




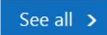


# Nexus365 Delve

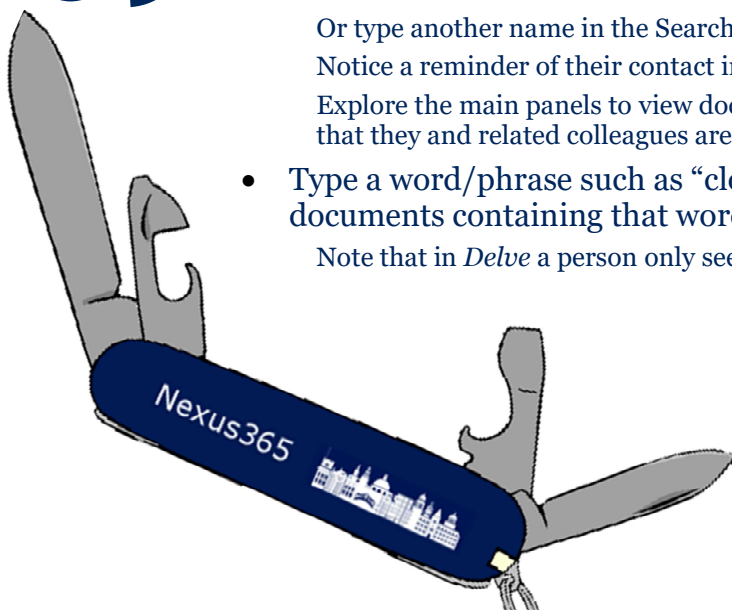
## Skills Toolkit

Use *Delve* for finding documents that you have worked on lately in *Nexus365*.

*Delve* is your personal documents dashboard. It helps you find all the documents you have saved recently in your *OneDrive*, and those which colleagues have emailed to you as attachments using *Outlook*.

In this task you will use *Delve* to find documents you have worked on recently, as an easy way to track them down and continue editing. You will find contact info for colleagues you have worked with recently, and documents they have shared with you.

- Use *Edge* to start *Nexus365*, and sign in using your Oxford single sign-on
- On the *Nexus365* homepage, start *Delve* 
- In the left-hand panel, click **Me** to see your own profile
  - Click  to update some details held for you eg. add your mobile number
  - Notice  - you might use this to upload a photo of yourself to help colleagues
- Click **Me** again, to see the main panel showing some of your recent work
  - This presents the *Office* documents that you have worked on and saved in your *OneDrive*, or that you have sent as email attachments using *Outlook Online*
  - Click  at top right of the main panel, to see more of your own recent documents
- Review recent email attachments
  - In **Your recent documents**, display **Attachments only**
  - Click on a document tile, to view the document and the email it was attached to (notice that it opens in a new browser tab)
  - Close the email browser tab to see *Delve* again
- Review and revise a document
  - In **Your recent documents**, display **Documents only**
  - Click on a document tile, to open the document using *Word/Excel/PowerPoint Online*
  - You can edit the document (it is saved at each edit)
  - Close the new browser tab to see *Delve* again
- Bookmark an interesting document
  - On a document tile that you might want to find again, click the bookmark  to add it to your “favorites”
  - Use the ellipsis  for more options such as copying a link for pasting elsewhere e.g sending to a colleague (any member of the University)
- Find documents that a colleague has shared with you
  - Click one of the names listed on the left panel under **People**
  - Or type another name in the Search box at the top left
  - Notice a reminder of their contact information and a summary of their calendar today
  - Explore the main panels to view documents they have shared with you, and documents that they and related colleagues are editing
- Type a word/phrase such as “cloud” in the Search box, to find people and documents containing that word/phrase
  - Note that in *Delve* a person only sees documents they already have permission to see



# Nexus365 OneNote










## Skills Toolkit

*OneNote* is your free-form notebook to note down information and ideas as they come to you – in many formats.

You can arrange the ideas in any way that helps you think.

In this task you will create a notebook with sections and pages, and insert a variety of notes and information.

A variety of resources are provided in the Examples folder on your desktop, for you to use in this notebook.

- ✎ Start *Nexus365* in a web browser, and sign in using your Oxford single sign-on (or using an account provided by your teacher)
- ✎ On the homepage, start *OneNote* 
- ✎ Suppose you are planning an away day for colleagues – create a notebook:
  - If a list of notebooks appears, click any one to open it
  - If an existing notebook appears, click  at top left then click  + Notebook at bottom left
  - Name the new notebook Away Day
  - By default, it is saved in the Notebooks part of your *OneDrive*
- ✎ Use  + Section to set up sections such as Venue, Activities and Catering
  - In the Venue section, use  + Page to set up pages for some possible locations, such as Oxford, Didcot, Bicester
- ✎ Add some information about Oxford
  - Click in a space anywhere on the Oxford page, to see a container box: 
  - Type a sentence inside, about why Oxford is a good venue (or not)
  - In another box, use Insert > Picture to add an Oxford photo from the Examples folder
- ✎ Move images around on a page
  - Remember to place every item in a separate box: then you can drag each item anywhere on the page and resize them as needed
  - Add a caption and position it below the Oxford photo
- ✎ On each Venue page, collect some information (from the Examples folder)
  - Add the photo (taken on a mobile phone) of a Bicester centre manager's business card
  - Search online for the website of Didcot Railway Centre
  - Copy the Railway Centre's URL, then insert a clickable link on the Didcot page
- ✎ Use hand-drawn doodles and hand-writing to annotate
  - Insert the lunch menu onto a new page in Catering, called Lunch
  - Use the pen tool to draw a line under a menu item and scribble a note e.g “dairy free??”
- ✎ Organise the notes within your notebook
  - Drag a page or section up/down to re-order
  - Drag a page into a different section
  - Use  to tag the pages with symbols to help you make connections
- ✎ Search for notes
  - Use  to search one section at a time
  - In the Venues section, search for text such as “railway” or “spa”
  - In the Catering section, search for “fruit”
  -  can read text *inside* images and PDFs (works in *Chrome* but not *Internet Explorer*)
- ✎ More items

You could include other kinds of material, such as audio recordings (needs a microphone), handwritten notes (needs a pen/slate device) and screen clips (using a screen clipper such as *Snipping Tool* included with Windows Accessories)



# Nexus365 OneDrive

*OneDrive* is a secure, personal, University-approved 5 terabyte cloud storage area. It is for your working documents, until they are finally stored or published elsewhere. Where appropriate, you can share these documents with anybody, even outside the University.

In this task you will upload some files from this computer to *OneDrive*, share and edit a file with a colleague and finally explore *OneDrive's* versioning capability.

✎ Use *Edge* to start *Nexus365*, and sign in using your Oxford single sign-on

✎ On the *Nexus365* homepage, start *OneDrive* ☁

✎ Upload some files to your *OneDrive*, from the computer:

Click  Upload and choose **Files**

Browse to the **Examples** folder on the desktop and upload a few files (please include some *Word* documents)

*(Files and folders can also be added to OneDrive by drag and drop)*

✎ Edit a *Word* document using Word Online:

Then click to put a  to the left of one of your *Word* documents

Choose **Open in browser** from the **Open** menu at the top of the screen

The document opens in a new browser tab, with a simplified version of *Word*

At the end of the document, make an edit eg. type the name of your department or group

*Note that in the online environment, files are saved automatically with each change*

Close the document's browser tab and return to *OneDrive*

✎ Explore the version history for the edited document

Click to put a  to the left of the edited document, then click ... and  Version history

*The Version History window appears, showing previous versions, which you could examine or restore*

✎ Work in pairs, to share the document with a colleague:

Person A works in *OneDrive*: put  beside a *Word* document to select it, then click

 Share

*In the dialog, notice the default is that **People you specify can edit***

Enter the Single Sign-On name of Person B and click **Send** to send them an email

Person B receives and opens the email

Each of you then open the shared document in *Word Online* and make different edits

Notice each other's edits appear on your screens as you make changes

After a few edits, both of you close the document and return to your own *OneDrive*

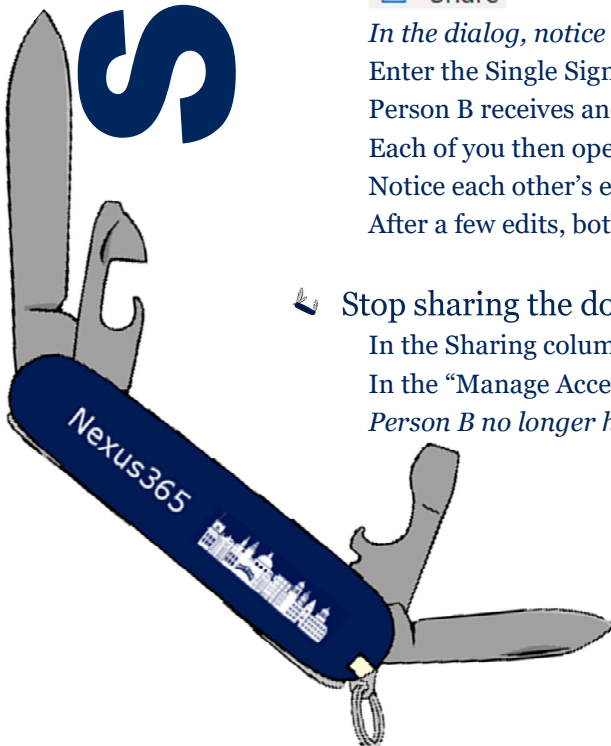
✎ Stop sharing the document and return it to your own control

In the Sharing column for the shared document, Person A click **Shared**

In the "Manage Access" box that appears on the right of the screen, click **Stop Sharing**

*Person B no longer has access to the document*

Skills Toolkit




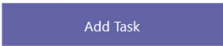



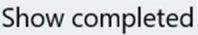


# Nexus365 - Planner

*Planner* is an on-line tool for a team of colleagues to structure and organise their work. It helps with teamwork and collaboration.

Suppose your group is working together to organise a summer school starting next July 10<sup>th</sup>.

In this task you will work together on a plan that has been provided with the Team. You will set up tasks and assign them to Team members, with details such as due dates. You will explore ways of keeping track of progress.

- 👉 Use *Edge* to start *Nexus365*, and sign in using your Oxford single sign-on
- 👉 On the *Nexus365* homepage, start *Teams* 
- 👉 Click  at the left edge, to see all the Teams you are a member of  
We have set up a Team for today's workshop: be careful to stay in this Team for today
- 👉 Click on our Team name tile, then on the **Summer School** channel
- 👉 Click the "Summer school planning" tab, at the top of the Team  
A plan has been set up for all the participants in today's workshop to share  
All members of the Team can see and work on the Team's plan
- 👉 Look at any tasks that others have already set up, and add a new task:  
(For example, you will need to organise publicity, venue, sessions, refreshments)  
Click  if necessary, to start a new, blank task card  
Give a task name, set a due date and assign the task to someone, and   
On the board, drag task cards up and down to re-order them
- 👉 Assign some more details to a task:  
Click the name of an existing task, to open the task details  
Click  and assign more people to the task (the people are the members of our Team)  
Give this task a Priority and mark its Progress level (but beware if you choose Completed the task card will be hidden)  
Type a message in the Comments box, explaining what is involved – click **Send** so the people will receive an email in *Outlook*  
Close the task card
- 👉 Buckets are useful for grouping together related tasks:  
Look at any buckets (categories) that others may already have set up  
Set up another bucket: scroll to the far right column, choose  and type a new bucket name, then drag some relevant tasks into your bucket
- 👉 Keep track of the **Progress** of a task:  
Tick the circle beside a task name, if you want to  mark it as completed  
The task now hides at the bottom, under  (where you can untick it)  
At top right, change the way the tasks are grouped – by Bucket, by Assigned To, etc  
**Group by Progress** to see how all the tasks are progressing
- 👉 Review the plan in **Charts**  
Choose **Charts** at top centre, to see aspects of how the various tasks are progressing





## Nexus365 Teams - Conversations

Use *Teams* for typing instant conversations with colleagues.


Any Team member can join in any conversation held in the Team.

Have *Teams* open in the background, all the time while you do other work.

In this task you will explore a Team that has been set up for the workshop, and hold a typed conversation with other Team members. You will keep the conversations organised by topic, using channels.

✎ Use *Edge* to start *Nexus365*, and sign in using your Oxford single sign-on

✎ On the *Nexus365* homepage, start *Teams* 

✎ Click  at the left edge, to see all the Teams you are a member of  
We have set up a Team for today's workshop: be careful to stay in this Team, while you experiment

✎ Click on our Team name tile, then the **Exam Planning** channel

✎ Hold a typed conversation with others in the Team, like this:

At the bottom, click  to start a new conversation, and type a Subject  
Give every new conversation a Subject: then it will be easier for everyone to keep track

Click  to post your remark

Reply to other people's conversations too

✎ Others in the Team can reply

Any Team member is able to see the conversation and can join in

@mention a Team member in a conversation, by writing their name with @ in front

Anyone who is @mentioned will see a popup notifying them to join in the conversation

If they have not currently got *Teams* open, they will see the mention in their  Activity next time they open *Teams*

✎ Within a Team, use channels to separate conversations on different topics

A Team is a collection of *people*; a channel is for one of their *topics* – note that everyone in the Team can read all the conversations in all its channels (unless the channel has been set up as Private)

Beside our Team name, click  if needed to reveal the channels already set up in our Team

✎ Reminder: with  chosen in the left column, your conversation is with all members of your Team

✎ Click  on the bar at the top of *Teams*, to start a chat with one person

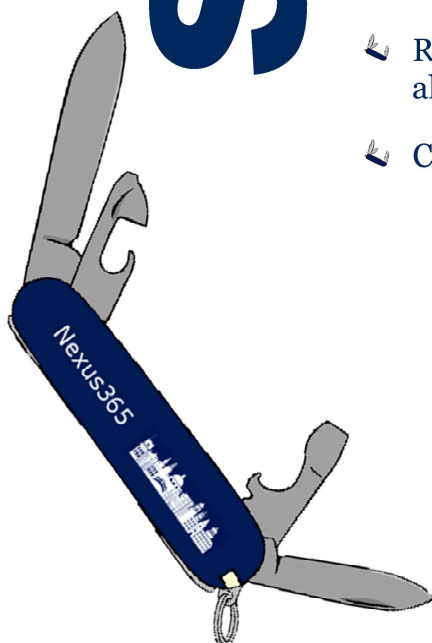
With , you can chat (i.e type as with instant messaging)

A chat can be held with just a few people and/or with those outside this Team

You can contact members of the University by typing names/email addresses at the top

If they currently have *Teams* open, they see a pop-up notification to join in the chat

Otherwise, next time they visit *Teams* they will see a chat notification



# Nexus365 Teams – Video calls




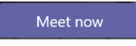
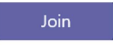












## Skills Toolkit

Use *Teams* to hold live video or audio meetings with colleagues.

Any Team member can join in any meeting held in the Team.

Have *Teams* open in the background, all the time while you do other work.

In this task you will explore a Team that has been set up for the workshop, and hold a video/audio meeting with other Team members. You will find out how to invite other people, within or outside the University, to join your meeting.

- ✎ Start *Nexus365* using *Edge*, and sign in using your Oxford single sign-on  
At present, *Edge* and *Chrome* support video and audio calling, but other browsers may not; otherwise consider downloading the *Teams* desktop app
- ✎ On the homepage, start *Teams* 
- ✎ Click  at the left edge, to see all the Teams you are a member of  
We have set up a Team for the people on today's workshop to experiment with: be careful to stay in this Team and its **University Catering** channel, while you experiment
- ✎ Click **University Catering** under our Team name; click **Conversations** tab at the top
- ✎ Hold a video meeting with others in your Team, like this:
  - One person starts a meeting: in the **Start a New Conversation** box, click  at bottom of the screen
  - Type a Subject for your call, then click  to start the video/audio call
  - Any Team member who has *Teams* open will see the call and can join in using 
  - Note that with  chosen on the left, your meeting is available to all members of our Team
  - When finished, click  to leave the meeting
  - Move the mouse to activate the toolbar 
- ✎ During a meeting, click  then  to make meeting notes or click  to chat
- ✎ You can invite non-members of the Team to join the video meeting
  - Click  to invite other University members to join the video meeting – if they currently have *Teams* open, they will see a notification which they can click to join the call
  - Or click  to copy the details of this call, which you can send to a guest from within or outside the University (e.g. paste the details into an email to the guest) – they receive a link that they can click to join the meeting
  - Note the guest is only joining in the video meeting, not becoming a member of the Team
- ✎ With , you can hold a video/audio meeting with just a few people or those outside this Team:
  - Click  on the purple bar at the top of *Teams*
  - Type names/email addresses at the top
  - Click  or  at top right\* to start calling them
  - If they have *Teams* open, they see a calling message, where they can accept the call or not
  - \* if call buttons do not appear, click once in the white **New Message** box at the bottom



# Nexus365 Teams – Sharing files




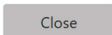



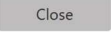

## Skills Toolkit

Use *Teams* for sharing files with a group of colleagues.

*Teams* is a good place for colleagues to store and organise files they need to work on together. Every Team member can see and work on all the contents saved here.

In this task you will explore a **Team** set up for today's workshop, and collect some files for the people in the Team to use.

You will organise and manage the files. You will work in pairs to co-author documents.

- ✎ Use *Edge* to start *Nexus365*, and sign in using your Oxford single sign-on
- ✎ On the *Nexus365* homepage, start *Teams* 
- ✎ Click  at the left edge, to see all the Teams you belong to  
We have set up a Team for today's workshop: be careful to stay in this Team for today
- ✎ Find out who else belongs to our Team  
Click ... on the tile for our Team, and choose **Manage Team** to see the members
- ✎ A Team can collect documents relevant to its work  
Suppose we are working together on the annual report  
Click the **Annual Report** channel  
Click the **Files** tab (tabs are across the top), to see the list of files already saved here  
If the **Files** tab is not visible, check you are in the Annual Report channel
- ✎ Click  **New** and create a new *PowerPoint* slide show  
Give it a distinctive name so you can recognise it  
On a slide, write 2 things you have found out today  
Notice that you are working on this document using a simplified *PowerPoint* in *Teams*  
Click  at top right, to close the slide show – it is saved in our Team
- ✎ Use  **Upload** to upload one of the documents from the Examples folder on the desktop, into this Team (these can be any type of file, not only *Office*)
- ✎ Once the Team contains some documents, tick just to the left of one filename  
More buttons appear at the top for managing the selected document – try some  
 **Rename** that document you uploaded, so it has a distinctive filename
- ✎ Click a filename to view that document using *Teams*  
Click  **Open** and choose to edit in *Teams*  
Every member of this Team can see and use all documents and conversations saved here
- ✎ Two people can edit the same document in *Teams* at the same time  
In pairs, both edit the same document using *Teams*  
Watch each other's edits on your own screens (you have differently coloured cursors)  
When you  the document, it is saved in the Team
- ✎ Within a Team, use channels to separate work on different topics  
A Team is a collection of *people*; a channel is for one of their *topics*  
Everyone in the Team can see and use all the contents of all its channels, but each Team member can choose which channels interest them (or don't interest them)  
If a channel was set up as private, then only selected Team members can see and use it  
Some other channels have already been set up in our Team, for the other tasks at this workshop  
Examine what our Team members have been doing in each of the channels  
**Tip:**  at the left edge shows your recent documents, across multiple Teams and channels

