



# Office 365 Apps For Dummies

*Ken Withee, Rosemarie Withee*

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**Office 365 Apps For Dummies** Ken Withee, Rosemarie Withee

**Access your Microsoft Office tools and productivity apps from anywhere, on any device, and while on the go using the Office 365 apps**

*Office 365 Apps For Dummies* is a comprehensive guide to the new Office 365 apps and the Office 365 App Store. Work virtually anytime, anywhere, and on any device with the expert tips, tricks, and techniques that help you get the most out of Microsoft's cloud-based environment. Step-by-step instructions walk you through everything you need to know, so you can get up to speed and working quickly. You'll learn how to use your desktop to access your work in the cloud, and how to stream the desktop apps to your computer without downloading a thing. You'll get acquainted with the entire suite of Office productivity tools and server products, and learn why a secure and fully integrated cloud environment is an indispensable tool. Before you know it, you'll slip right into the Office 365 workflow and wonder how you ever lived without it.

Office 365 allows companies of all sizes to get the same world-class enterprise software through the cloud. The Office 365 App Store is your source for cloud-based Office apps, fully endorsed by Microsoft and their extensive development platform. This book shows you the ins and outs of the App Store and the apps, to help you take advantage of everything Office 365 has to offer.

- Learn how Office 365 fits into your workflow
- Use Microsoft Office apps on your own terms
- Understand SharePoint, Lync, and Exchange
- Master administration of apps in Office 365

If you're new to cloud computing, Office 365 will be a revelation. All of your work is available at any time, and on any device. No more emailing yourself important files, or being lost after a crash—*Office 365 Apps For Dummies* shows you how to take it to the cloud.



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