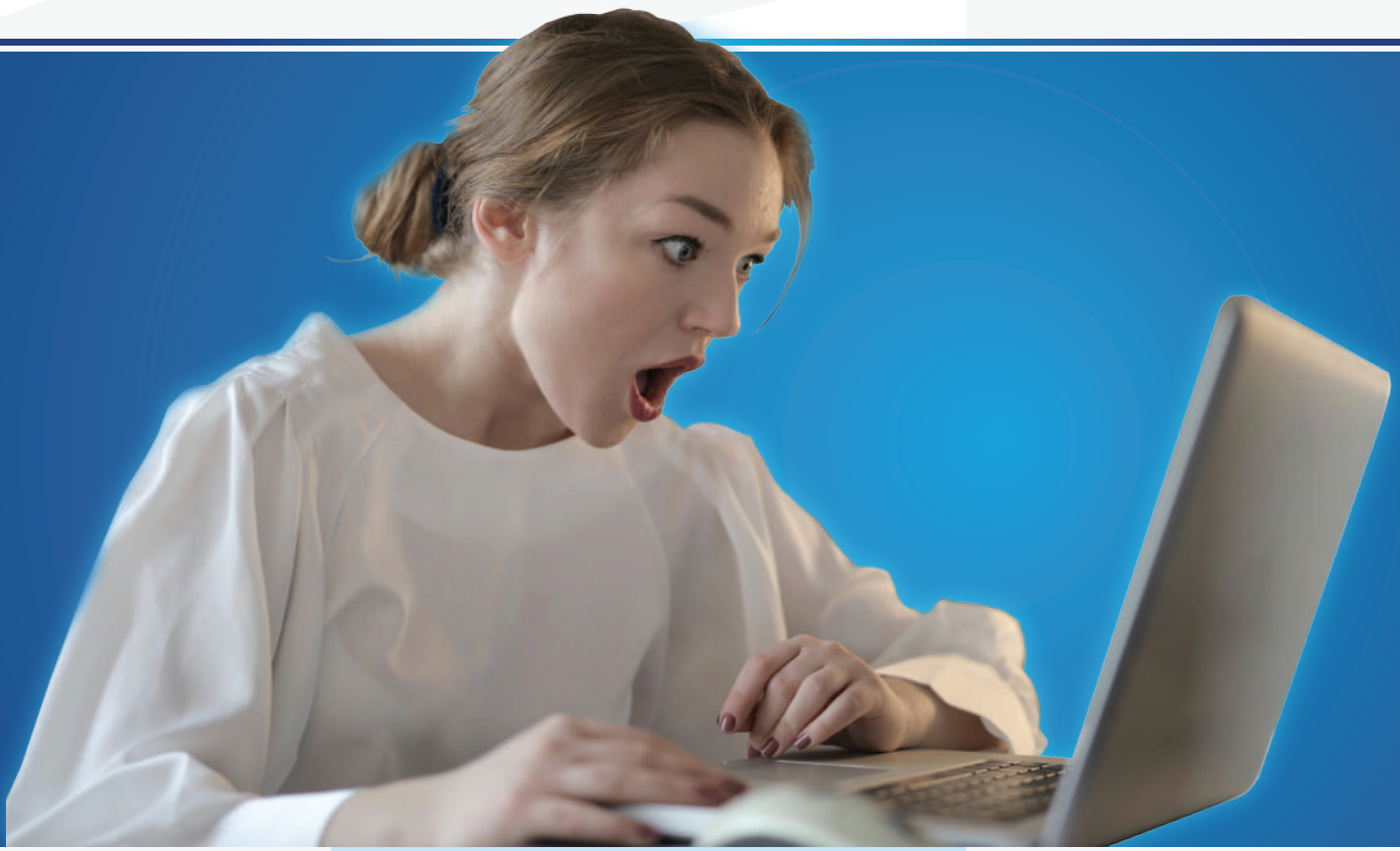


# Hidden gems of Microsoft 365



20 popular Microsoft 365 apps explained:



# Hidden gems of Microsoft 365

Microsoft 365 has an extensive and powerful suite of apps, but most organisations do not take advantage and harness that power. A major reason for this is that they are simply unaware of their existence. Others are simply satisfied with their current tools and workflows, but these tools often come at an extra cost.

If the only applications you are using are Word, Excel, Teams and PowerPoint, there's likely a lot more value you can extract from a 365 subscription. So whether you're trying to increase productivity, reduce costs, or you're just curious to see what's offer, this guide is a starting point to discover the perfect applications for your organisation.

We will introduce the 20 *most popular* Microsoft 365 applications, so you will see the apps you are familiar with, as well as some that you are not, but all of them have proved valuable for many companies worldwide.





**Microsoft Word:** A word processing app that lets you create, edit, and share documents with various formatting, editing, and collaboration features.

Word is included in the 365 Business Basic subscription as a web and mobile version. But for the desktop version with premium features, you need 365 Business Standard or 365 Apps for business.



**Microsoft Excel:** A spreadsheet app that allows you to perform calculations, analyse data, create charts and graphs, and collaborate with others.

Word is included in the 365 Business Basic subscription as a web and mobile version. But for the desktop version with premium features, you need 365 Business Standard or 365 Apps for business.



**Microsoft PowerPoint:** A presentation app that enables you to create, edit, and deliver slideshows with various designs, animations, and transitions.

Powerpoint is included in the 365 Business Basic subscription as a web and mobile version. For the desktop version with premium features, you need 365 Business Standard or 365 Apps for business.



**Microsoft Teams:** A team management platform that allows you to chat, call, meet, and collaborate with your colleagues and external partners. It also integrates with other Microsoft 365 apps and third-party services.

Teams is included with the 365 Business Basic subscription, but if you want to access to premium features, such as webinar hosting, attendee registration and reporting tools, and advanced security and compliance features, you need a Teams Premium add-on license, or a higher level subscription.



**Microsoft Outlook:** An email, calendar, and messaging service that helps you manage your communications, schedule, tasks, and contacts.

The web and mobile version of Outlook is included in a 365 Business Basic subscription. But for the desktop version with premium features, you need Business Standard or higher.



**Microsoft OneDrive:** A file sharing and collaboration tool that lets you store, sync, and access your files across devices. It also integrates with other Microsoft 365 apps and allows you to co-edit documents in real time.

OneDrive is available with a Microsoft 365 business basic subscription (or higher).



**Microsoft SharePoint:** A content management platform that allows you to create and manage websites, intranets, portals, and document libraries. It also supports workflows, search, and social features.

SharePoint is a web app that's available through your browser. It's available with a Microsoft 365 business basic subscription (or higher).



**Microsoft OneNote:** A notetaking platform that lets you capture and organise your notes in digital notebooks. You can also sync your notes across devices and share them with others.

OneNote is available with a Microsoft 365 business basic subscription (or higher).



**Microsoft Power BI:** A business analytics tool that helps you visualise and analyse data from various sources. You can also create interactive reports and dashboards and share them with others.

You need a Power BI Pro or Premium Per User license to use Power BI



**Microsoft Sway:** A digital storytelling platform that allows you to create interactive presentations, newsletters, reports, and more. You can also pull content from various sources and embed multimedia elements.

Sway is available for anyone with a Microsoft account. But with a 365 business basic subscription or higher, you get access to premium features.



**Microsoft Planner:** A task management app that helps you create plans, organise tasks, assign responsibilities, and track progress. You can also chat with your team members and attach files to tasks.

Planner is bundled for free for every organisation subscribed to the 365 software suite. You need an Office enterprise plan (E1, E3, or E5), an Office education plan, or Office business essentials to get access to it



**Microsoft To Do:** A personal productivity app that helps you create and manage your to-do lists. You can also set reminders, due dates, steps, notes, and priorities for your tasks.

To Do is a web or desktop app that's free to anyone with a Microsoft account.



**Power Automate:** An automation app that allows you to create workflows between your apps and services. You can also use pre-made templates or create your own flows with a point-and-click approach.

A limited version of Power Automate is available to anyone with an email address, but to remove those limitations you need a paid plan, such as 'per user' or 'per flow'.



**Microsoft Intune:** Microsoft Intune is a cloud-based service that helps you manage and secure the devices, apps, and data of your organization. You can use Intune to enroll and configure devices, deploy and update apps, protect your data with policies, monitor and report on device compliance, and integrate with other Microsoft services and apps.

It's available in the 365 Business Premium, Enterprise and higher subscriptions, or as a standalone service.



**Microsoft Kaizala:** A mobile communication app that allows you to chat with your team members or external partners. You can also send surveys, polls, invoices, reports, and more.

It's available as a free app for anyone to download, but its being retired soon as Teams offers better communication and collaboration features.



**Microsoft Forms:** A survey creation app that lets you create quizzes, polls, feedback forms, and more. You can also analyse the responses with charts and graphs.

A limited version of Microsoft forms is free for anyone with a Microsoft account, there are paid options that offer higher limits on things such as the maximum number of forms and responses.



**Microsoft Stream:** A video streaming service that allows you to upload, watch, and share videos within your organisation. You can also add captions, comments, transcripts, and so on.

Microsoft Stream is available with Enterprise subscriptions (E1, E2 and E3) and a limited version is available with Microsoft 365 Apps for enterprise.



**Microsoft Yammer:** A social networking app that helps you connect with your colleagues across your organisation. You can also join groups, post updates, and share files.

Yammer is available with Enterprise subscriptions (E1, E2 and E3).



**Microsoft Bookings:** An appointment scheduling app that helps you manage your bookings online. You can also send confirmations, reminders and cancellations.

Bookings is available with Business Basic subscriptions and higher.



**Microsoft Whiteboard:** A digital whiteboard app that allows you to brainstorm ideas with your team members. You can also draw shapes, add images, write notes, and more.

Whiteboard is free for anyone with a Microsoft account to use.