ANZCVS Members guide to:
Microsoft 365 - Member Benefits

As a college member, you receive a license for Microsoft 365 A1. This suite of online tools is designed to help you communicate, collaborate, and create with ease. Whether you're familiar with these applications or new to them, this guide outlines the key features that are available to you for personal and professional use.

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1. Microsoft 365 Applications

Access the suite of Microsoft applications directly from your web browser—no installation needed!

- **Word Online**: Create and edit documents collaboratively in real time.
- **Excel Online**: Manage spreadsheets and analyse data with ease.
- **PowerPoint Online**: Design engaging presentations with templates and multimedia.
- **OneNote Online**: Organise notes, ideas, and research in a digital notebook.
- **Outlook Online**:
    - **Email**: Send and receive emails with a 50 GB mailbox.
    - **Calendar**: Schedule meetings, set reminders, and manage your time effectively.
    - **Contacts**: Keep track of your contacts and address book.
    - **Tasks**: Create to-do lists and manage tasks.
- **Teams**:
    - **Collaboration and Chat**: Communicate via instant messaging, share files, and collaborate with others in real time.
    - **Meetings**: Host video conferences and online discussions.
        - Invite 1 to 300 people and no time limits
- **OneDrive for Business**:
    - **Cloud Storage**: Store up to 1 TB of files securely in the cloud.
    - **File Sharing**: Share documents with colleagues and control permissions.
    - **Sync Across Devices**: Access your files from any internet-connected device.
- **SharePoint Online**:
    - **Lists**: Create and manage custom lists to organise information
    - **Document Libraries**: Organise and share documents within your team.

    - **Collaboration Spaces:** Work with others on real-time documents and projects.
    - **Version Control:** Keep track of document changes and maintain a history of revisions.
    - **Metadata and Search:** Use advanced search features to easily categorise documents and find them quickly.
    - **Integration:** Seamlessly integrate with Teams, OneDrive, and other Microsoft 365 apps for enhanced collaboration.
    - **Video Streaming:** Upload, share, and stream videos to any device
- **Forms**:
    - **Create Surveys, Polls, and Quizzes**: Easily build custom forms to collect data, feedback, or assess understanding.
    - **Variety of Question Types**: Include multiple-choice, text, rating scales, Likert scales, dates, rankings, and more.
    - **Real-Time Collaboration**: Work with colleagues to co-author forms and surveys simultaneously.
    - **Mobile Friendly**: Forms are optimised for mobile devices, allowing people to fill them out anytime, anywhere.
    - **Integration with other 365 apps**:
        - **Teams:** Share forms in Teams channels or chats.
        - **Outlook:** Embed forms in emails for easy access.
- **Planner**:
    - **Task Management**: Create plans, assign tasks, and track progress.
    - **Visual Boards**: Use Kanban boards, Charts and Schedule views to visualise and manage tasks.
- **To Do:**
    - **Personal Task Lists:** Organise daily tasks and set reminders.
    - **Integration:** Sync tasks with Outlook and other apps across all your devices
- **Whiteboard**:
    - **Collaborative Canvas**: Brainstorm and collaborate with others. Invite a group of members or colleagues to work on a digital whiteboard in real-time.
- **Devices:**
    - **Phone:** There are free mobile apps designed to provide you with access on any device in any location where you have internet access.
    - **Mac, PC or Tablet:** You can use most free modern web browsers to access the full suite of applications. (Chrome, Edge, Safari, FireFox)

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2. Email and Calendar

Stay connected and organised with professional email and calendar services.

- **Outlook Online**:
    - **Email Address:** @anzcvs.org.au
        - Are you using a Gmail, Hotmail or Bigpond email address? **Sams4561@gmail.com / AdamsFamily@hotmail.com**
        - Take advantage of your College address **Sam.Simpson@anzcvs.org.au** or **Dr.S.Simpson@anzcvs.org.au**
    - **Email**: Send and receive emails with a 50 GB mailbox.
        - **Tip:** You can forward this email to your Gmail, Hotmail or your work email address so you don't miss anything.
    - **Calendar**: Schedule meetings, set reminders and appointments.
    - **Contacts and Tasks**: Manage your contacts and keep track of tasks.

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3. Cloud Storage

Access your files anytime, anywhere, and share them securely.

- **OneDrive for Business**:
    - **1 TB Storage**: Store documents, photos, and videos in the cloud.
        - An equivalent size DropBox account is $177 AU per year
    - **File Sharing**: Control how and how your files are shared.
    - **Sync Across Devices**: Access your files from any device with internet access.

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7. Planning and Productivity

Stay organised and manage tasks efficiently.

- **Microsoft Planner**:
    - **Task Management**: Create plans, assign tasks, and track progress.
    - **Visual Boards**: Use Kanban boards to visualise tasks.
- **Microsoft To Do**:
    - **Personal Task Lists**: Organise daily tasks and set reminders.
    - **Integration**: Sync tasks with Outlook and other Microsoft apps.

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8. Accessibility and Support

Microsoft 365 A1 is designed to be accessible to all users.

- **Accessibility Tools**:
    - **Immersive Reader**: Improve reading comprehension with enhanced text features.
    - **Dictation**: Use voice-to-text to create documents and emails.
- **Support Resources**:
    - **Help Centre**: Access tutorials and guides directly within each app.
    - **Community Forums**: Engage with other users to share tips and solutions.

Getting Started

1. **Login**: Visit office.com and sign in with your college email and password.
2. **Explore**: Click on the app icons to launch and start using the tools.
3. **Need Help?**: Contact our administration team at admin@anzcvs.org.au for all your queries from "I need my username and password" through to "I keep getting signed in with my work account".

Microsoft Quick Start Learning:

- **If there are applications you have not had experience with before, there are some short quick start tutorials online: 365 Quick Start Learning**

The College encourages all members to make use of their Microsoft 365 A1 License and explore how these tools can add value and benefit to both personal and professional activities and collaboration. Whether you're creating a document, hosting a Veterinary Resident Webinar, or managing your schedule, we are confident that there are features in your Microsoft 365 subscription that can help you.

Please contact the College Office if you have any queries or want to discuss an idea on using Microsoft 365 with other members, your Chapter or personally.

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