

Office 365 Quick Reference

The Cloud

Secure servers managed remotely off-site that store files, applications and media. This means the content is not stored on City computer hard drives of City hosted servers, so users can access their work anywhere with an internet connection.

Office 365

A comprehensive suite of products hosted (located) in the Cloud by Microsoft that include the familiar Office applications like Word and Excel, plus SharePoint Online, One Drive, Office Online and Exchange Online.

Office ProPlus (Office 2013)

The version of Office installed on City computers, laptops, tablets or smartphones that are licensed with Office 365 subscriptions. In the Start Menu, the folder will appear as "Office 2013".

Office 365 = Office ProPlus = Office 2013

Office Online

A web-based version of Office applications, like Word, Excel, and PowerPoint 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 online.

This is important because you can work on a document securely in the cloud and without downloading it on to your personal computer or device.

Be Aware: If you download City documents to your personal computer, you run the risk of compromising City information security and you leave your computer open to public disclosure review.

SharePoint Online

Cloud-based collaboration and document storage platform. A SharePoint Online Team Site allows a group to work together on documents, and share information and ideas in a central location accessible to the team.

OneDrive for Business

This resource will appear as "OneDrive – City of Seattle" and is a user-specific storage location in the Cloud for City business. Think of it like a "Cloud Cousin" of your network Home Drive. Users also can share files and directories with others, in accordance with the City Acceptable use Policy.

Exchange Online

Microsoft Outlook 2013 that is located in the Cloud, on secure Microsoft servers. Robust anti-malware and anti-spam filtering protect mailboxes. Microsoft provides disaster recovery, and security experts who monitor Exchange Online around the clock to safeguard your data.

City employees will also archive emails in Exchange Online by dragging and dropping messages into specific policy folders. This method of Archiving replaces Mimosa/NearPoint.

ZyLAB

Archiving and eDiscovery software used to search, locate, and collect emails for public disclosure, litigation or investigations. This tool will be mostly used by Public Information Officers and the Law Department.