



# Office 365 For Dummies

*By Rosemarie Withee, Ken Withee, Jennifer Reed*



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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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## **Editorial Review**

### About the Author

**Rosemarie Withee** is President of Portal Integrators LLC ([www.portalintegrators.com](http://www.portalintegrators.com)) and Founder of Scrum Now ([www.scrumnow.org](http://www.scrumnow.org)), the first Philippine based Scrum organization with locations in Seattle, Washington and Laguna, Philippines. She is the lead author of *Office 365 For Dummies* (Wiley, 2016) and *SharePoint 2016 For Dummies* (Wiley, 2016).

**Ken Withee** is President of Portal Integrators LLC ([www.portalintegrators.com](http://www.portalintegrators.com)), a professional services firm specializing in Microsoft SharePoint, SharePoint Online, and Microsoft Office 365. He is the author of *SharePoint 2013 For Dummies* and *Microsoft Business Intelligence For Dummies*. Ken has more than 12 years of professional computer and management experience working with a vast range of technologies. He is a Microsoft Certified Technology Specialist and is certified in SharePoint, SQL Server, and .NET.

**Jennifer Reed** is the founder and president of Cloud611, a Seattle-based company offering IT consulting products and services. She is author of *Office 365 for Dummies*, *Migrating to Office 365 for Dummies*, and *Office 365 for Higher Education*. She holds a bachelor's degree in Economics. Jenn is a PMI-certified project management professional, a Certified Scrum Master, and a Microsoft Certified Professional in Office 365 administration.

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