_{CHAPTER 1} # INTRODUCTION TO OFFICE 365

_{INFOCUS}

Office 365 is a subscription-based suite of applications and services with a focus on collaboration and productivity. It is completely cloud-based (aside from the desktop Office applications if they are included in your subscription plan), allowing you to easily access and edit your documents from a range of devices. This also has the added benefit of enabling you to easily communicate and work with others.

In this session you will:

- ✓ gain an understanding of the cloud
- ✓ gain an understanding of ***Office 365***
- ✓ gain an understanding of the differences between ***Office 365*** and ***Office 2016***
- ✓ gain an understanding of the subscription plans
- ✓ gain an understanding of the system requirements for ***Office 365***
- ✓ gain an understanding of ***Office 365*** services
- ✓ gain an understanding of additional ***Office 365*** services
- ✓ gain an understanding of the terms that are used commonly when describing how ***Office 365*** works
- ✓ gain an understanding of ***Office Online***
- ✓ gain an understanding of how desktop applications are used in ***Office 365***
- ✓ gain an understanding of the devices you can use with ***Office 365***.

WORKING IN THE CLOUD

Cloud computing, in very simple terms, refers to internet-based computing (*cloud* is a metaphor for the internet) where different services like storage and applications are provided to computers and devices through the internet. Office 365 is a primarily cloud-based service allowing you to access your work from any compatible device with an internet connection.

What Is The Cloud?

The *cloud* is a computer term for off-site storage and hosting. This means that files and software can be stored in another location (e.g. on Microsoft's servers), and you can access them online. An example of cloud storage is OneDrive, which allows you to store files online and access them from almost any device with an internet connection – your computer, tablet or even your smartphone.

Advantages Of Working In The Cloud

Working in the cloud means that you are able to save your files to the cloud (e.g. OneDrive) and access them from any compatible device as long as it has an internet connection. This saves you from relying on using USB drives, portable hard drives and email to transport files or share them with other people. Cloud sharing capabilities mean that several people can work on one file at the same time, eliminating issues that arise with having several versions of the same file. You can also save files to both the cloud and your hard drive, ensuring you have backup copies in case of emergencies such as computer failure.

Another advantage of working in the cloud is the unlimited storage space. If you run out of storage space on your computer, you need to either free up space by permanently deleting files or add more space by purchasing and installing additional hard drives. However, if you run out of storage space in your OneDrive you can simply pay an annual fee to receive more.

Disadvantages Of Working In The Cloud

There are some disadvantages to consider before you commit to working in the cloud, chiefly in the areas of security and reliability. While using cloud-based services means you can access your work from anywhere as long as you have an internet connection, it also means that someone else can too. Having all of your work online rather than on your company's server means that you need to be extremely careful to protect your login details, such as your password. You also need to be aware of the terms and conditions of using services such as OneDrive, and that your files may be scanned by Microsoft without your knowledge or consent.

Reliability is an aspect of working with the cloud that is largely out of your control. Office 365 comes with a 99.9% uptime guarantee, meaning that Microsoft has committed to ensuring you can access Office 365 at any time, with virtually no downtime or crashes. However, if a crash does occur you may lose access to your files and services until the problem is fixed. You also need to make sure your internet connection is reliable for the same reason; it is difficult and frustrating to work in the cloud if your connection drops in and out. If you are concerned about reliability, you might like to keep copies of the files you are currently working with on your hard drive so that you can access them without being connected to the cloud if need be.

WHAT IS OFFICE 365?

Office 365 is an online suite designed to allow you to access and edit your work from multiple devices and to quickly and easily share your work and collaborate with others. For a monthly or annual subscription fee, you can access a range of applications and services, including Mail (outlook email account) and OneDrive cloud storage.

Office 365

Office 365 is a subscription-based service which is run entirely from the cloud. This means that for a monthly or annual fee, you can access a range of applications and services which are hosted online by Microsoft, allowing you to access them from any compatible device with an internet connection – your computer, tablet or smartphone. Which services you have access to will depend on which plan you choose.

Office 365 is not a suite of desktop applications like Office 2016; however, many Office 365 subscription plans do include PC/Mac and tablet installs of the full desktop versions of Word, Excel, PowerPoint, OneNote, Mail, Publisher and Access. You can also add Project and Visio to your applications for an additional subscription fee. Because all of these applications are the full desktop versions and are therefore the same as those included in the Office 2016 suites, you can use them without being signed in to Office 365 or connected to the internet.

Business Plans

Office 365 business plans are designed to be a central hub where you can share and connect with others. The Mail email, Calendar and People services enable you to communicate with others and share calendars to coordinate meetings and availability. Business plans also include SharePoint online, providing you with the means to create a public website for your business as well as internal team sites for collaboration and communication purposes, and Skype for Business for instant messaging and video conferencing. *Office on Demand* is a useful feature of business plans which include Office 2016 applications; it allows you to temporarily stream the applications to a computer without installing them. If you have an Office 365 business subscription, you can access your account with either your existing work email address or a new one, depending on how it has been set up by your administrator.

Home Plans

Office 365 home plans (Home, Personal and University) are aimed more at convenience than collaboration as they are intended to be used at home rather than in a business environment. Home plans do not include Mail or SharePoint services; instead they include personal OneDrive cloud storage space and Skype world minutes. Office 365 home plans are accessed with a Microsoft account. You can choose to use your existing Microsoft account if you have one (for example, for Hotmail, OneDrive or Xbox Live) or you can create a new one.

For the purposes of this manual we will be focusing on using Office 365 in a business environment; specifically, Office 365 Small Business Premium. Note that due to frequent upgrades the plans available are likely to change on a semi-regular basis, including the names of the plans and what is included in each.

OFFICE 365 VERSUS OFFICE 2016

You may be wondering what differences there are between Office 365 and Office 2016, and what advantages and disadvantages there are to subscribing to Office 365. While the basic difference is that Office 365 includes Office 2016 and adds more services (unless you choose a plan without Office 2016), there are other aspects to consider.

Office 365 Includes Office 2016 Plus More

Office Professional 2016 is a Microsoft Office suite which includes Word, Excel, PowerPoint, Mail, OneNote, Publisher and Access. If you purchase Office Professional 2016 outright, it costs several hundred dollars and you can only install it on one computer. Other Office 2016 suites are cheaper but do not include as many applications and are also limited to one computer.

Office 365 is a cloud-based service that, depending on your plan, provides Outlook and SharePoint online services, personal OneDrive or OneDrive for Business storage, Skype minutes and Skype for Business communication services. Some Office 365 plans include the desktop versions of the Office 2016 applications which are included in the Office Professional 2016 suite.

Advantages And Disadvantages Of Office 365

Advantages	Disadvantages
Cheaper initial payment.	Ongoing subscription fees will add up and could be raised in future.
You can choose to end your subscription before it gets too expensive.	When your subscription ends, your Office 2016 applications will only open in read-only mode – you will not be able to edit or create new documents. You will also lose access to the 1TB of OneDrive storage you received upon subscribing to Office 365, as well as any other services you received with your subscription.
Automatic upgrades – always have the latest software without paying extra.	You do not have the choice to refuse the upgrade; you will have to work with new, unfamiliar software which may have low compatibility with others.
Easily accessible – sign in and access from any compatible device with an internet connection.	Risk others learning your sign-in information and remotely accessing your files and services.
Cloud storage doesn't take up space on your computer.	Cannot access files without internet connection or if Microsoft's servers crash.
Some business plans include Office on Demand streaming.	You must have a strong internet connection to use the streaming service effectively.
	You may install applications you don't need and will never use.

CHOOSING THE RIGHT PLAN

Office 365 is available in several different subscription plans, allowing you to choose which plan best suits your needs. The home plans are suitable for personal use by individuals, families, students and the like, while the business plans are designed for workplaces of varying sizes. It is recommended to look into what each plan includes before signing up for an Office 365 subscription.

Office 365 Home Plans

The *Home*, *Personal* and *University* plans are designed for non-commercial use by families, individuals and students. These plans all include the same services: smartphone access, OneDrive storage and monthly Skype credit. The only differences between them are the number of Office 2016 installs that are included, the pricing, and the fact that the *University* plan has eligibility criteria (proof of enrolment or employment at an accredited higher education institution). The *Home* plan includes five PC/Mac installs and five tablet installs of the Office 2016 applications, the *Personal* plan includes one PC/Mac and one tablet install, and the *University* plan includes two installs across both device categories.

Office 365 Business Plans

The business plans for Office 365 are quite different to the home plans, in that they are designed to be used in the workplace rather than at home. They do not include Skype minutes or space for your personal OneDrive; instead, they provide personal storage on OneDrive for Business, SharePoint services, and a range of other services designed to make it easy to share your work and communicate and collaborate with others. While the *Office 365 Business*, *Office 365 Business Premium* and *Office 365 Business Essentials* have all of these services in common, there are also several differences between the three plans. These differences are outlined below:

	Office 365 Essentials	*Office 365 Business*	*Office 365 Business Premium*
Users	Up to 300	Up to 300	Up to 300
Business Class Email	✓	✓	✓
Custom email domain	✓		✓
Desktop versions of Office 206		✓	✓
*Online versions of Office 2016	✓	✓	✓
OneDrive storage	✓	✓	✓
SharePoint	✓		✓
HD video conferencing	✓		✓
Teams	✓		✓
Bookings			✓
Planner			✓
Yammer	✓		✓

*Free service available to anyone with or without an Office 365 subscription

SYSTEM REQUIREMENTS

Office 365 is designed to be compatible with most current operating systems and internet browsers; however, there are some requirements and recommendations intended to ensure you can use the applications and services to their maximum potential. Subscriptions that include Office 2016 applications have some requirements that other plans may not.

Web Browsers

Office 365 is designed to work with:

- *Microsoft Edge* – the current or immediately previous version
- *Firefox* – the current or immediately previous version
- *Chrome* – the current version
- *Safari* – the current version

You may be able to use Office 365 with other browsers or older versions of the above browsers, but Microsoft will provide limited support, if any, in such a situation. It will also be unlikely that you will be able to use the services to their full potential.

Office 2016 Requirements

Most Office 365 subscription plans include Office 2016, which has the following system requirements:

Component	Requirement
Operating system	Windows 10, Windows 8.1, Windows 8, Windows 7 SP1, Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
Computer and processor	1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set
Memory	32-bit: 1GB RAM 64-bit: 2GB RAM (recommended)
Disk space	3 GB
Monitor resolution	1024 x 768

Using Office 365 With Older Versions Of Office

If you choose an Office 365 subscription plan that does not include Office 2016 and you already have an older version of Office installed, you will be able to use the version you have in conjunction with Office 365 as long as it is still covered by Microsoft's mainstream support. The versions of Office that are currently in mainstream support are Office 2013 (until April 10, 2018) and Office 2016 (until October 13, 2020).

Office 365 is not designed to work with Office 2010, as it is no longer covered by mainstream support. You should be able to use Office 2010 in conjunction with Office 365 to a certain extent; however, functionality will be limited and it is unlikely that you will be able to use Office 365 to its full potential. If you are still using Office 2010, Microsoft recommends that you upgrade to Office 2013 or Office 2016 in order to use Office 365.

OFFICE 365 APPS AND SERVICES

The Office 365 for business plans include a range of features and services that are common to all of the subscription plans. It is useful when beginning to use Office 365 to have an understanding of what these services are designed to do and how they will help you in the workplace.

Mail

Mail allows you to send, receive and work with emails. It is a major feature in Office 365 and as part of an Office 365 subscription you will have access to the Outlook desktop application (which may or may not already be installed on your device) as well as the online version of Office 365 known as *Mail*. Mail is linked with Calendar and People as all of these services are provided by Outlook.

Calendar

Whereas the desktop version of Outlook incorporates *Calendar*, the Office 365 in the browser window keeps *Calendar* separate. You can use the calendar to keep track of your schedule, organise events and much more.

People

Whereas the desktop version of Outlook incorporates *People* (your contacts), the Office 365 in the browser window keeps *People* separate. You can use *People* to add, organise and manage your contacts. You can even send emails or instant messages to people from the *People* screen.

Newsfeed

The newsfeed is part of SharePoint and is designed as a place where people can communicate with each other and receive updates about each other, sites and documents. It is similar to the newsfeed found in some social networking sites such as Facebook.

OneDrive

OneDrive is the online storage service provided by Microsoft where you can store files and folders in the cloud.

SharePoint

SharePoint provides another tool for sharing documents and collaborating with colleagues in the form of *sites*. A site is often referred to as a *team site* and can be likened to a website that contains more than one page and a range of different elements. By default, each site contains a newsfeed and a document library. You can upload documents to a site to share the document with anyone who is a member of the site. You can post to the newsfeed to communicate with other members of the site, and you can add features such as task lists and timelines to keep track of projects that you and the members of the site may be working on. Office 365 for business subscriptions also come with the ability to set up a public site, but you must have administrator permission in order to set it up and add content to it.

Tasks

Tasks can be created from the task screen or within Mail. It is designed to be an area where you can list all the things you need to do and keep track of which items you have and haven't completed.

Office Online

Office Online is a term that refers to the suite of products that is comprised of Word Online, Excel Online, PowerPoint Online and OneNote Online. Formerly known as Office Web apps, Office Online allows you to view and edit different kinds of files in the browser rather than using the desktop versions of Microsoft Office. Office Online does not include as much functionality as the Microsoft Office desktop applications but it is still a very useful tool. The desktop versions of Microsoft Office are also included in Office 365 so that you can edit files offline.

Yammer

Yammer can be likened to a social media platform for business. Users are identified by their email domains and connected to others within the organisation's network. Yammer allows users to stay organised by enabling them to chat, share files and organise projects.

ADDITIONAL OFFICE 365 APPS AND SERVICES

Office 365 provides users with a huge range of services to help them in a variety of different areas. Not everyone will have access to all of these services, as the services you have access to depend on which Office 365 plan you have; however, a few services (such as Sway) are free to everyone regardless of their plan.

Planner

Planner allows you to create plans in which you can create and categorise tasks, assign tasks to people, and keep track of the progress that has been made on each task and the overall plan. This is useful for planning and organising projects, departments, and other situations in which groups of people need to work together.

Delve

Delve takes data about how you use Office 365 and uses it to present information to you that is relevant such as files that you have been working on recently, or the contact details of people you are currently collaborating with. Delve was designed so that instead of having to search for the information you need, it is all available for you in one place.

Sway

Sway allows users to create and share interactive presentations. It has an easy to use, intuitive interface and is designed to allow users to quickly create an aesthetically pleasing presentation to be viewed onscreen.

Power Apps

PowerApps allows you to manage different aspects of your business's data by using apps created by yourself or somebody within your organisation. It allows you to generate or customise your own apps and share them with others.

Bookings

Bookings allows you to create and manage a booking service for your customers. You can manage all aspects of bookings such as appointments, scheduling and customer lists.

Flow

Microsoft Flow is integrated with various Office 365 services such as Power Apps and Dynamics 365. It allows users to create and automate digital workflows.

Dynamics 365

Dynamics 365 provides users with a number of different apps to help them run their business, such as customer relationship management apps and operations and financials apps.

Store

The *Store* allows you to download apps that you can use in Office 365. Some of these apps are free and some you have to pay for.

Teams

Teams is integrated with a huge array of Office 365 apps including SharePoint, Delve and the Office Online apps to make it a powerful tool for working collaboratively. It allows users to interact trough chat and share information and files.

Forms

Forms allows you to create and manage custom forms such as surveys, quizzes or polls.

GLOSSARY OF COMMON OFFICE 365 TERMS

As part of this manual there may be some terms that are introduced that you have never heard of before or don't feel as if you have a thorough understanding of. When learning how to use Office 365 it is useful to have a grasp of the terminology used to ensure that you properly understand the services and software features available to you.

TERM	DEFINITION
App store	If you have Windows 8 or any version of Windows after Windows 8 (such as Windows 8.1 or Windows 10), you will have an App store on your computer. If you have a mobile device you will also have access to an App store. An App store is a program that connects to the internet and allows you to download applications (software programs) to your device.
Application	An application is a software program that runs on your computer; for instance, a web browser such as *Microsoft Edge*, or a word processing program such as the desktop version of Microsoft Word.
App	An abbreviation for application. See *Application*.
Browser	A browser is also known as a web browser and is an application that connects to the internet and is used to access and view websites. *Microsoft Edge*, *Safari* and *Google Chrome* are examples of popular browsers.
Data	Data is essentially information processed or stored by your computer or other device. It can be a range of different things such as documents, software programs, audio and much more.
Desktop application/version	The desktop is usually the screen that displays when you boot up your computer. A desktop application is a software program that is installed on your computer rather than in the cloud.
Device	In this manual, the term device is used to describe a piece of electronic equipment such as a computer, tablet, iPad or smartphone.
Download	Downloading refers to sending data to your computer. For example, you can download a software program from the internet to your computer.
Install	Usually you need to install things such as a software program. For example, you must install the Microsoft Office desktop applications before you can use them. The process of installing refers to writing the data from the software program on to your hard drive. Once you have installed something it is then saved and stored on your hard drive.
Server	A server is a computer system that provides data to other computers. You can have different kinds of servers to perform different tasks.
Service	The term service can be used interchangeably with the word application, though they describe different functions. A service is something that can be provided by an application but it is not an application itself. For example, Mail is an application as it is a software program but it also provides the service of storing emails and allowing users to send and receive emails. Therefore, it can be described as a service but technically it is not a service, it is still an application.
Software	Software is a term that refers to any kind of computer program which is also synonymous with the term application. Software is literally 'soft' 'ware' – that is, a product that is virtual rather than physical.
Sync	Sync is an abbreviation for synchronise. It generally refers to the process of synchronising data from one device with another device so that both devices contain the same data. This generally involves uploading data from one device to another.
Upload	The process of uploading refers to sending data from your computer to another device or to the internet. For example, you can upload a file from your computer to OneDrive.

UNDERSTANDING OFFICE ONLINE

Office Online is an online suite comprising web browser-based versions of Microsoft Office applications. You can use Office Online to create and edit documents on a range of devices without needing access to the desktop applications. Office Online works in conjunction with OneDrive and is incorporated into Office 365.

What Is Office Online?

Office Online is a suite of online applications that is designed to make it easy to work in a range of different situations and from a range of different locations. You can access Office Online from any device with an internet connection, including a desktop or laptop computer and a tablet.

You can use Office Online for free with a Microsoft account or you can use it as part of your Office 365 subscription. Office Online as part of an Office 365 for business subscription has increased functionality as files created in Office Online can be used across other Office 365 services such as ***SharePoint*** and the like.

Office Online is run entirely in the cloud and automatically saves your files to your OneDrive (if using with a Microsoft account) or OneDrive for Business (if using with Office 365).

The applications included in Office Online are:

Word Online	Word Online is a word processing application that can be used to create, view and edit Word documents and PDF files. There is a large range of documents you can create in Word Online including meeting agendas, long documents, resumes and much more.
Excel Online	Excel Online is used to create, view and edit spreadsheets. Using Excel Online you can store, sort and analyse data using a variety of different methods such as charts or tables.
PowerPoint Online	PowerPoint Online is used to view, create and edit slide show presentations.
OneNote Online	OneNote Online is used to view, create and edit notebooks. Notebooks are a useful way of organising information such as study notes, project data, recipes, craft ideas and so on.

As well as creating new files, you can use Office Online to view, edit and share existing Microsoft Office documents whether they were created in Office Online or a desktop Office application.

Office Online Vs. Microsoft Office Desktop Applications

Office Online is designed to be used in conjunction with the Microsoft Office desktop applications rather than as a replacement for them. While the Office Online applications are very useful for quickly viewing, editing and sharing documents, they have limited functionality compared to their desktop counterparts. Their main purpose is to enable you to access your documents when you aren't using your regular device – i.e., a computer that has the Microsoft Office desktop applications installed.

Within Office 365, the Office Online desktop applications are very useful for working collaboratively. Several people can edit the same document at once, meaning everyone is always working with the most up-to-date file. It is also easy to share files and keep them organised using OneDrive and team sites.

Office Online System Requirements

All you need in order to access and use Office Online is a supported web browser such as Edge or Safari. You are not required to have the Microsoft Office desktop applications installed. Office Online can be accessed from a range of different devices including computers, tablets, iPads and smartphones.

UNDERSTANDING DESKTOP APPLICATIONS

Office 365 desktop applications such as Word, Excel, PowerPoint, etc. are the same as those purchased in a non-Office 365 subscription. The difference is that when you sign in with your

Office 365 account you have the option of saving your files to OneDrive for Business or SharePoint. You can also open files from Office Online in the desktop applications.

Working With Desktop Applications

You can use the Office desktop applications in Office 365 in a number of different ways.

For instance, you may wish to create or open a document in Word Online, then choose to open it in the desktop application for further, more complex editing. You can then save the document to your computer, to your OneDrive for Business, or to a site.

Alternatively, you might create a document in a desktop application, save it your OneDrive for Business, then open it in Office Online. You could also share the document via Skype for Business instant message or post it to your SharePoint blog.

Signing In To Desktop Applications

In order to use the desktop versions of Microsoft Office in Office 365 it is important that you sign in to the desktop applications using your Office 365 account. When you sign in, it ensures that the desktop versions of Office are linked to your Office 365 services online. If you already have the latest version of Office installed on your device, chances are that you are already signed in. You can tell which account you are signed in with by checking the top right corner of the start screen in an office application.

If the account details (your user name and email address) are not that of your Office 365 account, then you will need to add your account and sign in. If the account has been added previously then you will only need to switch accounts. To add or switch accounts click on **Account** in the Backstage, then click on **Switch account** below your user name in the top right corner of the screen.

Which dialog box appears next will depend on whether or not you have added another account. If the **Accounts** dialog box appears, click on the relevant account listed or click on **Add account** and follow the prompts. Alternatively, if the **Sign in** window appears, fill in your Office 365 account details and follow the prompts to sign in and add your account.

Working With Your Account

You can work with your online Office 365 account by clicking on the links available under **User Information** on the **Account** tab of the Backstage. For instance, clicking on **Change photo** or **About Me** will automatically open a new browser window displaying the **My Profile** section of your Office 365 profile (if you are signed in to Office 365 in the browser). If you are not signed in to Office 365, clicking on **Change photo** or **About Me** will display a new browser window with the Office 365 sign in page displayed.

You can sign out of your Office 365 account by clicking on **Sign out** under **User Information**.

Changing The Office Background And Theme

You can change the background and theme of your Microsoft Office desktop applications. Note that any changes you make will not affect the online applications. To change the Office background, click on **Account** in the backstage, then click on the drop arrow beneath **Office Background** and point to an option to see a live preview display in the top right section of the screen. Click on an option to select it and apply that background. To change the Office theme, click on the drop arrow under **Office Theme** and point to an option to view a live preview or click on an option to apply the theme.

DEVICES

Device is a broad term that covers a range of different electronic goods such as tablets, laptops, desktop computers and more. You can use any of these devices to work with Office 365 – as long as that device has an internet connection. Below is a list of devices you can use with Office 365 and a description of what the device does.

Common Terms

TERM	DEFINITION
Android	Android is an operating system designed by Google. Many smartphones and tablets use the Android operating system including devices made by Samsung, HTC and Sony.
Apple	Apple products are designed by the computer company **Apple**. Their products include the iPhone (smartphone) and iPad (tablet). Apple products use their own operating system called iOS.
Mobile Device	A mobile device is a device such as a tablet or smartphone that allows you to work on the go.
Windows phone	Windows phones are devices that run the Windows mobile operating system, such as Nokia smartphones.

Computers

You can use Office 365 and the associated desktop applications on any compatible computer that has an internet connection, including desktop computers, laptops, netbooks, PCs and Macs.

Tablets

Tablets are lightweight portable devices that make it easy to work on the go. They are primarily touchscreen devices, although many tablets now provide the option of a small detachable keyboard. There is a wide range of tablets available including Apple iPads, tablets that use the Android operating system such as Nexus and Samsung devices, and Microsoft Surface tablets which run Windows 10. Tablets are generally designed to access the internet through a Wi-Fi connection, although many include a sim card slot which allows mobile network access.

Most activities on tablets require the use of apps, which can be downloaded from the app store relevant to your device (i.e. the App Store for Apple users or the Play Store for Android users). There are several apps available that can be used in conjunction with Office 365; however, the apps available to you will depend on the device you are using. You can also use an internet browser on a tablet just as you would on a computer, enabling you to access your Office 365 account in the same way.

Smartphones

Smartphones are mobile phones with additional capabilities. These devices typically have touchscreens and built-in cameras and allow you to communicate in a variety of ways including calling, video calling, text messaging, emailing and social networking. There are also thousands of apps available for smartphones that enable you to do anything from finding out how to get somewhere and checking the weather forecast to playing games and managing your bank accounts. Popular smartphones currently on the market include the Apple iPhone, Android phones such as the Samsung range, and Windows phones which include recent Nokia models.

Similar to tablets, much of the functionality of a smartphone lies in the apps you choose to install on it. There are several apps available for smartphones that are designed to be used in conjunction with Office 365, allowing you to access some of your services on the go.