

## Office 365 Glossary

<b>Accessing City Resources Remotely</b>	Allows employees to access City resources outside the City network firewalls. O365 allows users access from any device at any time by default.
<b>App</b>	Features that a Site Leader or Administrator can add to a SharePoint Site, like calendars, tasks, lists, document libraries.
<b>Cloud</b>	A remotely-hosted service that stores files, applications and media on secure off-site servers. The physical IT infrastructure is managed off-site, which means content is not stored on City computer hard drives or City-hosted servers.
<b>Contributor (SharePoint Online)</b>	These are the people who work in the site, adding, editing, and sharing content as defined by the SCA and/or Site Leader. These individuals do not have administration rights.
<b>Document Libraries</b>	SharePoint Online location to securely store and access folders and documents such as files, pictures, spreadsheets and presentations.
<b>Evergreen Updates</b>	The monthly process by which Office ProPlus services are updated. The updates are tested internally and then deployed to users.
<b>External Access</b>	Allows non-City partners (like consultants or contractors), when granted permission, to view or edit documents or folders on the City's OneDrive or SharePoint Online.
<b>Lync</b>	Collaboration service that provides instant messaging, audio and video conferencing and online presentations
<b>Newsfeed</b>	Posts of conversations and activities from people, documents, sites and tags. You can "follow" Items you are expressly interested in. Similar in concept to a Facebook Timeline.
<b>Office 365</b>	A suite of products intended to increase collaboration and efficiency and are hosted in the Cloud by Microsoft. Services include Office Online, SharePoint Online, OneDrive, and Exchange Online.
<b>Office Online</b>	A web-based version of Office applications, including Word, Excel, PowerPoint, and OneNote that you access from your browser. Its features are reduced from the standard version, but the Online version allows a person to work on a document from a computer without Office installed.
<b>Office ProPlus (Office 2013)</b>	The installed version of Office on a device like a laptop, tablet or smartphone that is licensed with an Office 365 subscription.  Note: These applications will appear under an "Office 2013" folder in your Start menu.
<b>OneDrive for Business (appears as <i>OneDrive – City of Seattle</i> in Save As)</b>	A user-specific storage location in the Cloud to organize work documents – like a "cloud cousin" of your Home Drive. Users also can share files and directories with others, in accordance with the City Acceptable use Policy.
<b>OneNote</b>	A note taking application that is part of Office ProPlus. The application uses "notebooks" and "sections" to organize notes.

<b>Provision</b>	Term that means the IT staff has set up your account to use Office 365.
<b>SharePoint Online (SPO)</b>	Cloud-based collaboration and document storage platform
<b>Site Collection Administrator - SCA (SharePoint Online)</b>	Individuals who create, control and manage sites and site features and grant permissions.
<b>Site Leader (SharePoint Online)</b>	Level below Site Collection Administrator. Individuals who customize and maintain one or more existing sites and manage permissions, but do not have full administrator rights.
<b>Subscription</b>	Instead of buying a license, the City pays a subscription fee for Office 365. This payment model costs less than buying licensees.
<b>Sync</b>	<p>The process where the contents of a OneDrive or SharePoint Document Library is copied to a computer and updated back and forth between the local drive and Cloud. The purpose is to enable offline users to edit documents stored in the Cloud.</p> <p>Note: Users should not sync files to any non-City-owned device to protect you and your non-City-owned device from public disclosure.</p>
<b>Team Site (SharePoint Online)</b>	A Cloud-based, centralized collaboration and storage space where a group or team can work together on documents, information, and communicate ideas.