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# Working With Microsoft Office 365: Running Your Small Business In The Cloud (Business Skills)



## **Synopsis**

Take control of your small business communication and increase your productivity with Microsoft Office 365 cloud services. Through extensive walkthroughs, easy-to-follow procedures, and real-world tips, you'll learn how to implement Office 365 for professionals and small businesses without having to be an IT expert. You'll also gain valuable knowledge on configuring, deploying, and maintaining Office 365 no matter which plan you choose. Discover how to:

- Deploy and manage Office 365 cloud services quickly and easily
- Improve your business image with a custom website and email domain name
- Set up Office 365 on individual business PCs and simply migrate your email
- Share lists, calendars, and contacts with Microsoft Outlook® and Exchange Online
- Stay connected to your business almost anywhere through mobile devices
- Optimize team collaboration and file sharing using Microsoft SharePoint® Online
- Keep in touch with important contacts using instant messaging, conferencing, and video
- Use Microsoft Lync® Online to chat in real-time, or augment phone calls with text

## **Book Information**

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## **Customer Reviews**

I had the opportunity to get a copy of the NEW book by Brett Hill called "Working with Microsoft Office 365: Running your small business in the cloud.. Let me first say "WELL DONE BRETT!" Brett Hill is a Microsoft Office 365 MVP, is a consultant, speaker, trainer, and author, specializing in cloud computing and online services. This book was so well written for almost every type of user, but it

focused on helping out "non-technical" users in using Office 365. The chapters were so well designed....taking the reader from the beginning and walking you all the way through using the entire suite of features that Office 365 has to offer. From managing users to OWA to Lync Server. Some IT folks might find the book a little "elementary", but remember this book is designed for small business owners that have not technical back ground. Even with my background, I found the book still had information that I hadn't thought of, or would have missed. You all know that I've been a little leery about moving to the cloud, but Office 365 is starting to "wear" me down! I was impressed (HEY MICROSOFT...TAKE NOTE HERE!) with how the author not only showed off features, but also included real world examples, and then "showed" you how to accomplish a task (maybe I'm a little bias here, but that's the way I teach my classes). I wish that all the Microsoft Curriculum/Press books where written this way (again kudos Brett). I personally used the book to setup my own Office 365 site and found answers to many of the questions that I had as well as questions I know basic users will have. Shell out an extra \$6 and pickup your own Office 365 site...

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