



# Portiva Update Office 365

## About this Office 365 Portiva Update – [October 2018](#)

We like to inform our customers on a strategic level and of course preferably in person. However, we also would like to keep you up to date monthly, with all the news coming from Microsoft about Office 365. With this update, we hope to achieve that you have a better and clear understanding on how those new updates could impact your business, and what you can do with/about them.

We marked each message sent by Microsoft with a flag to mark their importance, interpreted by Portiva professionals that use their experience to weigh these new or updated experiences for our customers.



New features that are relevant and interesting for your organization



Changes/updates that have direct impact on user / admin experience, important to know!



Noticeable but less important updates

With post-it notes we provide you with specific advice on how to handle that specific change or new feature.



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# Portiva Update Office 365

## Office 365 General updates

New feature: Ideas in Excel and PowerPoint Online.

Office continues infusing AI technologies across its apps to help people do their best work. Ideas is about bringing together related services and features in an intelligent way to create smart, actionable suggestions that save you time and enhance your content. Ideas proactively surfaces suggestions that are relevant and tailored to what you're working on, and meets you where you are in your workflow to reduce the time and effort you need to spend to get things done in Office.

Intelligent assistant in creating new and smart content. Make sure to check it out and inform end-users to use these fancy tips and tricks!

Updated feature: Ribbon in Word Online, PowerPoint Online, and Excel Online.

After this change takes place for your organization, you'll see a simplified ribbon where commands are laid out in a single row. There is no change to the functionality of the ribbon and your users will be able to opt-out of this experience if they prefer the previous version.

More room for your content in the online tools. Make sure to adjust your training materials.

We're updating the look of Office 365 desktop apps.

Users will see new colors and scalable icons in the topline ribbon for Desktop (Windows) versions of the apps. These updates will show new modern icons that are simpler and more accessible, and a ribbon experience that highlights the rich collaboration features available in the Office apps.


Office for desktop has changed a lot. Communicate these changes to your end users & trainers!

We began gradually rolling this out to Targeted Release organizations in late September. It will roll out to all Office 365 organizations over the course of the next few months, and we anticipate rollout completion by the end of the year.

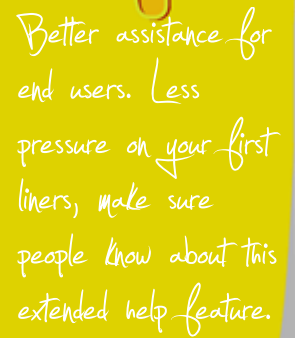


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Updated feature: The help and support pane is now available from the Office 365.

 The new and improved help and support pane provides contextual help on top issues, access to the latest support information, and the ability for admins to customize the pane with their company's helpdesk information.

The same services that power help and support in Office desktop clients, are now extended to the web.



Better assistance for end users. Less pressure on your first liners, make sure people know about this extended help feature.



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## Microsoft Teams updates

Updated feature: New Calls app button location in Microsoft Teams.

In order to make the calling in Microsoft Teams more accessible, we are adding an additional calls app button to the left rail in the Teams home page. There is no change in available functionality, and if you have previously disabled calling in Microsoft Teams your settings will be honored. We'll begin rolling this feature out soon.

Continued call integration within Microsoft Teams. There is one overview of your call history and suggested contacts from which you can start your next call!

New schedule management and Home screen features coming to Teams; StaffHub will be retired.

We are pleased to announce that Microsoft Teams is evolving to include a new set of capabilities that will simplify schedule management and help deliver the tools for every worker to get the job done. Because our investments in schedule management have been developed with Firstline Workers in mind, we've decided to retire Microsoft StaffHub and bring this capability in addition to a new Home screen experience, into Teams, making it the platform for all workers.

If you were using StaffHub you should look into this because StaffHub will be deprecated. Teams gets all functionality that used to be in StaffHub.

Customers using Microsoft StaffHub, today, have been notified via MC149091. If you did not receive this notification, and you were planning to utilize StaffHub, we encourage you to explore Microsoft Teams, the ultimate hub for teamwork for employees.

Updated Feature: Microsoft Teams Help Experience.

We are streamlining and enhancing the help experience in Microsoft Teams to ensure product help is up to date and most relevant to end users. We are replacing the "Feedback" icon with "Help", integrating additional help assets and removing the FAQ, Conversation & T-Bot options. T-Bot will continue to appear in some users chat history. Clicking the T-Bot icon will redirect users to the new help experience. Users can simply hide this icon to remove it from their chat list.

Some very small changes to the help functionality within Teams. There is little impact for end users. a

We'll be gradually rolling this out to Standard Release customers in October 2018 and the roll out will be completed worldwide by the end of October, 2018.



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## SharePoint Online updates

New feature: @mentions in page comments in SharePoint Online.

After this change takes place, users will be able to @mention their colleagues in the comment section of modern pages & news posts. This functionality is available in SharePoint Online and in SharePoint Online mobile apps for Android and iOS. The person who is mentioned will be notified via push notification in the SharePoint Online mobile app and in email.

If the mentioned individual does not have access to the page where they are mentioned, then no notification is sent to the user. When mentioning a person, the commenter is made aware if the person does not have access to the page they are being mentioned in, and that they will not be notified of the mention.

More alert possibilities that will ease additional emails or push notifications. Make sure to check this out and decide what to do in advance!

New feature: Create a reminder in SharePoint Online.

After this change takes place, if you have a custom date column in a list or library, you can now create an email reminder a number of days in advance of the date column selection.

We began gradually rolling this out to Targeted Release ("entire org") customers in early October, 2018, and the rollout will be completed worldwide by the end of October. This rollout is excluded from Office 365 subscriptions where Microsoft Flow is not available today.

An easy way to provide reminder functionality directly to your endusers, without the need to configure a workflow that needs to be maintained!



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We're improving your SharePoint admin center.

The new SharePoint admin experience provides a completely revamped SharePoint admin center that draws heavily on our modern principles an administrative console designed to help IT achieve more, so their users can achieve more. Beginning in late October we're adding new capabilities to this admin center to include:

- The ability to set as your default admin center
- Improvements to managing group-connected sites
- New options to manage and configure hub sites and associated sites
- Additional options to allow for configuring default site creation properties

We'll be gradually rolling this out to Targeted Release "entire org" customers in late October, and the roll out will be completed worldwide by the end of January.

New feature: Add Microsoft Teams to existing Office 365 Groups directly from SharePoint Online team sites.

With the availability of this feature, Office 365 group owners will be able to add a Microsoft Teams' instance to existing Office 365 Groups directly from SharePoint Online team sites. This provides a direct, one-click mechanism to create a Team and associate it with an existing group from the bottom-left of the home page of a SharePoint Online team site. This complements, and simplifies, the existing multi-step capability of doing the same from within the Teams experience.

