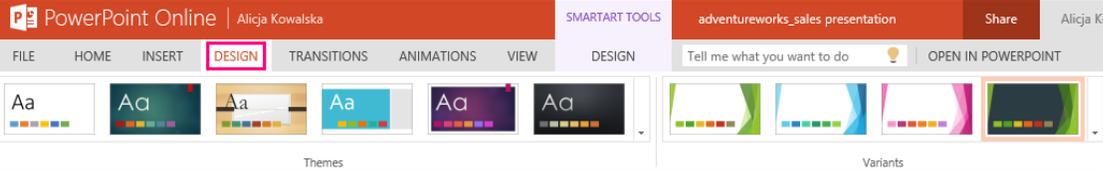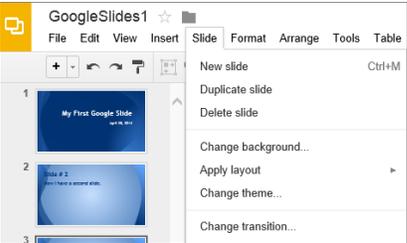
Microsoft
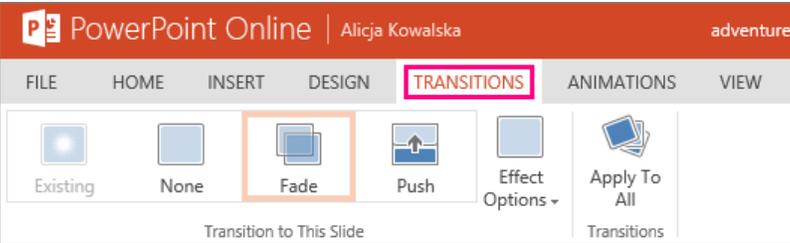
Need more info?

Check out the Office 365 for business learning center (http://go.microsoft.com/fwlink/p/?LinkId=392570) for quick start guides and how-to videos.

Office 365 Learning Center
for business and education

Get started with Office 365 for business and education quickly and easily. Install and set up Outlook, Word, PowerPoint, Excel, OneNote, OneDrive, and more, and see how you can be productive right away with Office 365.

Sign in and get started

Step 1: Sign in
Sign in to Office 365
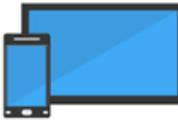
Step 2: Set up your apps
Install Office using Office 365 for business
Install apps on your mobile devices

Step 3: Take a tour
Learn your way around Office 365

Your first days with Office 365

Get it done from anywhere with Office
Use email and calendar on the go with Outlook
Run more effective meetings with Lync
Store, sync, and share files with OneDrive
Work like a network with Yammer

Learn and discover more

Learn more about Office

Start using services

Find additional resources
Set up mobile apps for Office 365
Accessibility in Office 365

Set up your device

For mobile, it's all about the apps and adding your Office 365 account to your device. Find and install the right app for your device from your device's app store. For step-by-step instructions, see:

- Set up a mobile device using Office 365 for business (http://go.microsoft.com/fwlink/p/?LinkId=396709)

- Set up Office 365 on your:

  - Windows Phone (http://go.microsoft.com/fwlink/p/?LinkId=396654)
  - iPhone (http://go.microsoft.com/fwlink/p/?LinkId=396655)
  - iPad (http://go.microsoft.com/fwlink/p/?LinkId=524315)
  - Android phone (http://go.microsoft.com/fwlink/p/?LinkId=396656)

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