A2: Office365 II

Important:

If you didn't do the first assignment it is recommended to complete this assignment in a computer lab for you to become familiar with the university's IT environment.

Objectives of the assignment

The assignment will introduce the university's www-sites to the student. In addition, we will have a deeper look at the Office 365-services. After completing the assignment, the student

- …is familiar with the university's website

- …knows how to create filters in email and mark important messages.

- …manages the basics of sharing and undoing sharing files in Office 365 – service

- …is familiar with OneNote- and Yammer -programs

Tasks and Grading of the Assignment

There are 5 tasks in the assignment. The maximum total points for the assignment are 10 points.

Task 1 Visiting the university website (2 p)
Task 2 Advanced email use in Office 365 -service (2 p)
Task 3 Creating a OneNote Notebook (2 p)
**Task 4** Sharing in OneDrive Office 365 -service (3 p)
Task 5 Sharing in Yammer Office 365 -service (1 p)

What needs to be submitted?

Pdf-document A2.pdf

At first - Tip

Turn on the computer and in case you're doing the assignment in a computer lab, log in with your Tuni account. Find MS Word –word processing program on your computer and open a blank document. Type in the beginning of the document a sentence including information of your where-about and what kind of computer and operating system you're using (picture on the right). For example:
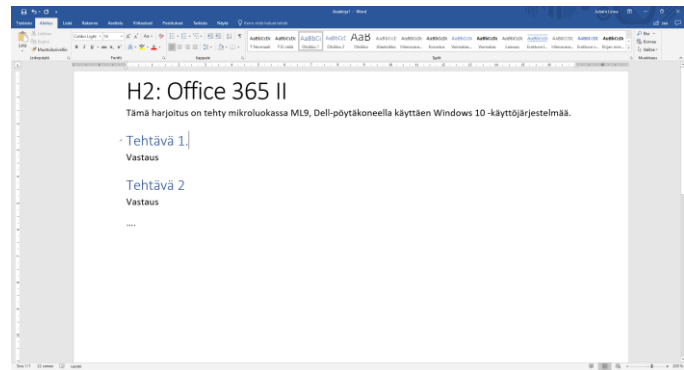
Kuva 1

I did the tasks in computer lab 1084 on my own HP Notebook -laptop using Windows 7.

Give the same information in the beginning of all your incoming solution documents during the course (where the task has been done: *computer lab X*/*at home/…*, which computer: *HP laptop/ MacBook/…*, which operating system: *Windows 10/Windows 7/…*). Information may be useful while the tasks are being reviewed.

Solve all the tasks in the same document, therefore, type the titles *Task 1, Task 2, Task 3, Task 4, Task 5*, *Tehtävä 6* on their own lines after the sentence you just typed. Start with the first task.

Save the solution document as A2.docx. Once you've solved the tasks save the document as a pdf-file and take it to Weto: *A2: Office 365 II*.

Task 1 (2 p): Visiting the university website

Open the browser and find on the university's Intra-pages and the university's library pages answers to the following questions.

(a) Which wireless networks are in use at the university and what is their range of usage (in other words, where can each of them be used?)? **Tip 1**

(b) If you want to study with your student mates, does the university provide groupwork premises? Can they be booked and how?

(c) Find the MOT online dictionaries in the library's e-services. In addition to dictionaries of various languages it contains special dictionaries related to various disciplines. Open MOT online and from there, open the IT association's IT-dictionary of IT terms and get the Finnish translations for the following words: *laptop computer, dialog box, augmented reality, virtual reality*

(d) Visit the e-books. Find on the library pages data base Ebook Central (provided by ProQuest) **Tip 2**, log in and select a category of your interest (*Browse subjects*). How many books are there in that category? Browse some books. Briefly describe in a couple of short sentences how do you make notes in books (highlights, notes) and how do you find them afterwards. **Tip 2**

Task 1 solution: Short text (2-5 sentences) for sections (a)- and (b), four pairs of words for section (c)-, IT term in English and translation into Finnish and for section (d) short text of which category's books you browsed and how many books does that category have acquired by the university.

Tip 1. Information on WLAN can be found in the background material and in university's Intra.

Tip 2. Ebook Central can be found, for example, via Andor-search service. After selecting a category you will see the number of books available. Click on "Owned and subscribed to by my library" and you get a list only of the books that have been subscribed by the library (often the search shows only the books subscribed).

Tip 3. You can browse a book for 5 minutes before deciding whether you reserve it for longer reading. In case you don't find out how to make notes in books, Youtube will be helpful. Youtube has short 2 minute long guide videos to guide you through.

Task 2 (2 p): Advanced email use in Office 365 - service

Open a browser of your choice and sign in students' Office 365 –service. Open **Inbox** and do the exercises a, b ja c.

(a) Create a filter for your Inbox that will take all emails that you send to yourself and that have a subject "File" to a new folder named *Your own name archive.* Take a screenshot of the filter you made. There's no need to save the rule. The key is to familiarize yourself with the process. **Tip 4**

(b) What is the meaning of the cc and bcc fields when you are sending an email?
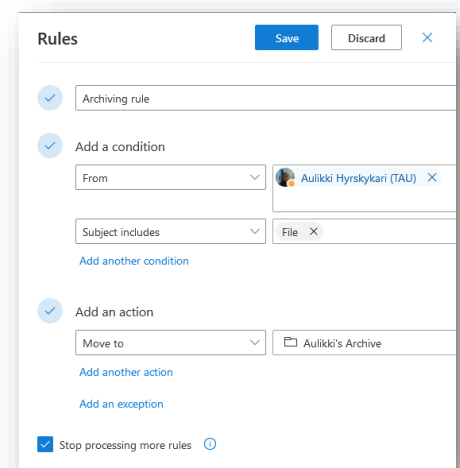
(c) What is the meaning of the pin symbol in the adjacent picture? How do you activate it? **Tip 5**

(d) Create a new category REMEMBER and mark one of the messages with that category as in the picture. Take a screenshot of the tagged message for your solution. **Tip 6**
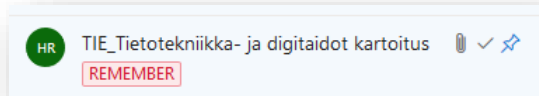
Task 2 solution: for section (a) a picture according to the adjacent template for creating a filter, for sections (b)- and (c) short answer in text (2-5 sentences).

Tip 4. Select **New file** at the bottom of the folder box to create a new folder (for example, Tom's archive). Type in the text box the name of the folder and click on Enter.
Then search settings (gear icont) for filter rules *(+Add new rule)*. Name the rule "*Archiving rule*" and give it two conditions: It was sent to or received from … [search for your own contact information] and it includes the word *"File"* in the mail's subject. Under the section *"Add an action"* select *"Move to"* [the archive folder you created].

Tip 5. Take the cursor over a message in the Inbox message list and see what happens.

Tip 6. You can create categories and assign them colors in the by selecting *Categories* at the top of the email window. To set a category for email open the *context sensitive menu* of the message. In other words, take the mouse over a message in the message list and richt-click to open the menu.
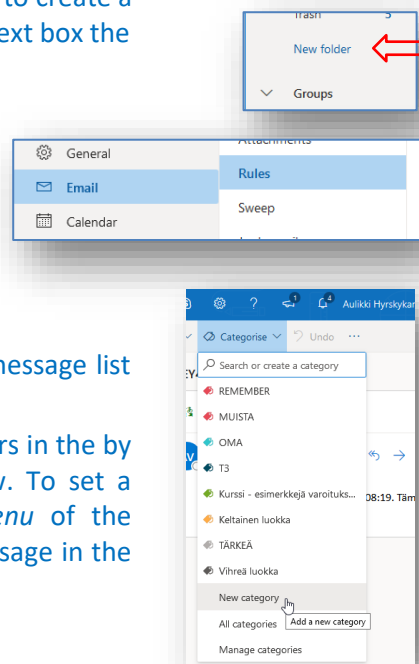
Tehtävä 3 (2p): Creating a OneNote Notebook
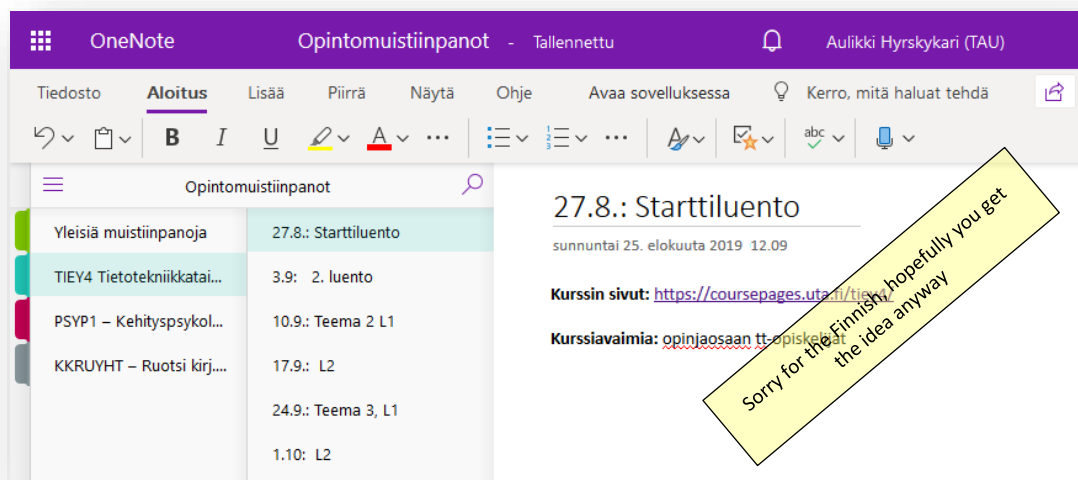
Create a blank notebook in your OneDrive and build a "logically rational" OneNote-notebook with at least 3 sections and at least some of them have several pages. **Tip 7**. The point is to create a thought-out notebook with logically built sections and pages so

that it could be used to make notes in some situation. You can use the template below to build a similar structure for your own studies or build a different structure of your choice. Save the notebook. Take a screenshot of the notebook you created so that also your name in the top right corner shows.

Task 3 solution: Take a picture of your notebook according to the example picture.

Tip 7. Log in at Office 365 and open the OneNote web application. Create a new (blank) notebook. To add sections and pages click on **+Section** and **+Page** at the bottom.

Task 4 (3 p): Sharing in OneDrive Office 365 -service
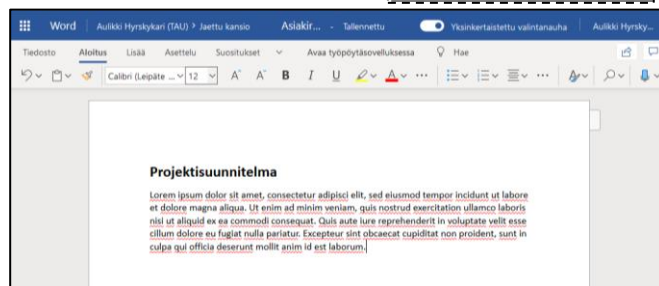
Open OneDrive Office365. Do the exercises a, b and c.

(a) Create a folder in your OneDrive and name it *Shared file.* Find a link to this folder to share the content of the folder with anyone. Add the link to section a as a response. **Tip 8**
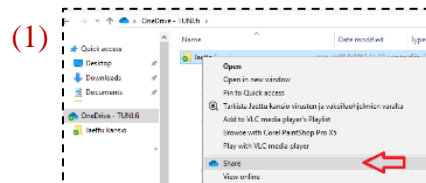
(b) Create a Word Online -document in the folder you just created and name it as Project plan which you'll edit in your browser. Type Project plan as the title and add a few lines of text.**Tip 9** Note that normally (especially in theme 3) a Word application that is installed to a computer is used but this time we test the browser version of Word on purpose.
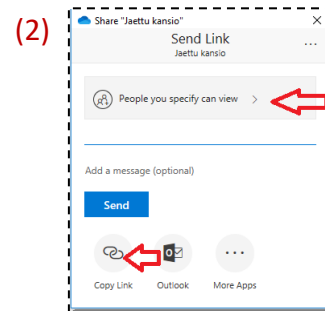
(c) Create a folder in your OneDrive and name it as *Another shared folder.* Share this folder also using a link and add it to section c as a response. Then disable the link and tell us how it's done?

Task 3 solution: section (a): link in the folder you shared, section (b): no need to add anything.– you will receive points from this section if the folder you shared in section a contains the Project plan-document, and section (c) a link to the other shared folder (the link won't work because you disabled it.), as well as a short answer in text (2-3 sentences).

Tip 8. Open context sensitive menu for the folder you created ((1) in the adjacent picture). Click on **Share**. The message box (2) opens, in which you can share the folder with everyone who has the link. Note that here you could allow rights to edit the folder as well. Click on **Copy Link** in the bottom marginal and copy the link (**ctrl + c**) that opens into a small window. Add the copied link to your document as a response. The link will look long and confusing because it has to be unique.

Tip 9. Open OneDrive in browser O365, navigate to the folder you just created and select **New Word document**. Name it as ProjectPlan, and give also the document a header "Project Plan" (Projektisuunnitelma, in Finnish, see the third picture).

Task 5 (1 p): Yammer in Office 365

Open Yammer in your Office365 (adjacent picture). Yammer is a social media service developed for organizational use. However, so far its use has been rather mild at the University of Tampere. How could it be utilized in studies? How do you create a new group? A group doesn't need to be created, description will do.

Task 5 solution: Short (5-7 sentences) answer in text.