



- Office 365 provides anywhere access to familiar Office tools.
- Access your email and files anytime, and from anywhere.
- Work in documents together in real-time.

### Outlook



- Send and receive emails
- Create and share calendars
- Increase collaboration with Groups

### OneDrive



- File storage for your files
- Share and collaborate with colleagues on documents
- Access documents anywhere

### OneNote



- Your digital portfolio
- Create interactive content
- Embed files, audio, video
- Provide instant feedback

### Teams



- Increase communication, collaboration, and creativity among members
- Easily integrate O365 tools

### Sway



- Digital presentation tool
- Create presentations, newsletters, blogs or portfolios

### Forms



- Create self-grading quizzes
- Easily collect data
- Generate reports using real-time analytics

### Planner



- Organize tasks visually
- Increase productivity with shared tasks

### Minecraft



- Play-based learning
- Foster creativity and teamwork

### Microsoft Office



- Edit your files from anywhere, at anytime
- Work simultaneously on the same file without editing restrictions
- Access the latest version of Office