



Office of Information Technology
Archdiocese of Philadelphia

Meet Microsoft 365

A Transition Guide for Google Users

Start at Office.com

Think of Office.com as your central hub. From here, you can access Outlook, Excel, Word, OneDrive, Teams, and more. You'll also see your recent files and shared documents, making it easy to pick up where you left off.

Use Copilot to Get Unstuck

Not sure which app to use or how to get started? Just ask Copilot! It will guide you to the right tool or even help you build what you need.

You can be conversational—try something like:

- "I need a template for tracking invoices." or "Which app can I use to create a form?"

Use the Search/Help Bar

Every Microsoft 365 app (like Outlook, Excel, and OneDrive) has a search bar at the top. Type what you want to do—like 'share a file' or 'create a rule'—and it will guide you step-by-step.

Desktop Apps vs Web Apps

Microsoft 365 apps are available in both desktop and web versions. Both offer similar features and interfaces, so you can switch between them easily. Desktop apps may include more advanced tools and customization options, while web apps are perfect for quick access, working from any device, and collaborating in real time.

Sharing Files in Microsoft 365

Sharing in Microsoft 365 is simple—but it works a little differently than in Google Workspace. Continue to the next page to learn how to share files confidently and securely.

Share from OneDrive or Office Apps

You can share files directly from OneDrive, Word, Excel, PowerPoint, or even Outlook. Just look for the Share button in the top-right corner.

- Choose People you specify can view/edit to control access.
- You can copy a link or send it directly via email.
- Want to prevent editing? Switch to View only before sending.

No Notification by Default

Unlike Google Drive, Microsoft 365 doesn't always send an automatic notification when you share a file. If you copy a link and send it manually (e.g., in Teams or email), the recipient won't get a separate alert from OneDrive.

Tip: If you want Microsoft to notify the recipient, use the Send option instead of just copying the link.

Check Who Has Access

To review or change sharing settings later:

1. Right-click the file in OneDrive or open it in an Office app.
2. Select Manage Access.
3. From here, you can remove access, change permissions, or stop sharing entirely.

Collaborate in Real Time

When you share a file, others can open it in their browser and collaborate with you live—no need to download or re-upload. You'll see their changes instantly, just like in Google Docs.

Use "Shared With Me" to Find Files Others Shared

If someone shares a file with you but you didn't get a notification, go to OneDrive > Shared to find it. This view shows all files others have shared with you, even if the link was sent in Teams or email.

Learning Outlook (New)

Outlook (New) combines email, calendar, and task management in one place. If you're used to Gmail, the next page will help you adapt quickly and work efficiently.

Understand the Layout

- Navigation bar (left side): Switch between Mail, Calendar, People, and To Do.
- Message list (center): Your inbox and folders.
- Reading pane (right): Preview and respond to messages without opening a new window.

Essential Skills

1. Organize with Folders and Categories

- Create folders for projects or clients.
- Use categories (color tags) to highlight priority or type.
- Right-click a message to move or categorize.

2. Use Search Effectively

- Search is powerful and fast. Try:
 - from :manager
 - subject: budget
- Use filters to narrow by date, folder, or sender.

3. Manage Your Calendar


- Click the Calendar icon to view or schedule meetings.
- Use the Scheduling Assistant to find open times.
- Add Teams or Zoom links directly to invites.

4. Create Rules for Efficiency

- Automate repetitive tasks like moving newsletters or tagging reports.
- Go to Settings > Mail > Rules to create custom workflows.

Explore More with ArchOIT.org

Have a question or need support with Microsoft 365? We're here to help.

 Email Support: Contact our helpdesk at help@chs-adphila.org for assistance with technical issues, account access, or general questions.

 Visit Our Website: Head to www.ArchOIT.org to explore resources, guides, and updates from the IT team.

Whether you're troubleshooting or just looking for tips, support is always within reach.