



# Microsoft 365: Getting the Most from Your Business Apps



**KEYTECH**  
Unlock your company's potential

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# Welcome to Your Microsoft 365 Guide

Microsoft 365 is packed with powerful tools to help your business work smarter. We've created this straightforward guide to help you unlock its full potential - no technical expertise required.

## Why This Guide?

- Get more from your Microsoft 365 subscription
- Discover time-saving features you might have missed
- Learn the essentials of Teams and SharePoint
- Keep your files secure and accessible
- Work together more effectively

## How to Use This Guide

1. Start with the basic features you use everyday
2. Explore new tools one at a time
3. Share useful tips with your team
4. Keep it handy for quick reference

## What's Inside:

Essential Microsoft Apps Explained   Teams & Communication Tools  
File Sharing & Storage Tips   Email & Calendar Mastery  
Getting Help with Microsoft 365

Remember: Our team at Keytech is always here to help if you need additional support.

# Getting Started with Your Core Apps:

⚡ These are your everyday workhorses - mastering these basics will instantly boost your productivity. Let's start with what you'll use most often.

## 📌 Core Apps

### - Microsoft Outlook

Your email, calendar and contacts hub. Beyond basic email, Outlook helps you schedule meetings, manage tasks, and keep your team in sync. A quick tip: Use categories (colour-coding) to organise emails and calendar items at a glance.

### - Microsoft Word

More than just typing! Use templates for professional documents, track changes when collaborating, and access your documents from any device. The AutoSave feature means you'll never lose work again.

### - Microsoft Excel

Your data powerhouse. Use Excel for everything from basic lists to powerful calculations. Sort and filter data easily, and use basic formulas to save hours of manual work.

### - Microsoft PowerPoint

Create impressive presentations quickly using Designer - it suggests professional layouts based on your content. Use 'Presenter View' to see your notes while your audience sees just the slides.

#### Pro Tip

Sign in to Microsoft 365 in your web browser for quick access to all your apps and recent files - perfect when you're away from your usual computer!

## Making the Most of Microsoft Teams

### - Chat and Video Calls

Think of Teams as your virtual office. Use quick chats for instant answers, video calls for face-to-face meetings, and channels to organise team discussions. You can even blur your background on video calls!

### - Meeting Features

Schedule and join meetings directly from Teams. Share your screen, record sessions for later, and use the raise hand feature to keep meetings organised. Live captions help everyone follow along.

### - File Collaboration

Share files in chats or channels - everyone can edit them together in real-time. No more emailing documents back and forth or wondering which version is current.

### - Teams Organisation

Create different channels for different projects or topics. Pin important files and conversations for quick access. Use @mentions to get someone's attention.

## Mastering OneDrive & SharePoint

### - OneDrive Basics

Think of OneDrive as your personal digital filing cabinet. Your files sync across all your devices, and you can access them from anywhere. Even better - AutoSave means no more lost work!

### - SharePoint Collaboration

SharePoint is your company's shared filing system. Store documents where your whole team can find them, set up document libraries for different departments, and keep everything organised.

#### **Pro Tip**

Set your Teams status message when you're busy or away - it helps colleagues know when to expect a response!

## - File Sharing Made Simple

Share files with specific people or your whole team. Choose whether they can edit or just view. Copy a link to your file and share it in Teams or email - it's that easy.

## - Version History

Made a mistake? No worries. View and restore previous versions of any file. It's like a time machine for your documents - brilliant for when you need to check who changed what and when.

## **Email & Calendar Excellence**

### - Smart Email Organisation

Use Focused Inbox to prioritise important emails, and Quick Steps to automate common actions like moving emails to folders. Create rules to automatically sort incoming mail - perfect for newsletters or regular reports.

### - Calendar Management

Share your calendar with teammates to make scheduling easier. Use scheduling assistant to find meeting times that work for everyone. Set up multiple calendars for different projects or departments.

### - Email Efficiency

Flag important messages for follow-up, use Quick Parts for common responses, and categorise emails with colour coding. Keep your inbox organised and never miss important actions.

### - Meeting Scheduling

Book rooms and resources, set up Teams meetings automatically, and add agenda items directly in calendar invites. Make scheduling and running meetings effortless.

#### **Pro Tip**

Right-click an email to turn it into a Teams chat or calendar event - perfect for quick follow-ups or scheduling!

# Need Expert Help?

Microsoft 365 is packed with features, and we're here to help you make the most of them.

## Contact Keytech when you need:

### - Setup and configuration help

Get your apps working exactly how you need them

### - Training for your team

Learn time-saving tips and tricks

### - Security settings review

Keep your data safe and accessible

### - Integration support

Connect Microsoft 365 with your other business tools

## Get In Touch:

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Available Monday to Friday 9:00AM to 5:00PM

Scan for immediate  
access to our  
support resources



Save our number now - because when you need Microsoft 365 support, you'll want an expert on speed dial!