

Customized Training by ■
UseIT at SFS

Microsoft 365 Mobile Apps



UseIT at **SFS**

Agenda

Outlook

- Functionalities
- Contacts
- Encryption



Teams

- Messaging
- Meetings
- Calls



OneDrive

- Functionalities
- Storing

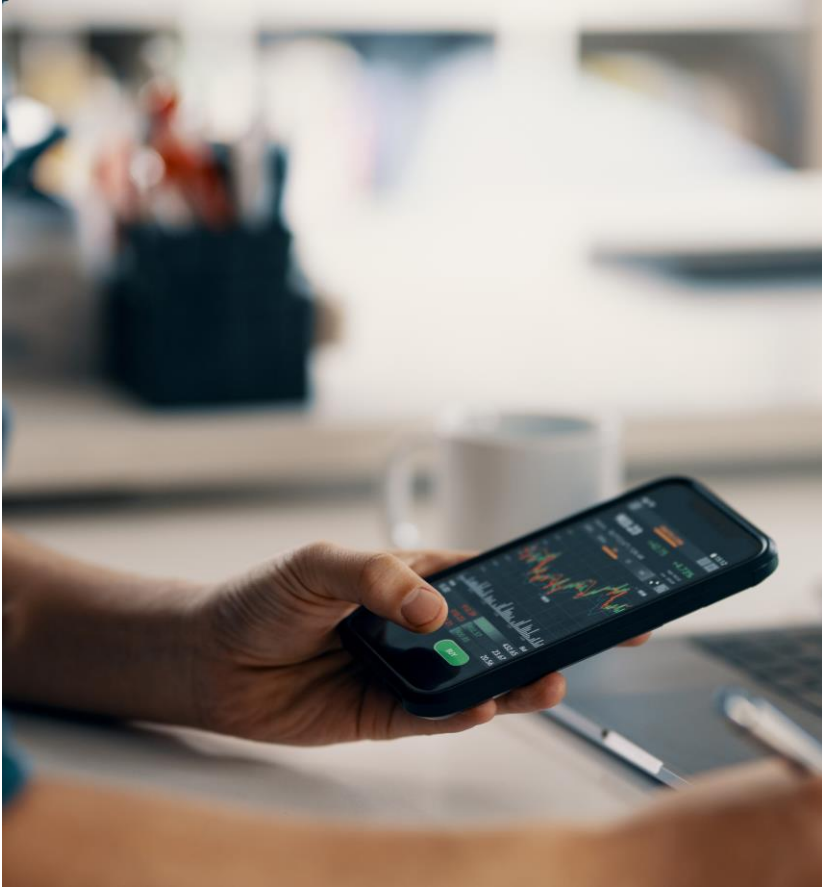


Microsoft Lens

- Scanning
- Extracting data



Best practices for working with mobile devices



- Keep your phone and applications **updated**
- Implement an **automatic lock** after a short period of inactivity
- Use the **Company Portal** to download new applications
- **Disconnect Bluetooth and WiFi** connections when not in use
- **Do not store C3 –level data** on the device
- Set up your **Microsoft Authenticator App** (automatically installed)
- Use **Microsoft Edge** as the default mobile browser

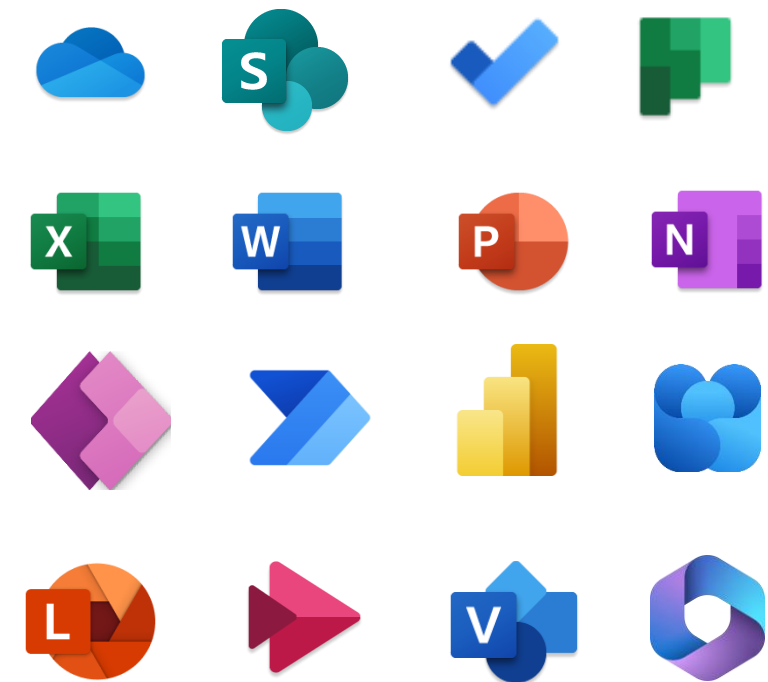
mMobile: Which Microsoft 365 apps are included

Automatically included



+
Microsoft Edge
Microsoft Defender (Antivirus)

Other available Microsoft Apps (Company Portal)



Outlook



Unique functionalities

- Inbox filtering
- Swipe -functions
- Do not disturb –mode
- Play messages
- Integrated M365 Feed
- Own widgets



Outlook on mobile



Create new emails, events & calls

- Basic formatting options
- Take or add pictures
- Add files
- Send availability or convert to an event
- Schedule sending



Essential email management

- Move to a folder or Focused Inbox
- Snooze or ignore the conversation
- Forward as an attachment
- Mark as unread
- Pin or flag the message
- Create a task in To Do
- React with Emojis

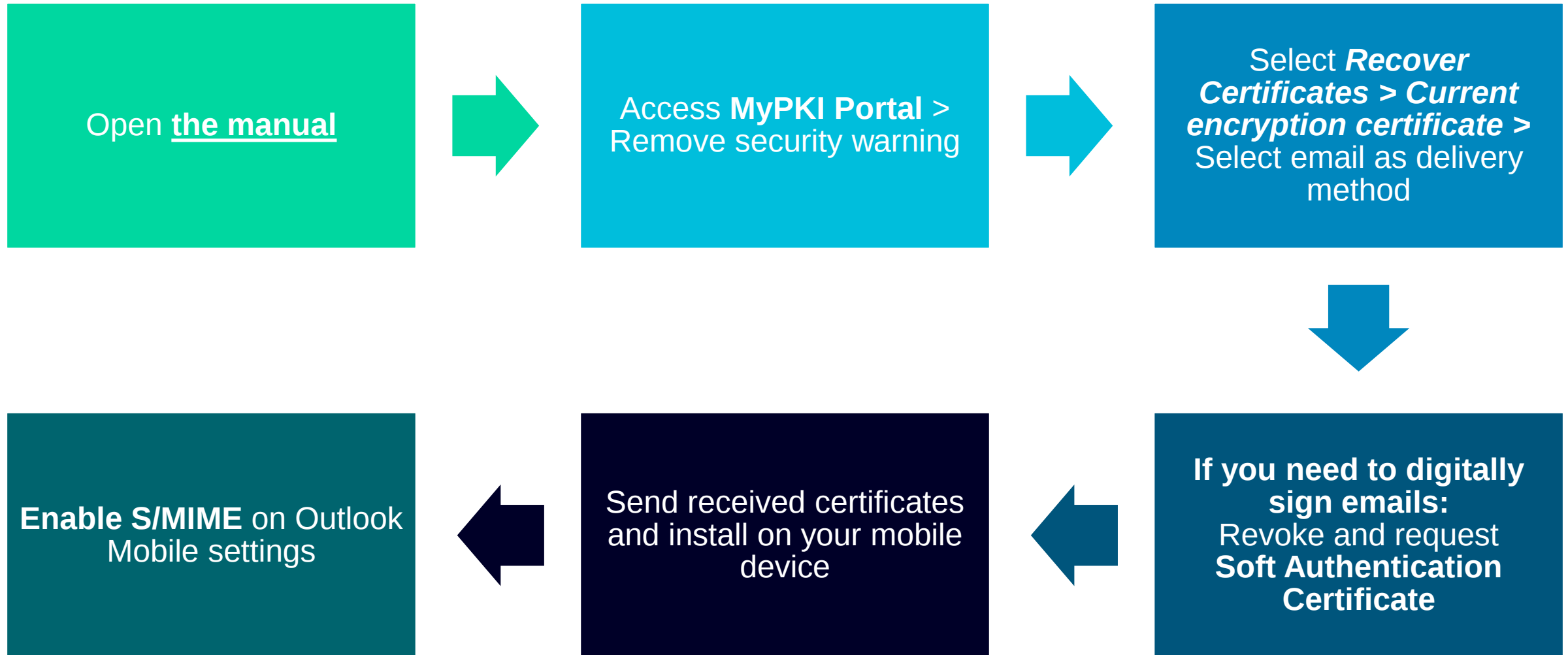


Safe inbox

- Report junk
- Modify MIP labels
- Sign and encrypt emails (S/MIME, separate configuration required)



How to configure encryption certificates for Outlook mobile





Live Demo

Teams



Conversations, chats and calls

Conversations and chats



- Formatting
- Attachments & media
- Priority
- Replies (swipe left)
- Emojis and reactions
- Loop components (only chats)
- Scheduling
- Location*
- Voice messaging*

Calls



Making calls

- Speed dial
- History.
- Contacts
- Voicemail
- Dialpad (if you have a company phone number)

Settings:

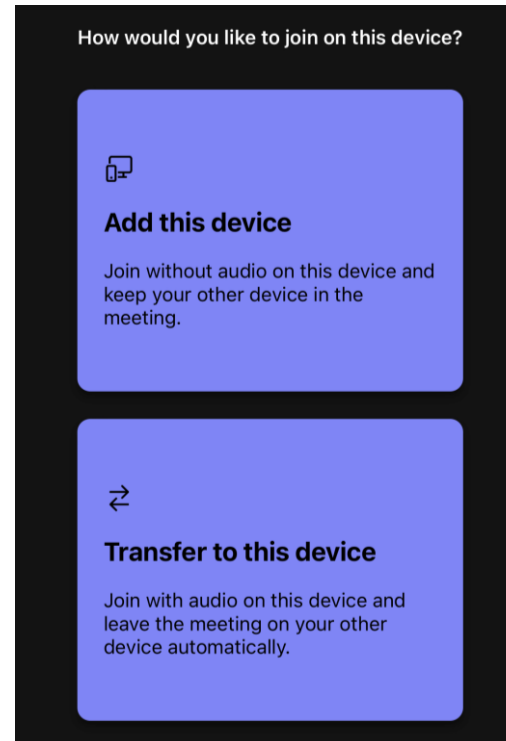
- Call forwarding
- Blocking calls
- Noise suppression
- Voicemail

Attend a meeting with a mobile

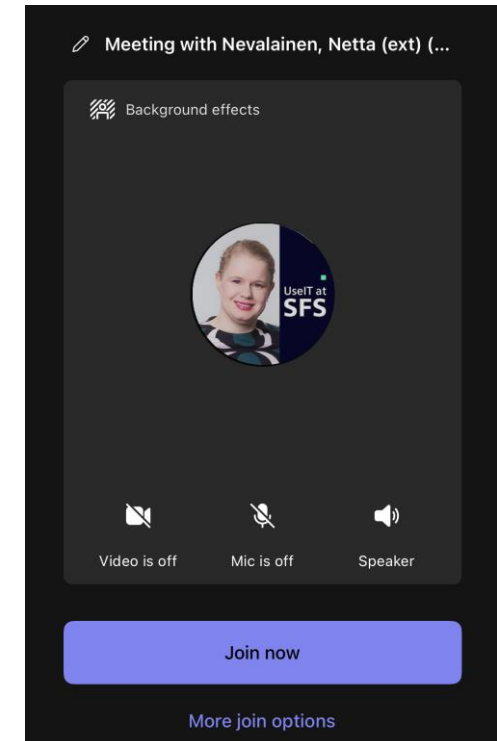
1) Join the meeting

- A) Choose the meeting from the calendar
- B) Meet now
- C) Insert Meeting ID & PIN
- D) Call in (only audio)

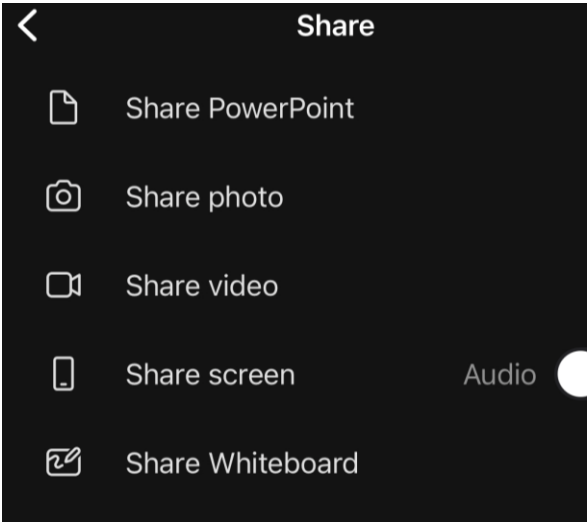
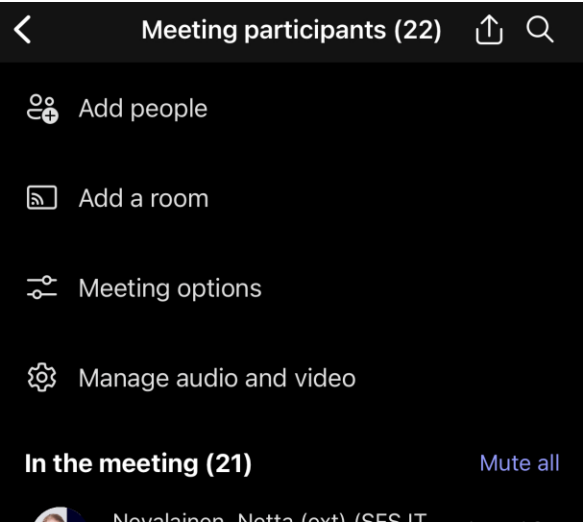
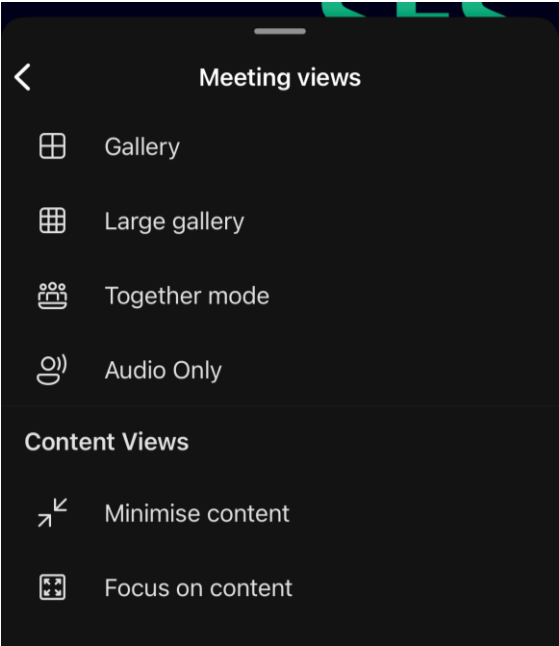
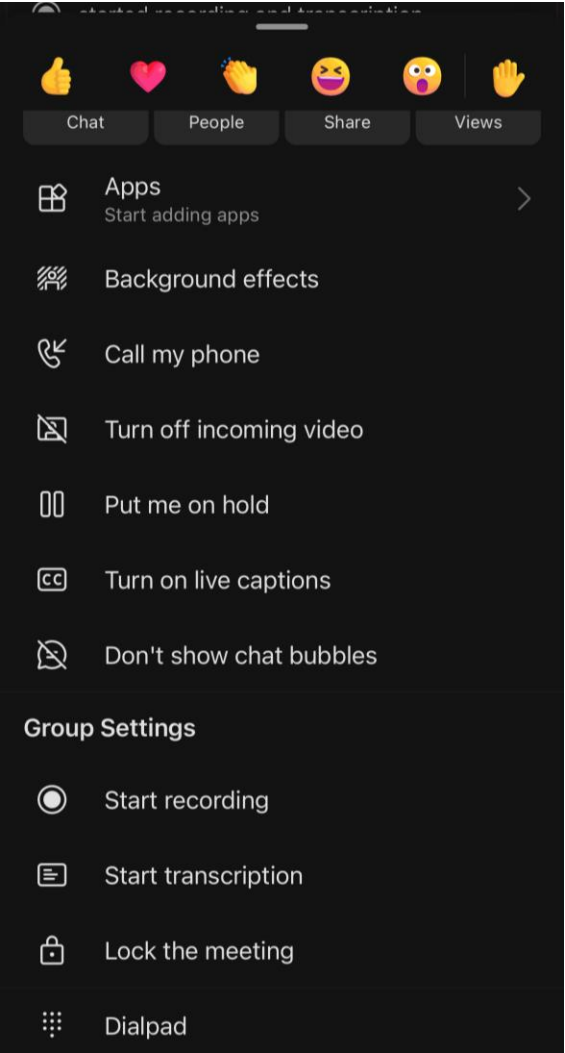
2) If you already joined with another device, choose how you want to join:



3) Modify your settings



Options during the meeting



OneDrive



Document management

- Recent & shared files
- Folders and files
 - Sharing
 - Deleting
 - Moving & renaming
 - Make available offline
 - Viewing & editing



OneDrive on mobile



Viewing

- Search
- Navigation
- Thumbnails (all pages, bookmarked, annotated)
- Sharing
- Editing (another app)



Editing (only PDFs & images)

- Search
- Bookmarks
- Annotation: Erasers, highlighting, pencils, text, shapes, notes, images. signatures, dates.
- Only images: Cropping, adjustments, filters & markup



Scanning

- Documents
- Business cards
- Whiteboard
- Photos

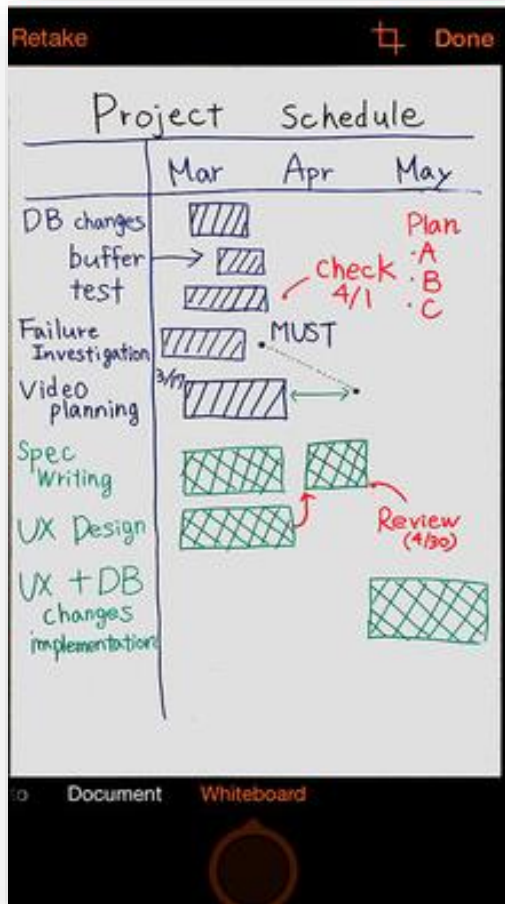


Microsoft Lens

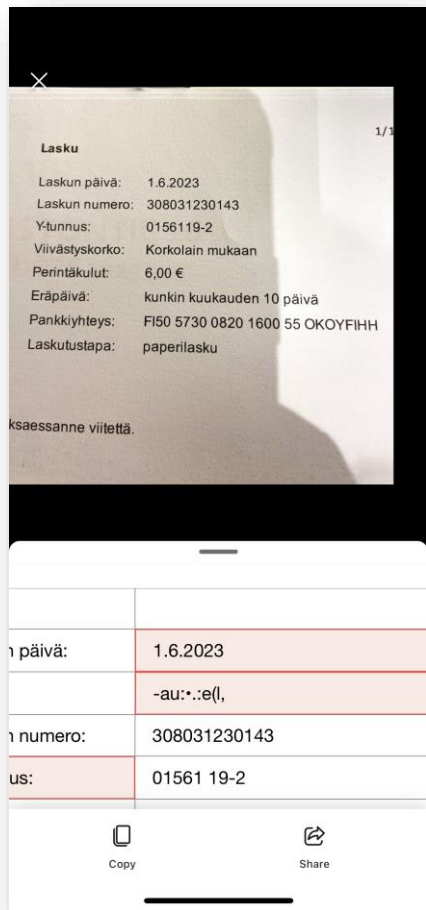


Microsoft Lens – Comprehensive tool in your pocket

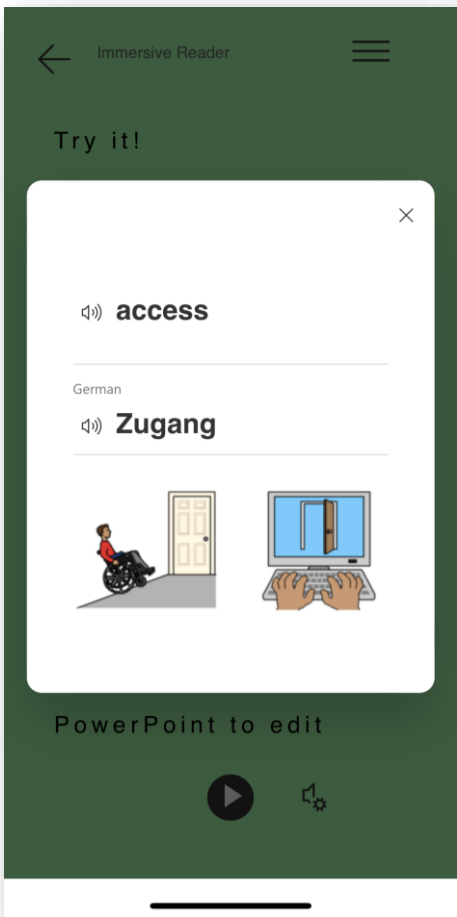
Scan



Extract



Read, listen and translate





Live Demo



Q&A



Customized Training by
UseIT at SFS

Share your feedback!

Click on the faces to open our survey



Questions?

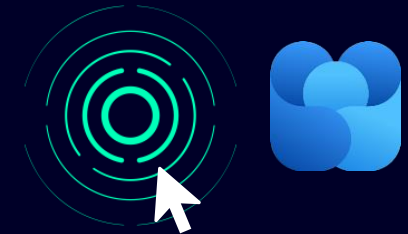
[Work Smarter page: mMobile](#)

Click [here](#) to book a 1.1 Guidance call

Thank you!



Reach out to us



- Aug 3: [File-sharing with Microsoft 365](#)
- Aug 10: [Manage your tasks in Planner](#)
- Aug 17: [Plan your week in 20 minutes or less!](#)
- Aug 24: [Tips for presenting in Teams](#)
- Aug 31: [Reporting with Excel tables and charts](#) | 25 min