

Google Apps to Office 365 for business



Make the switch

Office 365 for business looks different from Google Apps, so when you sign in, you'll get this view to get you started. After the first few weeks, you'll go directly to your email when you sign in.

Quick Links

Go straight to your email, calendar, contacts, file storage, and websites.

Settings

Manage your Office 365 settings, change your password, and much more.

Online

Learn what you can do online with Office 365.

PC & Mac

Install the latest versions of Office desktop apps for additional functionality and rich offline editing.

The screenshot shows the Office 365 sign-in page. At the top, there is a navigation bar with the Office 365 logo and links for Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and Tasks. A user profile picture and a settings gear icon are also visible. The main content area is titled "Get started with Office 365" and features three large cards: "online" (with a globe icon), "PC & Mac" (with a computer icon), and "phone & tablet" (with a mobile device icon). Below these cards, there are several smaller links and sections: "welcome" (with a sub-link "What's included in Office 365?"), "email" (with a sub-link "Learn how to use Outlook Web App or Outlook, and import your e-mail and contacts."), "Watch the video" (with a sub-link "Welcome to Office 365"), and "Learn more about Office 365".

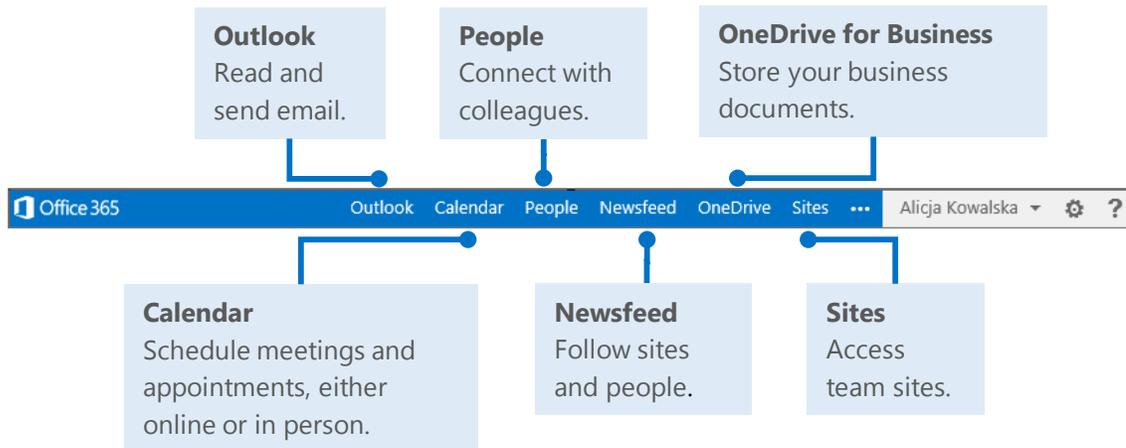
What is Office 365 for business?

Office 365 for business is similar to Google Apps for Business, so the transition will feel fairly smooth for you.

Office 365 lets you:

- Access email from any Internet-connected device.
- Store all of your files online, so you're no longer tied to a hard drive.
- Sync documents to your computer for offline access.
- Install Office desktop apps for richer functionality and productivity, even when you're offline.

When you sign in to Office 365, you have quick access to the following services:



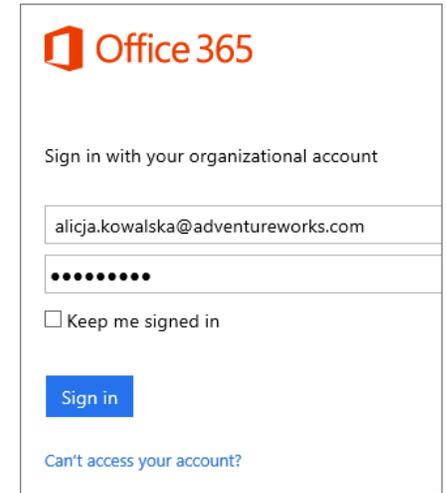
How do I sign in to Office 365?

1. From your web browser, go to <https://login.microsoftonline.com>.
2. Enter your organizational account and password, and then choose **Sign in**. For example:

j.doe@contoso.com

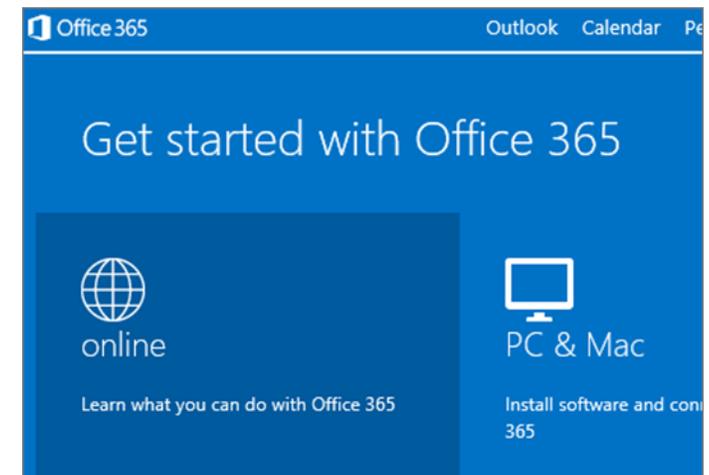
or

j.doe@contoso.onmicrosoft.com



Get started with Office 365

The first few times you sign in, Office 365 provides links to all the tools, training, and information you'll need to get up and running fast. After the initial period, you'll go straight to your email when signing in.



Things you might be looking for in Office 365 for business

Use this table to help you navigate Office 365 for particular services.

Service	In Google Apps for Business	In Office 365 for business
Email	Gmail 	Outlook 
Calendar	Calendar 	Calendar 
Online address book	Contacts 	People 
Social	Hangouts 	Newsfeed 
File storage	Drive 	OneDrive for Business 
Sites	Sites 	SharePoint Sites 
Documents	Docs 	Word 
Spreadsheets	Sheets 	Excel 
Presentations	Slides 	PowerPoint 

Working with others

Share documents

Wherever your document, worksheet, or presentation is stored, it's easy to share it with others—whether they're part of or outside of your organization. When you share, the people who need to review or edit get an email with a link to the document. With just a quick click, you and your reviewers can open it from nearly anywhere and on practically any device.

1. Select your document.

2. Choose **Share**.

3. Enter your reviewer's name or email address.

4. Choose **Share**.

The screenshot shows the OneDrive 'Documents' page for 'adventureworks'. The 'share' button is highlighted in pink. A sharing dialog box is open, titled 'Share "adventureworks_sales status report_Alicja Kowalska"'. It includes a search box for 'Enter names, email addresses, or "Everyone"', a text area for a personal message, and a 'Share' button highlighted in pink. The 'Require sign-in' checkbox is checked.

Office Online

Office Online is all about collaboration. You and your colleagues can do basic co-edits in the same document, worksheet, and presentation at the same time. You can see who is editing and what changes they have made.

No Save button?
Don't worry, Office Online apps automatically save your changes while you work.

Need more options?
Open the desktop app to access all of the features of PowerPoint, Word, or Excel.

Share
Co-edit simultaneously with others in Office Online.

Who's editing?
See if others are editing the same presentation.

Changes
See comments and changes from all reviewers.

The screenshot shows the PowerPoint Online interface for a presentation titled 'adventureworks_sales presentation'. The ribbon includes FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, and VIEW. A notification in the top right corner says '2 other people are here'. The main slide area displays a slide titled 'What went well' with three data points: '13 new accounts', '2 new sales reps', and '27% increase in total sales'. A sidebar on the left shows a slide thumbnail with a red box around the 'Share' icon. A callout box points to the 'Share' icon in the top right corner of the application window.

Syncing Office 365 with your device

Anytime you're on the go, get your Office 365 email, calendar, and contacts from your Windows Phone, Android phone or tablet, iPad, or iPhone. And you can sync with, view, and edit Word documents, Excel workbooks, and PowerPoint presentations right on many smartphones and tablets.



Set up Office 365 on your device

Your anytime, anywhere online experience begins when you add your Office 365 account to your device. Here's how to do it:

- For more about info on mobile devices, see [Use Office 365 on mobile devices \(http://go.microsoft.com/fwlink/?LinkId=396709\)](http://go.microsoft.com/fwlink/?LinkId=396709).
- For your Windows Phone, see [Set up Office 365 on your Windows Phone \(http://go.microsoft.com/fwlink/?LinkId=396654\)](http://go.microsoft.com/fwlink/?LinkId=396654).
- For your iPhone or iPad, see [Set up Office 365 on your iPhone or iPad \(http://go.microsoft.com/fwlink/?LinkId=396655\)](http://go.microsoft.com/fwlink/?LinkId=396655).
- For your Android phone, see [Set up Office 365 on your Android phone \(http://go.microsoft.com/fwlink/?LinkId=396656\)](http://go.microsoft.com/fwlink/?LinkId=396656).
- For other devices, see [Set up Office 365 for other devices \(http://go.microsoft.com/fwlink/?LinkId=272453\)](http://go.microsoft.com/fwlink/?LinkId=272453).

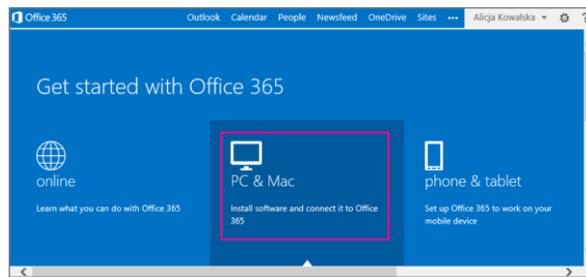
Working offline

Need to work somewhere without an Internet connection? You can sync documents or entire folders to your computer before you go. When you're back online, your changes will automatically sync.

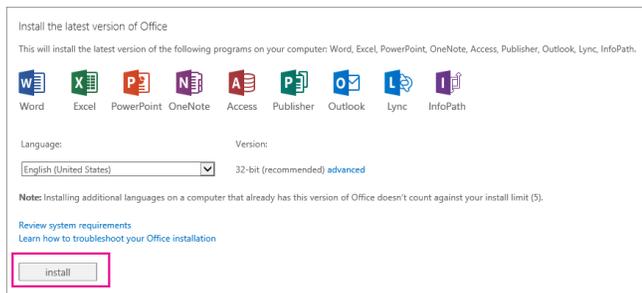
Install Office 2013 desktop from Office 365

If Office 2013 is not already on your computer, install it from Office 365.

1. Choose **PC & Mac**.



2. Choose **Install**.



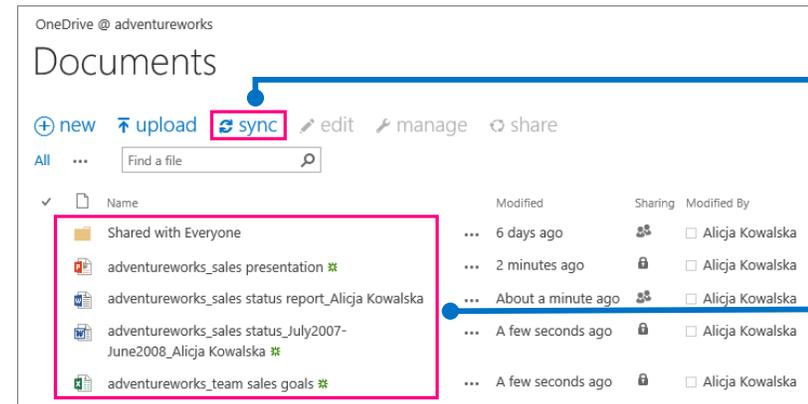
3. Choose **Run**, and then follow the rest of the installation instructions.



For more information, see [Install Office on your PC or Mac with Office 365 for business](http://go.microsoft.com/fwlink/?LinkId=272460) (<http://go.microsoft.com/fwlink/?LinkId=272460>). To get up and running quickly, see the [Office 2013 Quick Start Guides](http://go.microsoft.com/fwlink/?LinkId=272042) (<http://go.microsoft.com/fwlink/?LinkId=272042>).

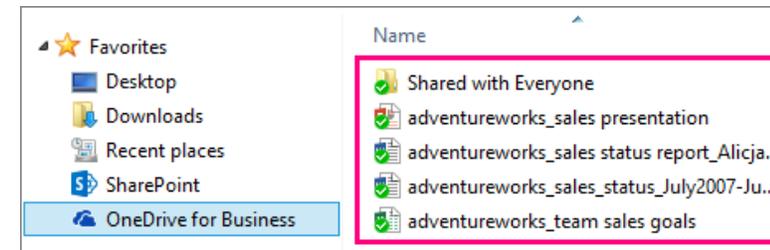
How does Sync work?

The first time you sync your OneDrive for Business or a SharePoint site, you get an associated folder called OneDrive for Business or SharePoint on your device. Your documents will be automatically downloaded to this folder. You can now work offline without losing your changes.



Sync
Get the latest version of your documents.

What you're syncing
Lists the documents in your OneDrive for Business library.



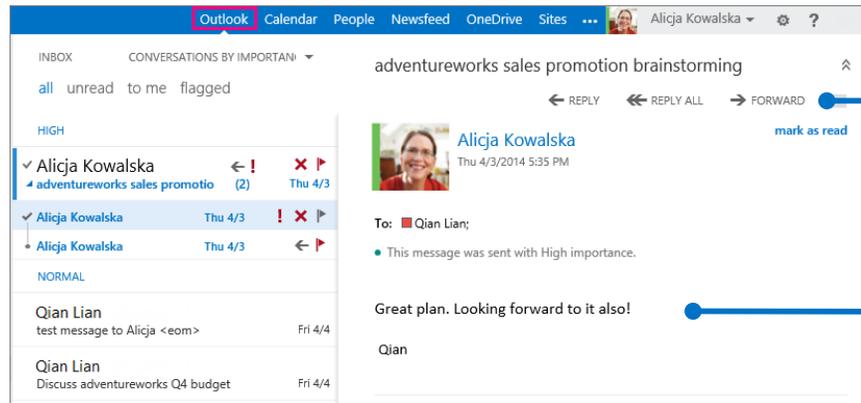
Your device
Shows the location containing copies of the documents you synced from your OneDrive for Business library.

Outlook on the web

Access your email, calendar, and contacts using the Outlook Web App. From any computer or device with an Internet connection, sign in to Office 365, and then choose **Outlook**.

Read and reply to email

New email appears at the top of your Inbox.



Responses

Choose how to respond from within the Preview Pane.

Preview Pane

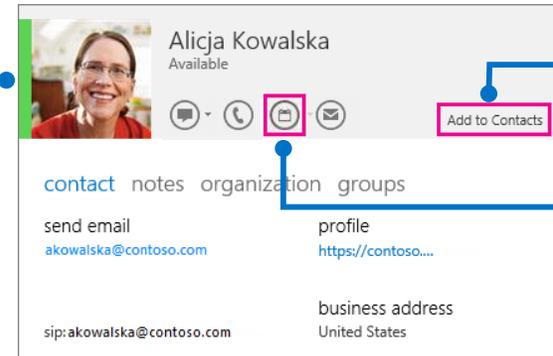
See messages for quick review and response.

Connect with others, schedule meetings, and more

When you get an email from someone, you can quickly add their contact information, start a chat or phone call, schedule a meeting, or send an email right from their profile card.

Availability

See the sender's current status.



Contacts

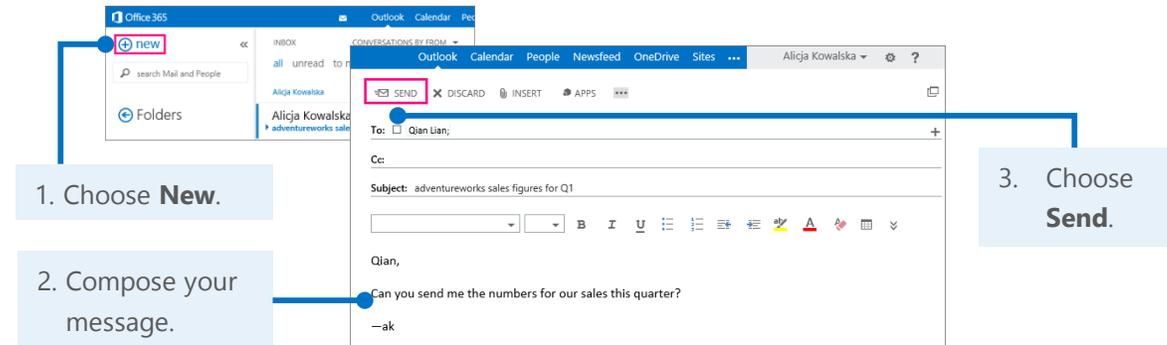
Just one click to add the sender's contact information.

Calendar

Schedule a meeting with the sender.

Create and send a new email

With just a few steps, your new message will be on its way.



1. Choose **New**.

2. Compose your message.

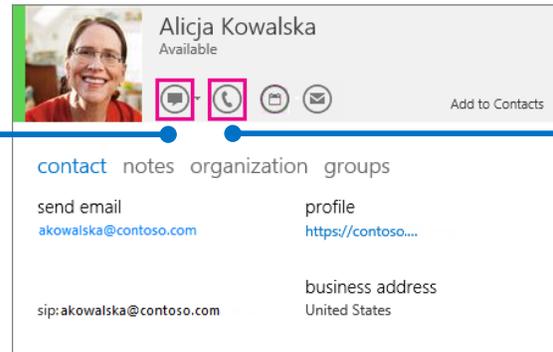
3. Choose **Send**.

Start a Lync instant message (IM)

If your communication just can't wait, use Lync for Office 365 to start a chat, audio, or video IM, join an online meeting, or even share your document or screen with others.

Chat IM

Reach a contact immediately with an IM.

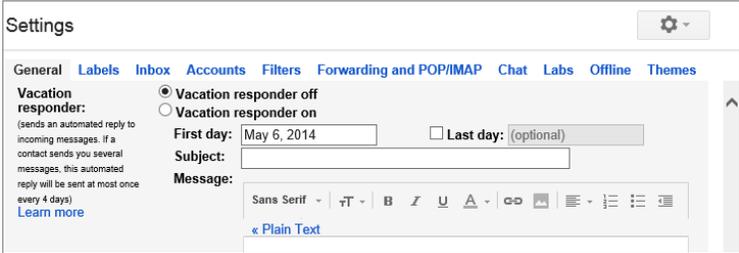
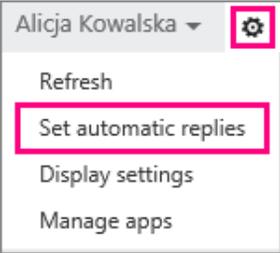
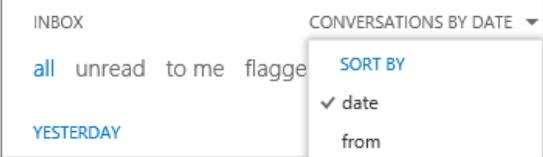
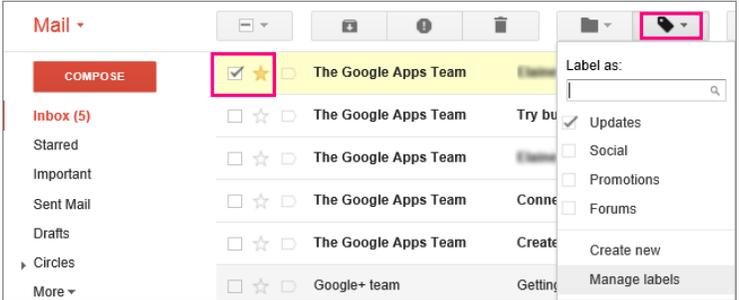
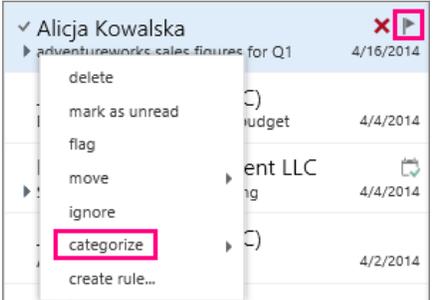
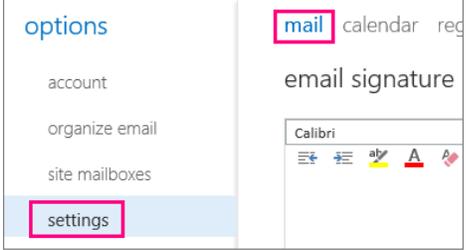


Audio IM

For a more personal touch, turn your IM into a phone call.

Things you might be looking for in Outlook Web App

Use this table to find some of the more commonly used tools and commands with your email.

Task	In Gmail	In Outlook Web App
<p>Send automatic replies when you're out of the office</p>	<p>Click  > Settings > General tab, and scroll down to Vacation Responder.</p> 	<p>Choose  > Set automatic replies > and then choose your options.</p> 
<p>Change how you view and organize your email</p>	<p>Click  > Settings > General tab, Conversation View.</p> 	<p>Choose Sort By to change your view right in your Inbox.</p> 
<p>Flag and label your email</p>	<p>Click to star an email or click Labels to add a label to an email.</p> 	<p>Choose flag right in your Inbox for follow up, or right-click the email and choose Categorize to label the email.</p> 
<p>Create and add a signature to your email</p>	<p>Click  > Settings > General tab, and scroll down to Signature.</p> 	<p>Choose  > Options > Settings > Mail.</p> 

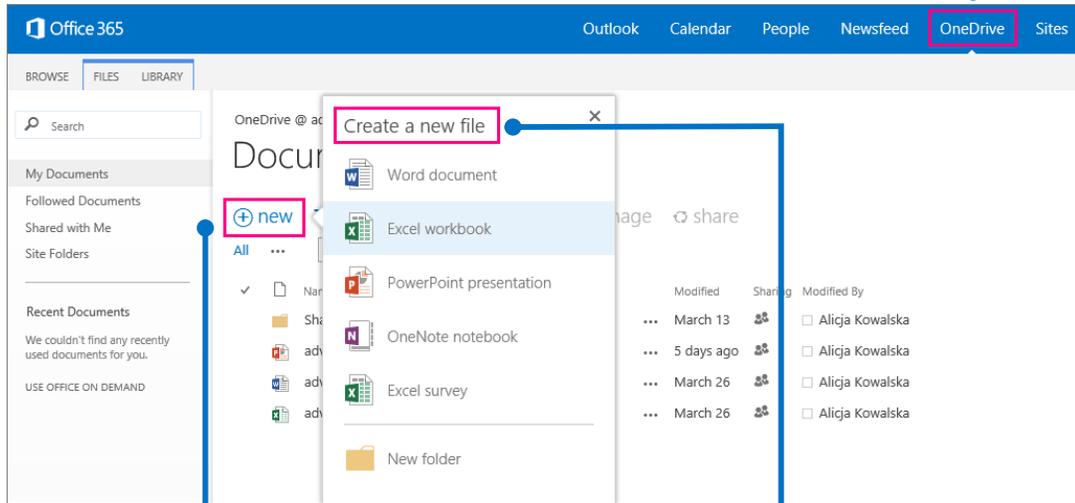
OneDrive for Business

OneDrive for Business is your online file-storage location. Documents, workbooks, and presentations saved here are private until you share them with others. Plus, you can open and edit them from anywhere you have an Internet connection.

Create a document from OneDrive for Business

You can create a document right from OneDrive for Business. The Office Online suite of Word Online, Excel Online, and PowerPoint Online let you do basic tasks and automatically saves the document to your OneDrive.

1. Choose **OneDrive for Business**.



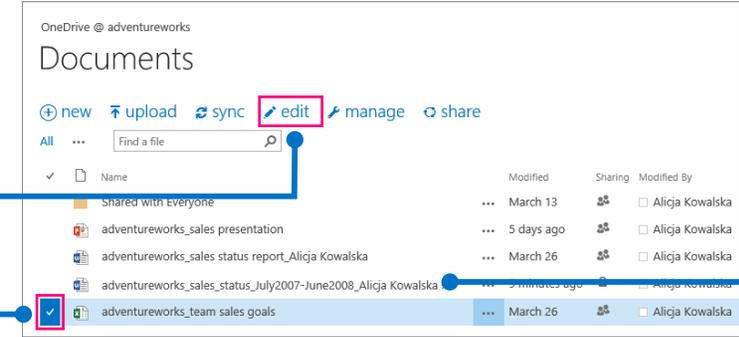
2. Choose **New**.

3. Choose your file type: document, workbook, or presentation.

Open a document from Office 365

Quickly open a document, workbook, or presentation in either Office Online or your Word, Excel, or PowerPoint desktop app.

Desktop app
Select a document and then choose **Edit** to launch the desktop app.

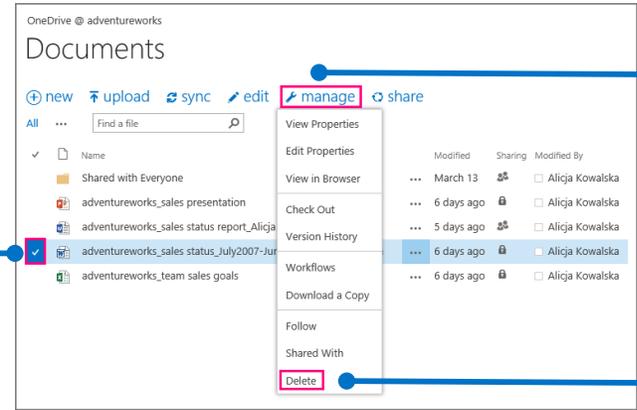


Online
Click or tap the file name to launch Office Online.

Delete a document from OneDrive for Business

Deleting documents is just as simple.

1. Select the document you want to delete.

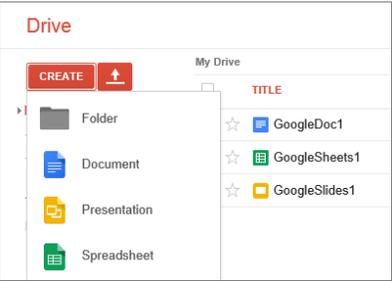
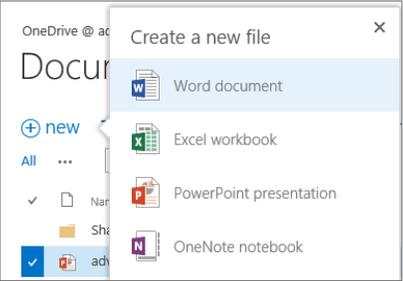
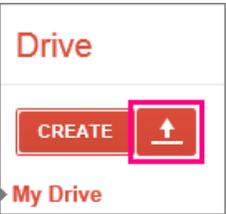
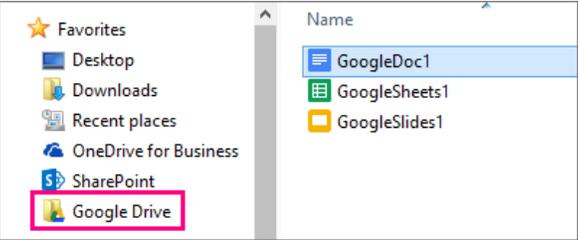
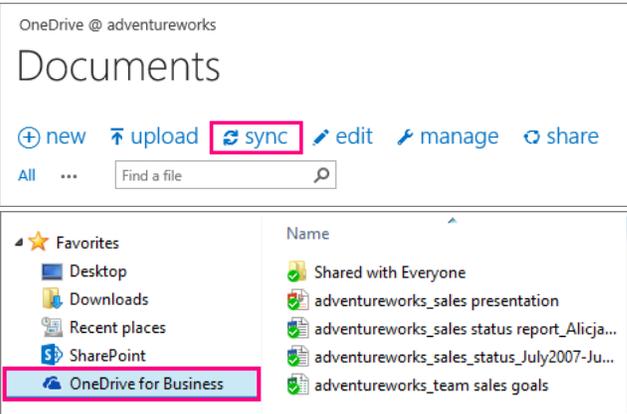


2. Choose **Manage**.

3. Choose **Delete**.

Things you might be looking for in OneDrive for Business

Use this table to find some of the more commonly used tools and commands in OneDrive for Business.

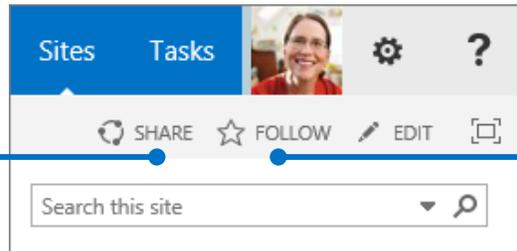
Task	In Google Drive	In OneDrive for Business
<p>Create a new document, presentation, or spreadsheet</p>	<p>Click Create and select what you want to create.</p> 	<p>Choose New and then what you want to create.</p> 
<p>Upload a file</p>	<p>Choose Upload and then add your files.</p> 	<p>Choose Upload and then add your files.</p> 
<p>Sync your files and work offline</p>	<p>Install Google Drive, to upload your documents. But you cannot edit files without an Internet connection unless you are using the Chrome web browser.</p> 	<p>Choose Sync for selected files. Make changes offline and your files automatically update when you reconnect to the Internet.</p> 

SharePoint sites help keep your team in touch and working together

Whether you want to follow other teams' activities in your newsfeed, build a new team intranet site, collaborate on group projects, or simply store, share, and review team documents, take advantage of the power and versatility of SharePoint sites.

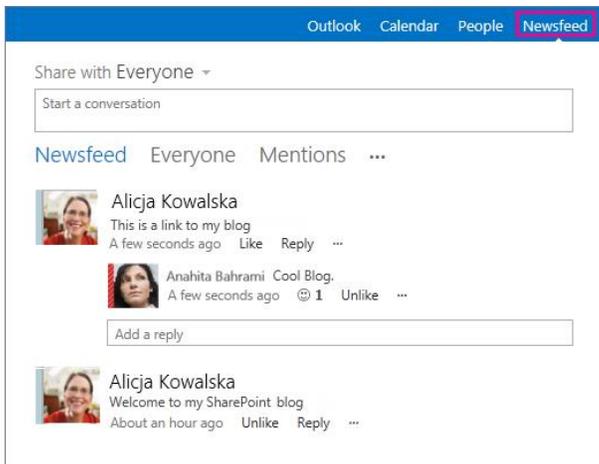
Follow or share a favorite SharePoint site

On a site that interests you, choose **Share** to share it with others in your group.



Choose **Follow** to add the site to your newsfeed.

View a followed site's activities in your own newsfeed

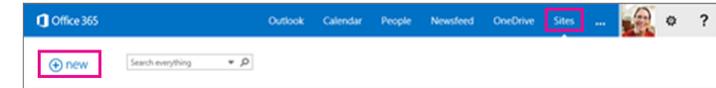


If a favorite site has a newsfeed, you can get important updates from the site in your own newsfeed.

On the site, click **Follow**, and its news and activities will be listed on your Newsfeed page.

Create a new team site

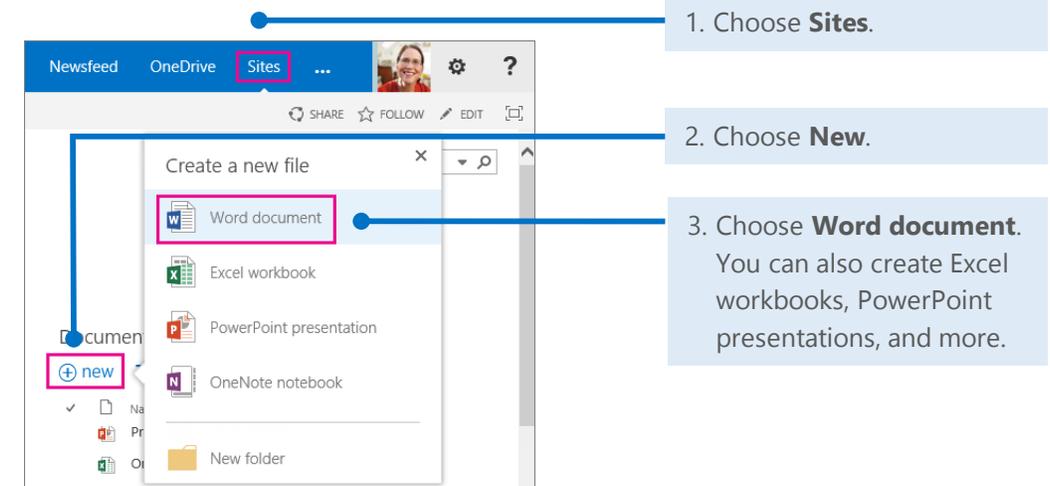
You can begin to create a new site with just a couple of taps or clicks. If it's a professional blog you want, or a collaboration site that helps your team work more in sync, you can build it from scratch or choose from a number of templates.



Choose **New** to begin creating a new site.

Create a document, workbook, or presentation

You can create a new document right from the document library on your team site. Word, Excel, and PowerPoint Online apps handle all the basics, automatically saving your work to the document library. And all reviewers can edit the same document at one time.



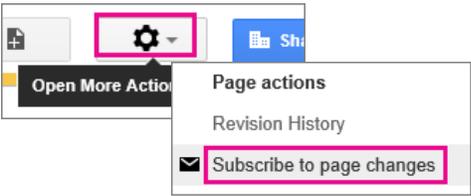
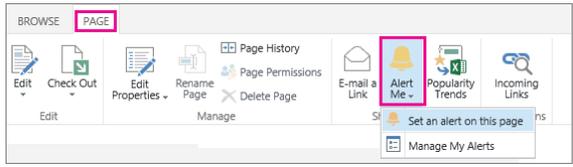
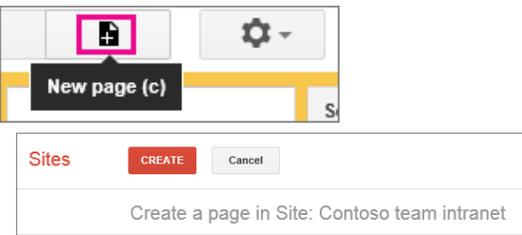
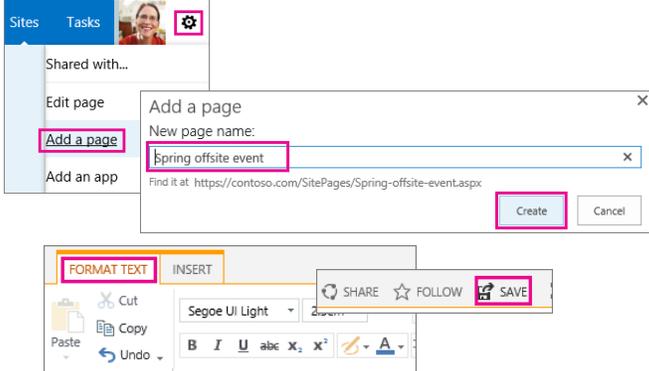
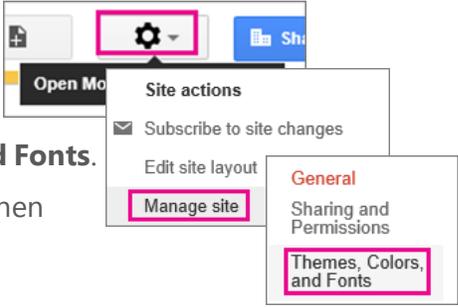
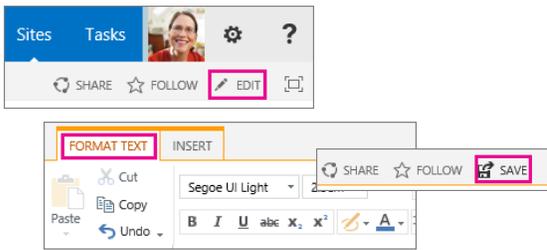
1. Choose **Sites**.

2. Choose **New**.

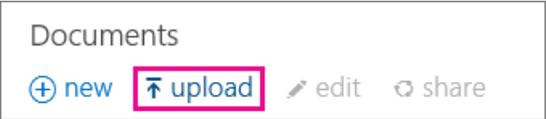
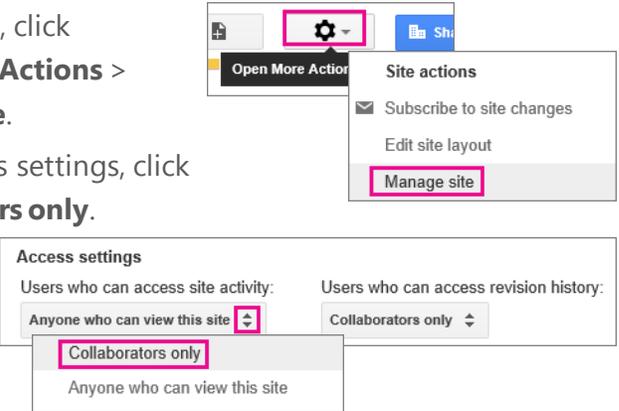
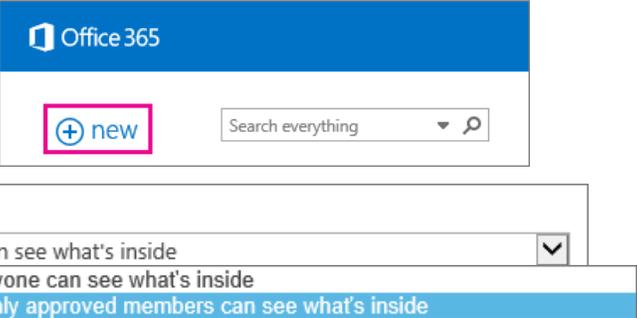
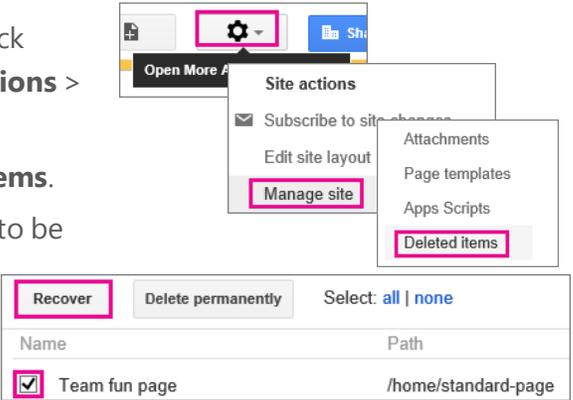
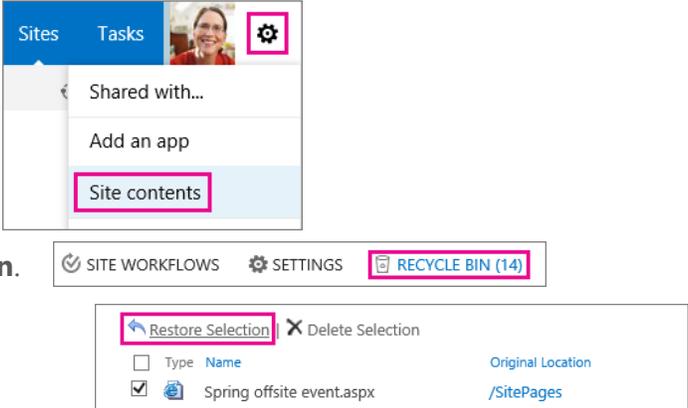
3. Choose **Word document**.
You can also create Excel workbooks, PowerPoint presentations, and more.

Things you might be looking for in SharePoint sites

Below are a few of the common ways to work with Google Sites—alongside their corresponding actions in SharePoint sites.

Action	In Google Sites	In SharePoint sites
<p>Be notified when a page changes</p>	<p>On any page, click Open More Actions ⚙, and then click Subscribe to page changes.</p> 	<ol style="list-style-type: none"> On your site, choose the Page tab. Choose Alert Me, and then choose Set an alert on this page. 
<p>Create a new page on a site</p>	<ol style="list-style-type: none"> On your Home page, click New page ➕. Create your page, and then click Create. 	<ol style="list-style-type: none"> On your site, choose Settings ⚙. Choose Add a page. Type a name for your new page, and then choose Create. On the Format Text tab, create the page, and then choose Save. 
<p>Change your site theme, colors, and fonts</p>	<ol style="list-style-type: none"> On any page, click Open More Actions ⚙ > Manage Site. Click Themes, Colors, and Fonts. Make your changes, and then click Save. 	<ol style="list-style-type: none"> On your site, choose Edit. On the Format Text tab, make your changes, and then choose Save. 

Things you might be looking for in SharePoint sites (continued)

Action	In Google Sites	In SharePoint sites
Attach a file from your computer	<p>On any page, click Add file.</p> 	<p>In any site library, choose Upload.</p> 
Make your site private	<ol style="list-style-type: none"> On any page, click Open More Actions > Manage Site. Under Access settings, click Collaborators only. 	<ol style="list-style-type: none"> In Office 365, choose New. Under Privacy, choose Private – Only approved members can see what’s inside. 
Recover a deleted page	<ol style="list-style-type: none"> On any page, click Open More Actions > Manage Site. Click Deleted items. Select the page to be recovered, and then click Recover. 	<ol style="list-style-type: none"> Choose Settings. Choose Site contents. Choose Recycle Bin. Select the page to be recovered, and then choose Restore Selection. 

Word, Excel, and PowerPoint

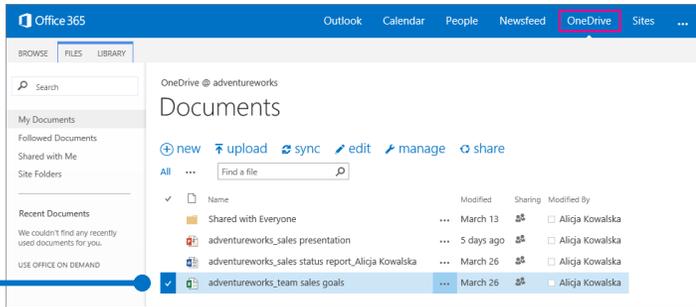
Whether you start from your desktop or online with Office 365, you can create any type of document (Word document, Excel workbook, and PowerPoint presentation) and then store it in your OneDrive for Business or SharePoint document library.

Open a document from Office 365

Quickly open a document from OneDrive for Business or a SharePoint team site. This example opens a workbook in Excel Online.

Excel Online

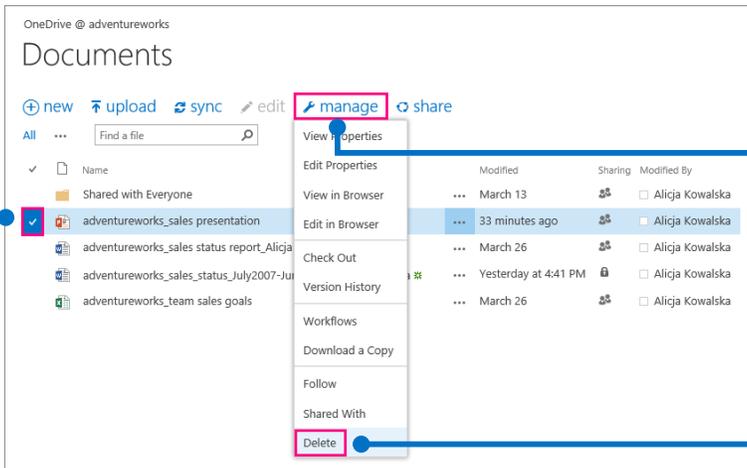
Choose the workbook name to automatically open in Excel Online.



Delete a document from Office 365

You can easily delete a document, in this case a presentation, with just a couple steps.

1. Select the presentation you want to delete.

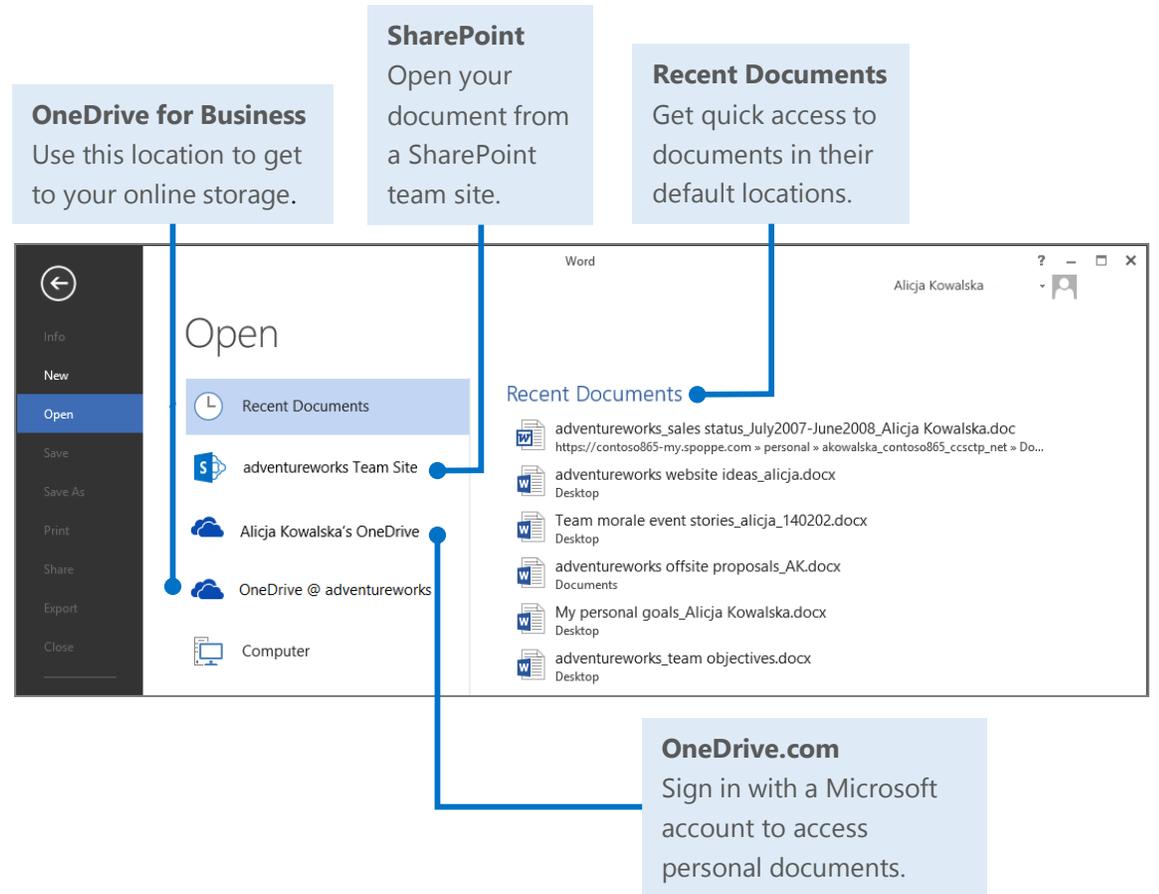


2. Choose **Manage**.

3. Choose **Delete**.

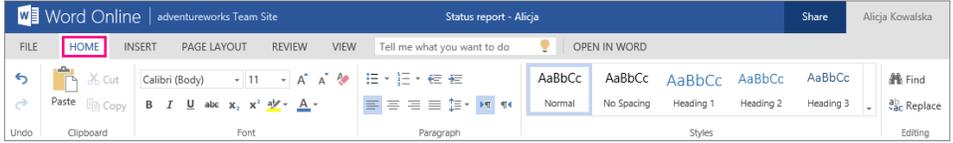
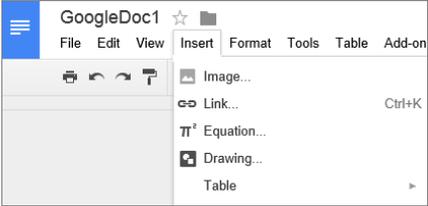
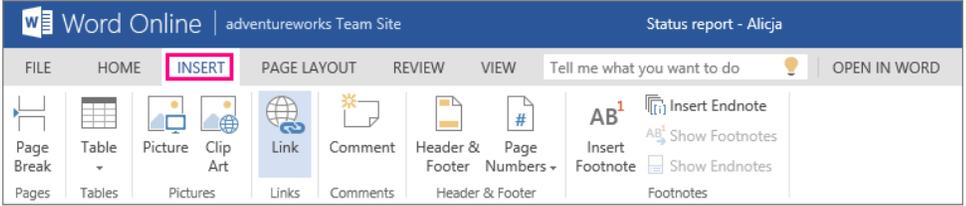
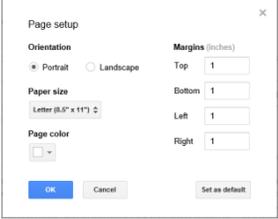
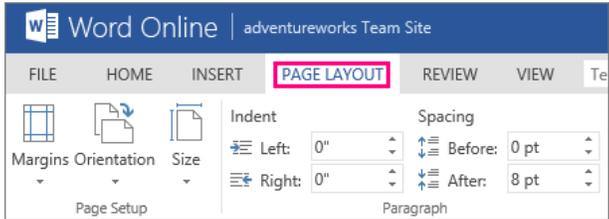
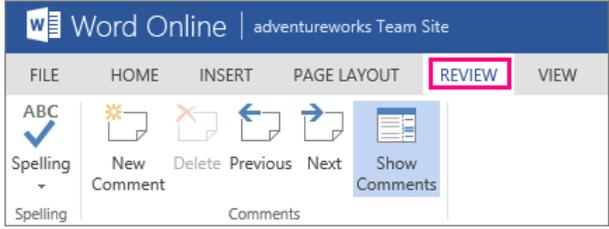
Open recent documents from your desktop

When you open a document from your desktop app, in this case Word 2013, you can choose from all of your storage locations: SharePoint sites, OneDrive for Business, or your computer.



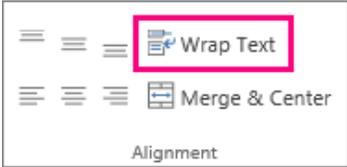
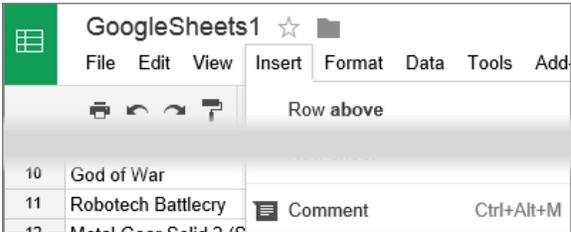
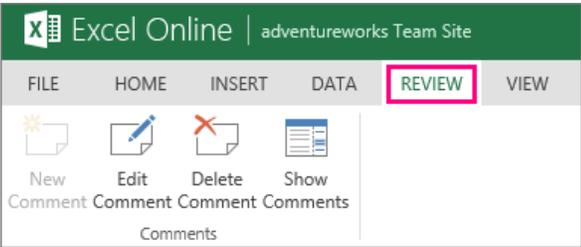
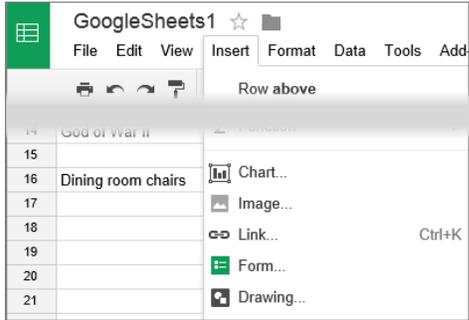
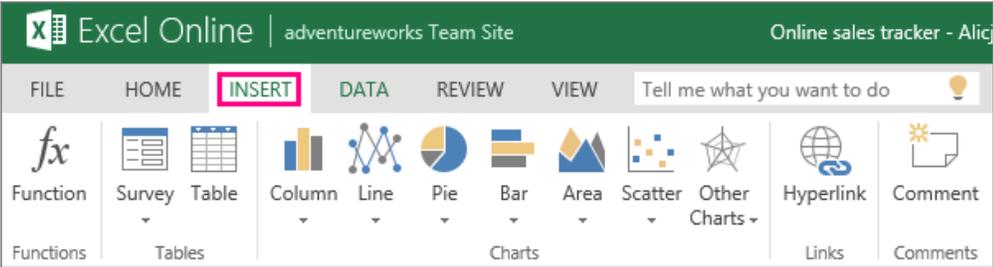
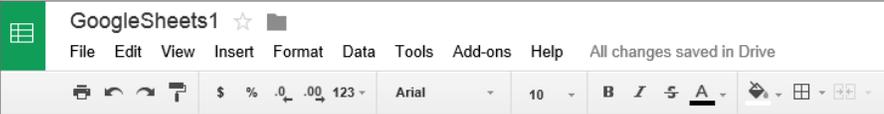
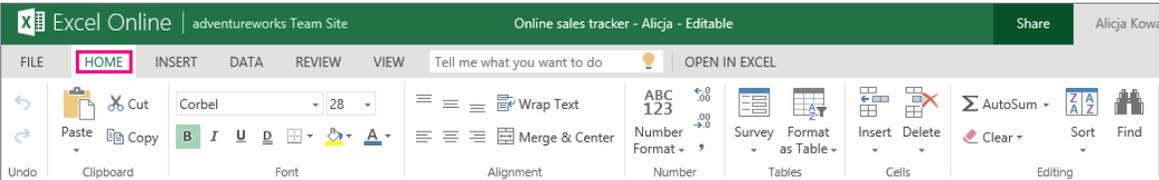
Things you might be looking for in Word Online

Use this table to find some of the more commonly used tools and commands in Word Online.

Task	In Google Docs	In Word Online
Change line spacing, apply formatting and styles to text		<p>Choose Home.</p> 
Insert tables, pictures, hyperlinks, headers and footers, or page numbers	<p>Click Insert and then what you want to insert.</p> 	<p>Choose Insert and then what you want to insert.</p> 
Set margins, change page orientation, or change spacing	<p>Click File > Page setup..., make changes in the popup window.</p> 	<p>Choose Page Layout to change the page setup or paragraph spacing.</p> 
Check spelling and review comments		<p>Choose Review to check spelling and see comments.</p> 
Share with others		<p>Choose Share.</p> 

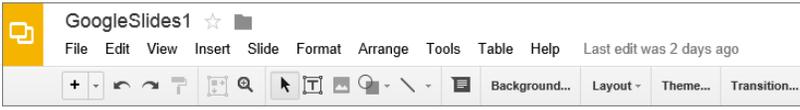
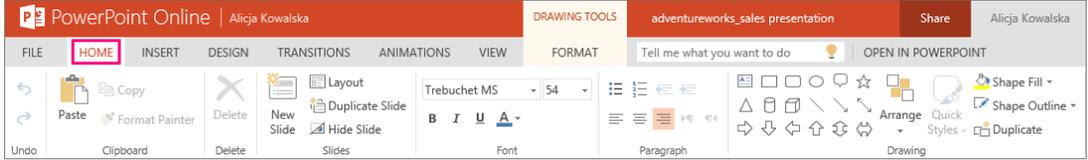
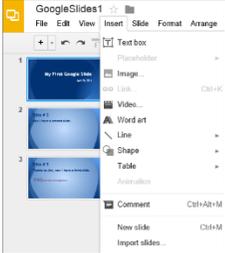
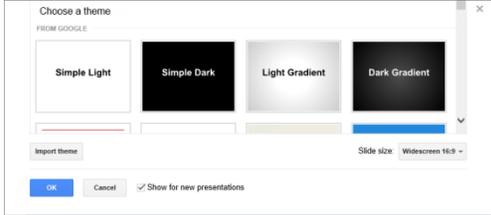
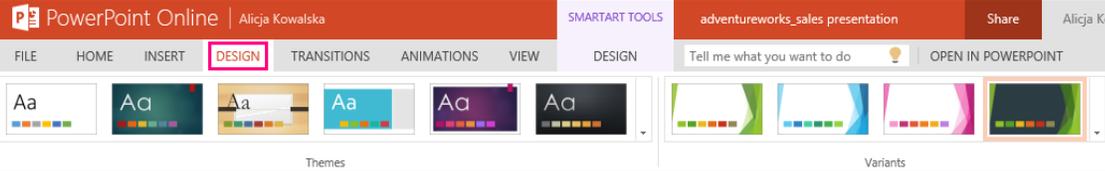
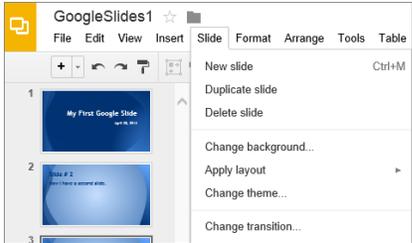
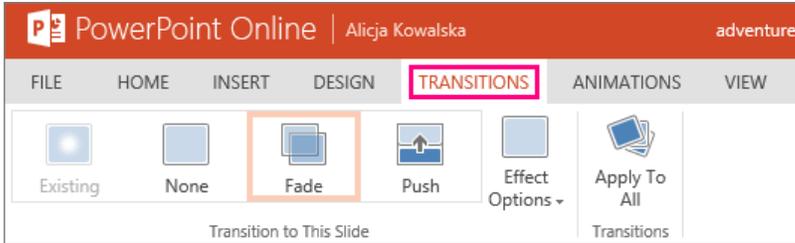
Things you might be looking for in Excel Online

Use this table to find some of the more common tools and commands in Excel Online.

Task	In Google Sheets	In Excel Online
Wrap text in a cell	Turned off by default, click Wrap Text . 	Choose Wrap Text . 
Review comments	Click Insert and then scroll down to Comment . 	Choose Review . 
Insert charts, tables, links, and comments	Click Insert and then scroll down to add item. 	Choose Insert . 
Change formatting and styles		Choose Home . 

Things you might be looking for in PowerPoint Online

Use this table to find some of the more common tools and commands in PowerPoint Online.

Task	In Google Slides	In PowerPoint Online
Add slides, apply a layout, change fonts, align shapes, or apply Quick Styles		<p>Choose Home.</p> 
Insert tables, pictures, shapes, SmartArt, charts, comments, header and footer, and WordArt	<p>Click Insert.</p> 	<p>Choose Insert.</p> 
Apply a theme, change the color of a theme, change the slide size, or change the background of a slide	<p>Click Design and make changes in the popup window.</p> 	<p>Choose Design.</p> 
Apply or adjust the timing of a transition	<p>Click Slides and scroll down to Change transition...</p> 	<p>Choose Transitions.</p> 

Need more info?

Check out the [Office 365 learning center](http://go.microsoft.com/fwlink/?LinkId=392570) (<http://go.microsoft.com/fwlink/?LinkId=392570>) for additional quick start guides and how-to videos.

The screenshot shows the Office 365 learning center website. At the top, there is a navigation bar with links for HOME, PRODUCTS, SUPPORT, TEMPLATES, STORE, and OFFICE ONLINE. Below the navigation bar is a search bar with the placeholder text "Search all of Office.com". The main content area is titled "Office 365 for business learning center" and includes a sub-header "Using Office 365 at work or school? Get started using the services and programs included with Office 365 for business." Below this, there is a section titled "Intro and setup" with four tiles: "Intro to Office 365" (showing a person at a laptop), "Install Office on your PC or Mac" (showing Office 365 icons for PC & Mac and phone), "Set up and use Lync" (showing the Lync interface), and "Use Office and Office Online" (showing the Office logo). Below the "Intro and setup" section is a section titled "Get started using the services" with eight tiles: "Email", "Documents", "Mobile", "Sites", "Calendar", "Collaborate", "People", and "IM and meetings". At the bottom of the page, there are three blue buttons: "Find help for the Office 2013 desktop programs" with a link "Get started with Office 2013", "Continue learning with free video training" with a link "More Office training", and "Help us improve this learning center" with a link "Give us feedback".