

10 Things You Need to Know About Office 365

1. Accessing Office 365

The Microsoft Office 2013 suite of applications is in your all programs list. Click Start > All Programs > Microsoft Office 2013.

Tip: If you'd want an application on your desktop, right-click the application (i.e., Word 2013), in the menu that displays select Send To > Desktop.

2. Office 365 Info Center

<https://www.farmbureauinsurance-mi.com/View365/> is your one-stop shop for all things Office 365, including quick reference guides, online learning tutorials, and a collection of frequently asked questions.

3. How to change the color scheme

If you need more contrast, you can change the Office theme for all your Office programs from your account settings.

1. Open any Microsoft Office application (Word, Excel, Outlook, PowerPoint, etc.)
2. Click File > Office Account (or File > Account).
3. Choose an Office Theme from the drop down list.

4. Show or Hide Tabs and Commands

Office 2013 allows you to save vertical screen real state by minimizing or hiding ribbons and commands. The Ribbon Display Options are located in all Microsoft Office applications at the top right corner of your screen.



5. Office Communicator is now called Lync

Office Communicator has been replaced with Lync. Your employee picture appears in all Office programs, most noticeably in Lync. Your photo does not display in emails or files sent outside the Farm Bureau network.

6. FB Submit From Outlook has been replaced with Outlook Integration

FB Submit From Outlook has been replaced with Outlook Integration to send emails and files to OnBase and Mobius. Visit the [Office 365 Info Center](#) for job aids on Outlook Integration.

Notes:

- i. FB Submit from Outlook is **not** FBSUBMIT Photo Upload.

- ii. If you did not have FB Submit From Outlook in Outlook 2007 you will not have Outlook Integration in Outlook 2013.

7. Office 365 and View Environments

The different View environments will be upgrade to Office 365 beginning in late April. The deployment schedule on the portal page will be updated when implementation dates are scheduled.

8. OneDrive

At this time, [OneDrive](#) is disabled for all users. You will receive a communication when this features becomes available.

9. OneNote

OneNote was added to the Microsoft Suite in 2010 and is a powerful note-taking tool. To learn more about OneNote's features and functionality, visit the OneNote section on the [Office 365 Info Center](#).

10. Quick Repair

If an Office application isn't working properly try repairing it. When you're done, you might need to restart your computer.

- Click **Start > Control Panel**
- Click **Programs and Features**
- Single click Office365 Pro Plus and then click **Change**
- Click **Quick Repair**

If running a repair doesn't solve the problem, please contact the Response Center.