

WHAT'S NEW FOR 365?

Find out all the latest updates for 365 from OneNote to Copilot.

OneNote for Apple Vision Pro

OneNote is a note-taking app that helps you organise and manage your information and tasks. Now, you can use it on Apple Vision Pro, a device that lets you interact with digital content in 3D space. Microsoft and Apple have worked together to make their productivity apps, like Word, Excel, and Teams, compatible with this technology. OneNote has special features for spatial computing, such as:

- Placing your travel notes on a virtual map and accessing them at your destination.
- Creating a spatial calendar and getting reminders in your view.
- Organising your notes in a spatial grid and moving them to different categories or priorities.

You can use gestures, voice, and eye tracking to control your notes. You can also collaborate with others in real time, using Teams and spatial sharing.

How to Install OneNote

Follow these steps to install OneNote on Apple Vision Pro:

1. Connect your device to the internet and charge it.
2. Open the App Store and search for OneNote.
3. Tap Get and wait for the app to download and install.
4. Launch the app and sign in with your Microsoft account.
5. Turn on the Updates toggle in the App Store settings to get the latest features and fixes.

Account Support and Features

OneNote for Apple Vision Pro supports personal and non-organisation-managed work accounts. If you have an organisation-managed work account, you'll need to wait for a future update. Some features are still in development and will be released soon, such as:

- Handwriting recognition and conversion.
- Audio and video recording and playback.
- PDF and image import and export.
- OneDrive sync and backup.

Mind Maps in Visio for the Web

Visio for the web is a diagramming tool that lets you create and share diagrams online. You need a Visio Plan 1 or 2 subscription to use it. Visio for the web has a new Mind Map template, that helps you brainstorm and organise your thoughts. Mind maps are visual maps of ideas and concepts, that start with a central topic and expand with branches and nodes.

They are useful for:

- Planning projects and strategies.
- Generating and organising ideas.
- Summarising and presenting information.
- Solving problems and making decisions.

Mind maps can improve your thinking, memory, and communication. They can also boost your creativity and imagination, by showing different perspectives and connections.



How to Create a Mind Map

Here's an example of how to create a mind map in Visio for the web. Alex is a project manager who wants to plan an advertising campaign for a new product. He does this:

1. He opens Visio for the web and selects the Mind Map template.
2. He types the name of his product in the centre and presses Enter.
3. He adds the main branches of his mind map, such as Target Audience, Marketing Channels, Budget, and Timeline. He presses Tab to create a sub-branch, and Shift+Tab to go back to the main branch.
4. He fills in the details of each branch, using keywords, phrases, and questions. He also adds icons and images to make his mind map more visual.
5. He changes the colours, shapes, and fonts of his mind map in the Format pane. He uses the Layout options to arrange his branches and nodes.
6. He saves his mind map to OneDrive and shares it with his team via Teams. He asks them to review and comment on his mind map and invites them to a virtual meeting to discuss it.

By using a mind map in Visio for the web, Alex can plan his campaign clearly and efficiently. He can also work with his team and get their feedback.

New Features and Trials

Visio for the web has other new features, such as:

- New sample diagrams, such as Basic Flowchart, Cross-Functional Flowchart, and Organization Chart.
- A 30-day free trial for new users, who can sign up with their Microsoft account and start diagramming.

You can join the Visio Insider Program to get early access to new features and updates and share your opinions with the Visio team.

New features in Visio for the web (Preview)

We are excited to announce some new features that are now available in Visio for the web (Preview). These features are designed to help you create and manage diagrams more easily and efficiently, whether you are working individually or with a team. Here are some of the highlights:

New sample diagrams, such as Basic Flowchart, Cross-Functional Flowchart, and Organisation Chart.
A 30-day free trial for new users, who can sign up with their Microsoft account and start diagramming.

Bookings new Homepages

You can join the Visio Insider Program to get early access to new features and updates, and share your opinions with the Visio team.

Centralised Hub: The updated home page serves as a centralized hub for all Bookings activities, allowing easy access to both personal and shared bookings.

Personal Bookings: Users can manage their own appointment timeslots, share availability, and create meeting types for specific activities.

Meeting Types: These are customisable appointments with options for name, description, duration, location, and availability.

Shared Bookings: Booking pages for teams to manage appointments collectively, with enhanced onboarding for new users.

The update focuses on improving the user interface and experience without altering existing functionalities. It aims to make appointment management more intuitive and integrated into users' workflows.

Using Container in Visio for the web

Containers are useful tools to organise and arrange shapes in your diagrams. They can help you group related shapes, apply styles, and manage shape properties. Here are some of the features that containers offer in Visio for the web:

Adding Containers: Easily group related shapes by selecting them and using the Insert tab to add a container, or right-click to add shapes to a new or existing container.

Container Styles: Choose from over a dozen styles like Rounded, Translucent, and Brackets to customise the look of your containers.

Managing Shapes: Drag and drop shapes into containers, highlighted by a green outline, or drag them out to remove them from the container.

Container Options: Access the Container tab in the ribbon to fit containers to contents, change styles, rotate text, and lock contents.

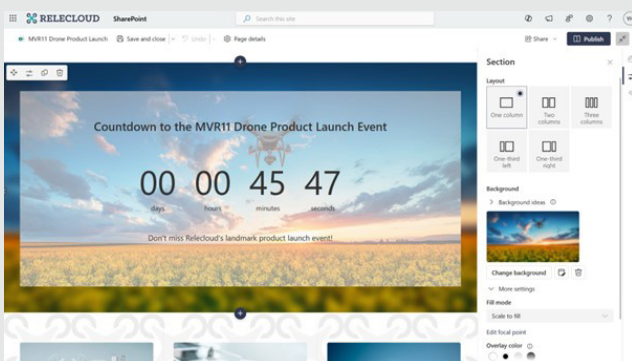
With containers, you can create more structured and visually appealing diagrams in Visio for the web.



Introducing the section backgrounds in Sharepoint Pages and News

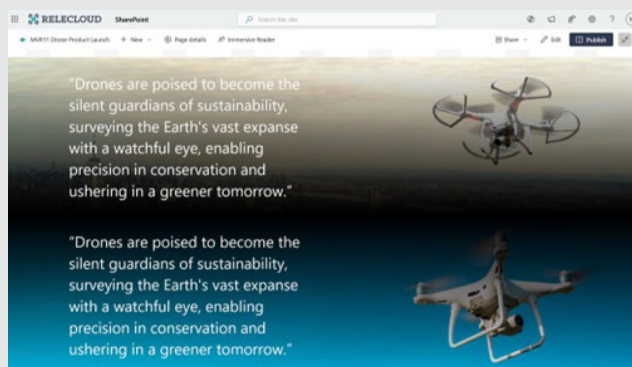
Microsoft have updated the section background feature in SharePoint Pages and News. With this feature, authors can create beautiful pages with featured sections.

SharePoint now lets you add an image or gradient colour to the page sections from a new set of options. And lets you personalise the sections backgrounds with your own images.



A see-through overlay has been automatically added to make the text easier to read when you set an image or gradient colour as section background.

More settings have also been added like Fill mode, Overlay colour, Overlay opacity to help you do more customisation, and follow accessibility best practices.



Tip! How to create a smooth border between two sections in View mode: For the upper section (sky), choose Dark Gradient Overlay - Bottom to top - Set Opacity to 100; For the lower section (lake), pick Dark Gradient Overlay - Top to bottom - Set Opacity to 100.

Finally, there is now an enhanced focal point setting experience. You will be able to set it when Fill mode of background is "Scale to fill".

Copilot in Viva Engage is now generally available

Copilot helps you get more out of Viva Engage

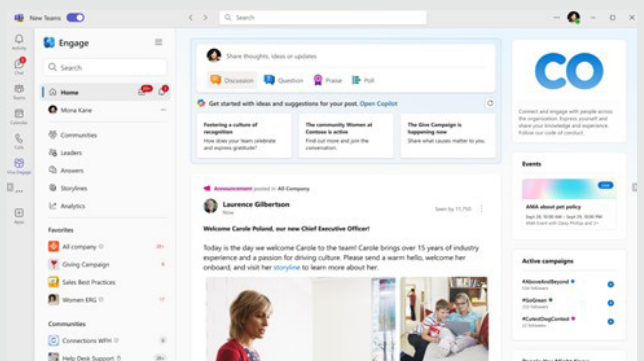
Copilot in Viva Engage is activating worldwide for Viva Engage users who have a premium license. The feature will be on by default or in alignment with feature access management settings.

Please note: The Copilot in Viva Engage experience is purpose-built to assist with post recommendations and post creation. Copilot in Viva Engage does not yet support search across Viva Engage.

Copilot helps you get more out of Viva Engage. If you are an individual team member, corporate communicator, or organisational leader, Copilot in Viva Engage can help you engage with others at work in ways that create value for you and your organisation.

Communicating your accomplishments, objectives, discoveries, questions, interests, and updates can help you achieve your goals, shape culture, and drive action. That's what Viva Engage is all about, and now Copilot helps you get more out of Viva Engage by suggesting where to engage and assisting you with writing your communications.

You can access Copilot in Viva Engage when creating a post on the home feed, in a community, in a campaign, or on your storyline. Copilot is also available for articles on Viva Engage.





Copilot helps you Discover Opportunities to Engage

Copilot makes personalised suggestions about where to engage based on your activity and what is trending in your organisation's network. These suggestions, or Conversation Starters, bring together information from across Viva Engage to help you:

- Have an active voice in the Viva Engage communities that matter to you. With each community suggestion, Copilot provides a summary of the community's purpose and recent trending posts to inspire how you might like to join the conversation.
- Participate in Viva Engage campaigns. Copilot suggests campaigns sponsored by your leaders and/or aligned with your interests. It also summarises the campaign's purpose and recent posts to help you contribute to these shared initiatives.
- Post on Storyline in ways that improve culture and productivity for yourself and others. Copilot includes a library of research-backed post suggestions that encourage best practices like recognising one's teammates, sharing your knowledge, or learning goals, and communicating your plans for the future.

While Copilot in Viva Engage cannot yet answer questions about Viva Engage data – this is planned for the future – Conversation Starters can currently provide context to help you create posts based on your own Engage network activity.

When you choose a suggested Conversation Starter, it will serve as the basis of your collaboration with Copilot. This gives Copilot additional information about your task at hand. For example, when you choose a community conversation starter, Copilot will help you brainstorm ideas for your post based on recent themes of conversations that are happening. If you choose a campaign starter, Copilot will help you start drafting a post based on the campaign goal and ways others are participating in the campaign.

You can also choose to collaborate with Copilot without selecting a Conversation Starter. In this case, Copilot in Viva Engage will assist you to create a great post for Viva Engage in general. You can always provide Copilot with more information about what you're trying to achieve, and in fact, that is encouraged!

Copilot helps you Discover Opportunities to Engage

Once you have an idea of what you'd like to post about, you can leverage Copilot to craft your post –tapping into the power and flexibility of Large Language Models (LLMs) with Microsoft Responsible AI protections.

Whether you're starting from scratch or working from a draft, Copilot in Viva Engage can help you write, edit, get feedback on your post, and more. For users who are new to AI collaboration, suggested prompts provide examples of how to get the ball rolling with Copilot. These suggestions guide you to collaborate with Copilot in ways that are particularly useful to the task at hand –writing a post that is engaging and expresses what you've got to say.

Examples of Copilot's suggested prompts:

- Brainstorm ideas for a post about...
- Give me a post template about...
- Rewrite my draft to be more concise.
- Make my draft more engaging.
- Read my draft and predict questions readers might have.
- Suggest how to increase authenticity.
- And more, including your own custom prompts!

Of course, you can go beyond these suggestions and get creative with how you ask Copilot for assistance by submitting your unique prompts. For example, if you need a key piece of information to be memorable and you'd like to have a little fun, you might ask Copilot to turn your writing into a poem. As you collaborate, Copilot will provide proactive coaching nudges to help you maintain the authenticity of your communication and express your unique personality, perspective, knowledge, and insight.

You might create a Viva Engage post to share effective ways to work with Copilot. If you are a corporate communicator on Viva Engage, you might like to start a Viva Engage campaign so team members can add a hashtag to these posts, enabling people across the organisation to explore and learn best practices together.



In partnership with **Bechtle Software**

Bechtle Microsoft Training Portal

The Microsoft portfolio is vast and it's vital to ensure that when adopting the technology, you make use of all the features available to maximise your return on investment and productivity. To do this, the ability to provide your end-users with a platform for continuous learning not only ensures you get the most out of your investment, but removes the hands-on task of training from HR/IT.

Introducing our fully customisable, user friendly, and cloud based online training portal that provides an always up to date library of short, to the point video tutorials, produced by Microsoft's Most Valuable Professionals (MVP's). The portal covers the entire suite of Microsoft online services, with some handy extras such as the ability to access the portal via an app integration within Microsoft Teams. The Bechtle online training portal gives you access to virtual experts at your fingertips 24/7, this will help improve your end user's understanding of Microsoft services, increasing their productivity and adoption post any migrations/implementations. From an administration perspective, you can assign learning paths to individuals and groups to match their available functionality and track progress on a single-pane dashboard.

Deployment process – Best practise



1. Onboard
Bechtle will work with you to fully customise the portal to your business, from logos to learning paths.



2. Pilot
Track uptake and activity with a handful of users from across the business.



3. Rollout
Integrate with your new starter onboarding process and provide access to departments of your choice.



4. Manage
Regularly check the progress of your users and award key achievements.

Why choose this Package?

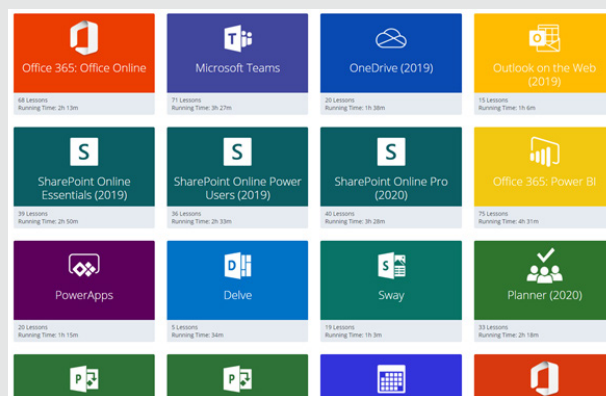
- A flexible per user, per month payment model, with the option for longer term commitments.
- On-demand training available at your fingertips to complete in your own time, at your own pace and in your preferred language.
- Fully tailor your online training portal with company logos, customised product searches and more.
- Regularly updated content as new products/features become available - helping end users to evolve with the technology.

Why Bechtle?

- One of Microsoft's largest European partners.
- A Microsoft Solutions partner.
- Broad range of professional services, provided by certified engineers.
- End to end support across the entire Microsoft portfolio.

Cost:

- 95p per user, per month.
- 30+ day trials available.
- Please enquire for bulk discounts.



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