

Virtual Office Hours

Microsoft 365 Readiness

Purpose of the Session

1. Overview of Microsoft 365 Readiness.
2. Key tasks and outcomes.
3. Answer your questions.

Housekeeping

- Session:
 - 1 Hour (~10-minute presentation + ~50-minute Q&A time).
- Questions:
 - During the presentation, mics are muted.
 - After the presentation, we will unmute mics for Q&A.

Poll

- What do you want to learn about?

New Microsoft Licensing

Two new types:

Deskless Worker (shared computer user):

- Staff sharing computers.
- Will switch to web apps only.
- ~80% of all staff.



Information Worker (dedicated computer user):

- Staff with an assigned/dedicated computer.
- Use desktop and web apps.
- ~20% of all staff.



Change to the User Experience

Unified

Old Way

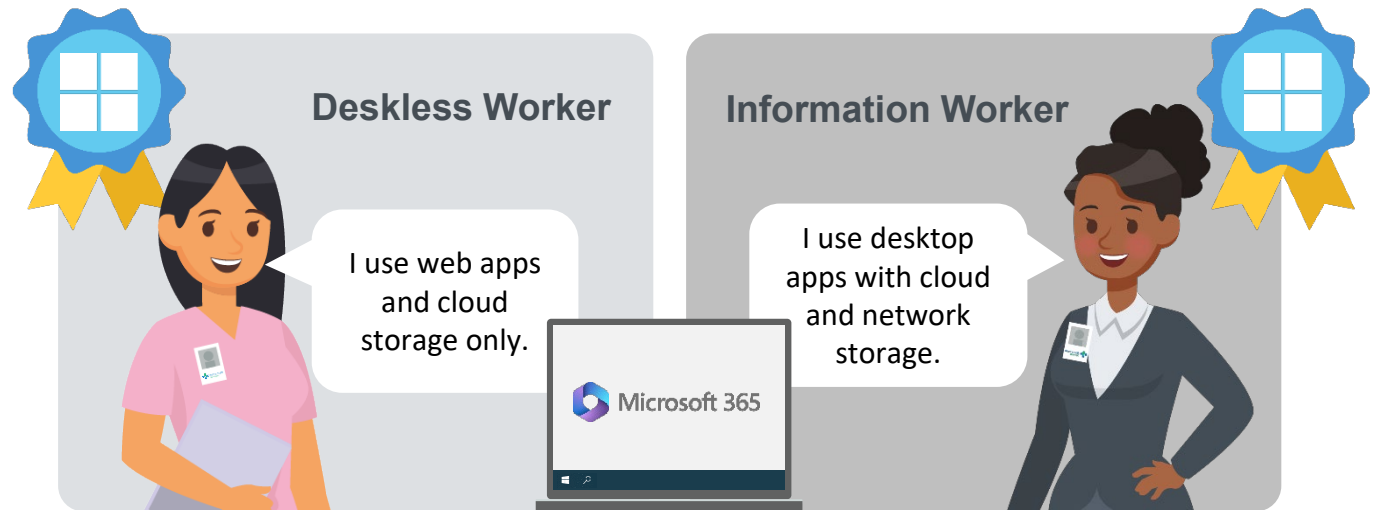
Office is licensed to the computer.
Users have **same experience** regardless of who is signed into the computer.



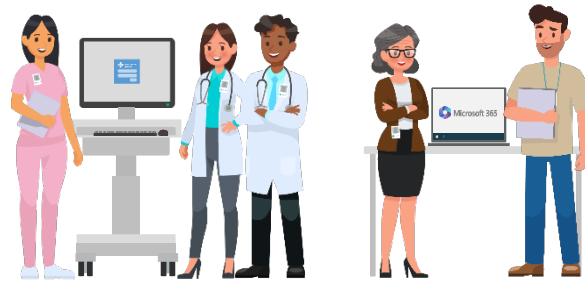
Dynamic

New Way

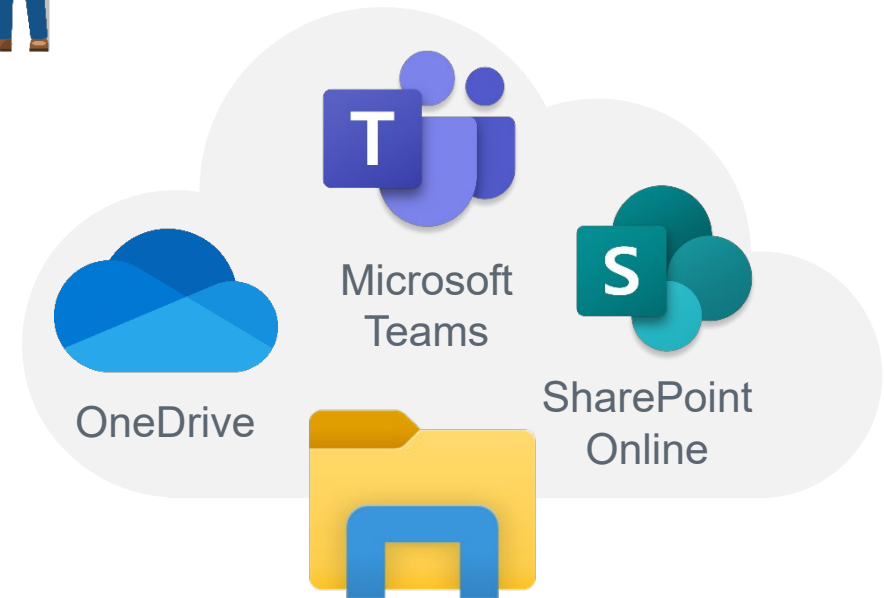
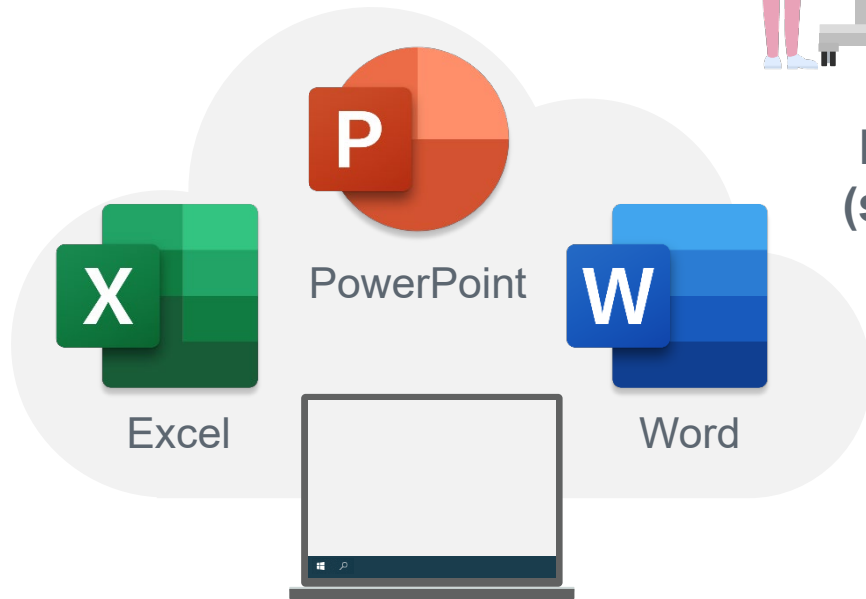
Microsoft 365 is licensed to the **user**. Users have **different experiences** based on who is signed into the computer.



Switch to Web Apps



**Deskless Worker
(share computers)**



Virtual Office Hours – Microsoft 365 Readiness

After a Deskless Worker switches to web apps only...



Excel



OneNote



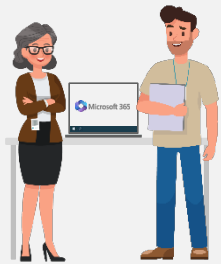
Outlook



PowerPoint



Word



Deskless Workers
(share computers)

Web App



Desktop App

Viewer Mode



Viewer Mode

Viewer Mode

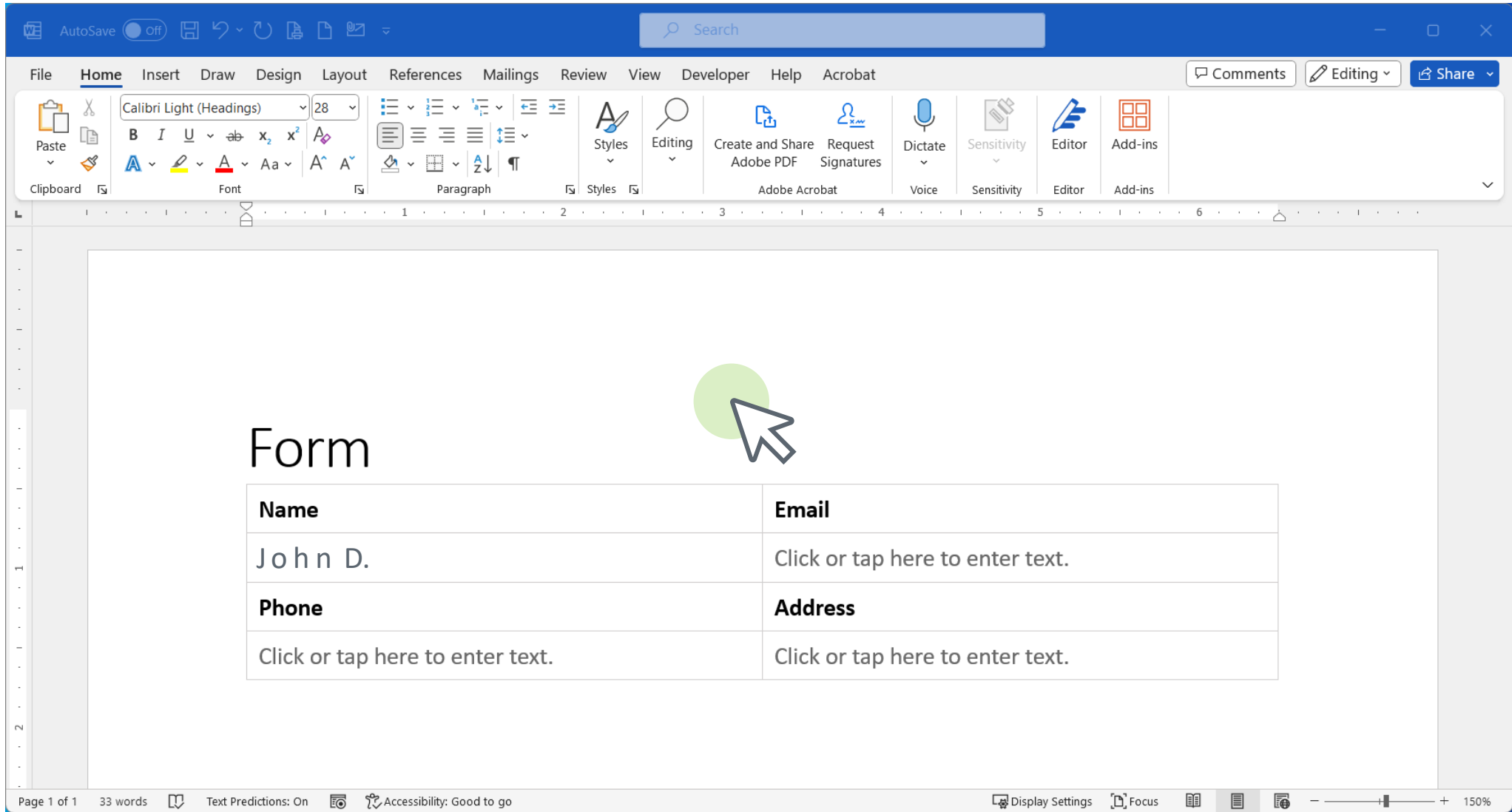


Information Worker
(dedicated computer)

Desktop & Web Apps



Virtual Office Hours – Microsoft 365 Readiness



The screenshot shows the Microsoft Word interface. The ribbon is set to the 'Home' tab, displaying options for Font, Paragraph, Styles, and Editing. The main document area contains a form with the title 'Form' and a table with four rows and two columns. A green circle is positioned above the table, with a mouse cursor pointing to it. The status bar at the bottom indicates 'Page 1 of 1', '33 words', and 'Text Predictions: On'.

Name	Email
John D.	Click or tap here to enter text.
Phone	Address
Click or tap here to enter text.	Click or tap here to enter text.

Virtual Office Hours – Microsoft 365 Readiness

The screenshot shows the Microsoft Word interface in Viewer Mode. A red box highlights a yellow notification bar at the top of the ribbon area that reads: "VIEWER MODE Your admin has configured Word to view and print only Learn more". Below this, the main content area displays a form titled "Form". The form consists of a table with four rows and two columns:

Name	Email
Click or tap here to enter text.	Click or tap here to enter text.
Phone	Address
Click or tap here to enter text.	Click or tap here to enter text.

A green circle with a white mouse cursor arrow is positioned over the bottom center of the form. The Word ribbon is visible at the top, showing tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, and Help. The status bar at the bottom indicates "Page 1 of 1", "33 words", and "Accessibility: Good to go".

Virtual Office Hours – Microsoft 365 Readiness

The screenshot displays the Microsoft Word application interface. At the top, the title bar shows 'Form DEMO'. The ribbon is set to 'Home', with sub-tabs for File, Home, Insert, Layout, References, Review, View, and Help. The ribbon includes various toolbars such as Font, Paragraph, Styles, Editing, Voice, and Add-ins. The main document area contains a form with the title 'Form' and a table with four rows and two columns. The table headers are 'Name' and 'Email' in the first row, and 'Phone' and 'Address' in the second row. Each cell contains the text 'Click or tap here to enter text.'. A mouse cursor is positioned over a green circle below the table. The status bar at the bottom indicates 'Page 1 of 1', '33 words', and 'English (U.S.)'. The zoom level is set to 100%.

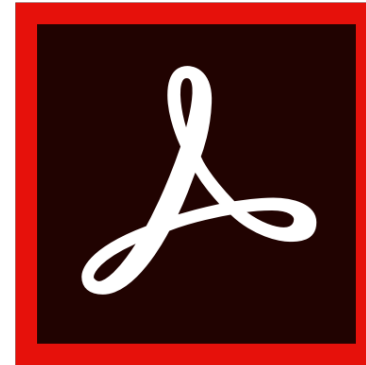
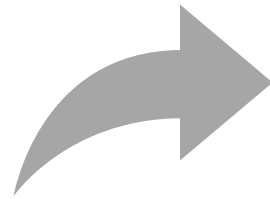
Form

Name	Email
Click or tap here to enter text.	Click or tap here to enter text.
Phone	Address
Click or tap here to enter text.	Click or tap here to enter text.

Page 1 of 1 33 words English (U.S.) 100% Fit Give Feedback to Microsoft



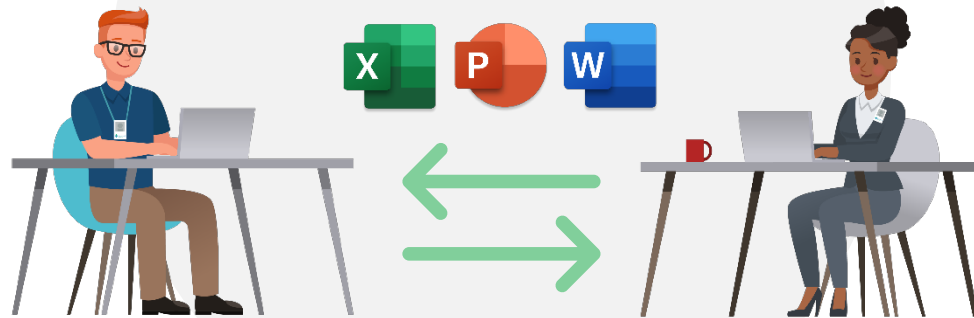
Word



Adobe Acrobat
Standard

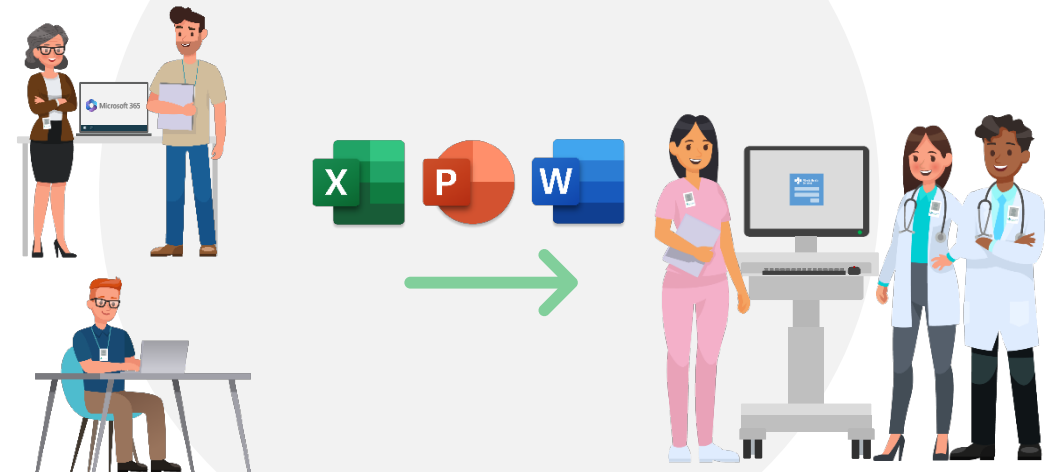
Compatibility

Information Workers
collaborating on files



Can use all desktop and web app features.

Anyone creating resources for
Deskless Workers



Teams in this scenario need to ensure resources are compatible with Microsoft web apps.

Can only use web compatible features.

Why This Matters

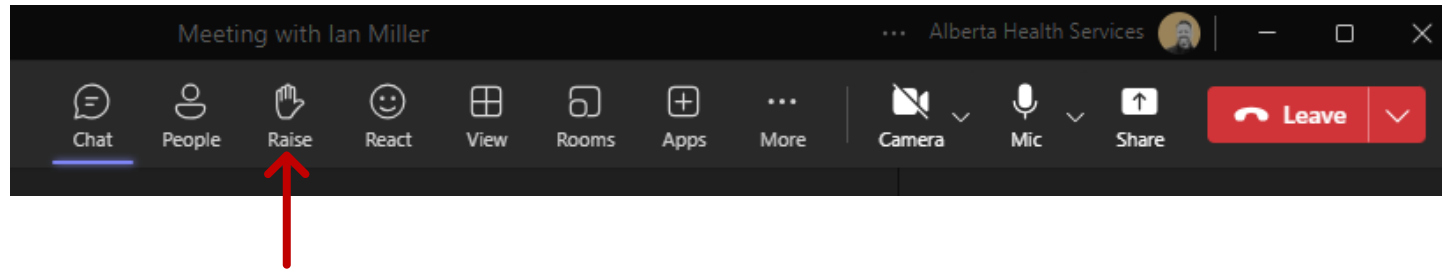
- Minimize disruption.
- Rebuild files.
- IT's role.

Key Tasks

- **Leaders:** identify and cascade the playbook to your staff that own or administer Microsoft files or related processes.
- **Process owners/admins:** complete the tasks in the playbook.
- If affected by any of the major feature changes, **submit the Intake Form no later than July 31, 2024.**
- This process gives you time to adapt or rebuild files before the switch.

Q&A

- “**Raise your hand**” in Teams – we will answer questions in the order received.



- We’ll try our best to answer your questions.
- If we do not have an answer, we will find out and get back to you.
- We will send you a survey after this webinar.

Thanks

microsoft365webapps@ahs.ca