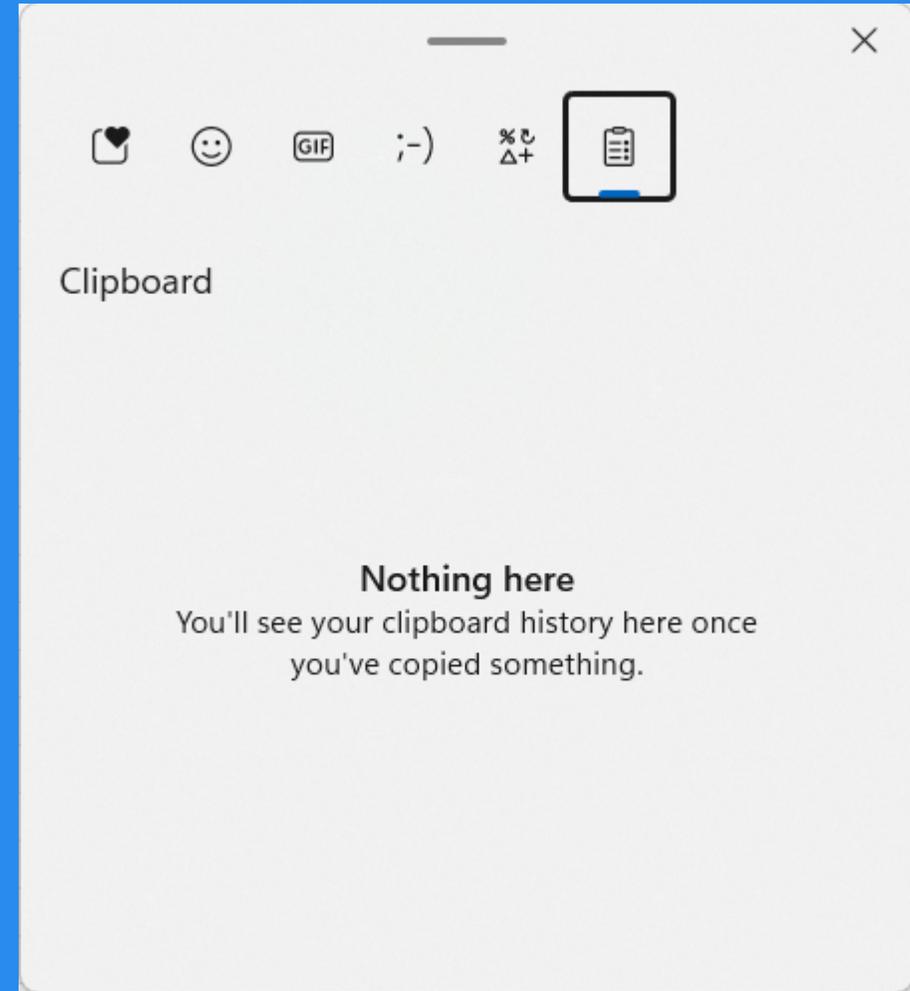# Microsoft 365 Tips and Tricks

With BrainStorm
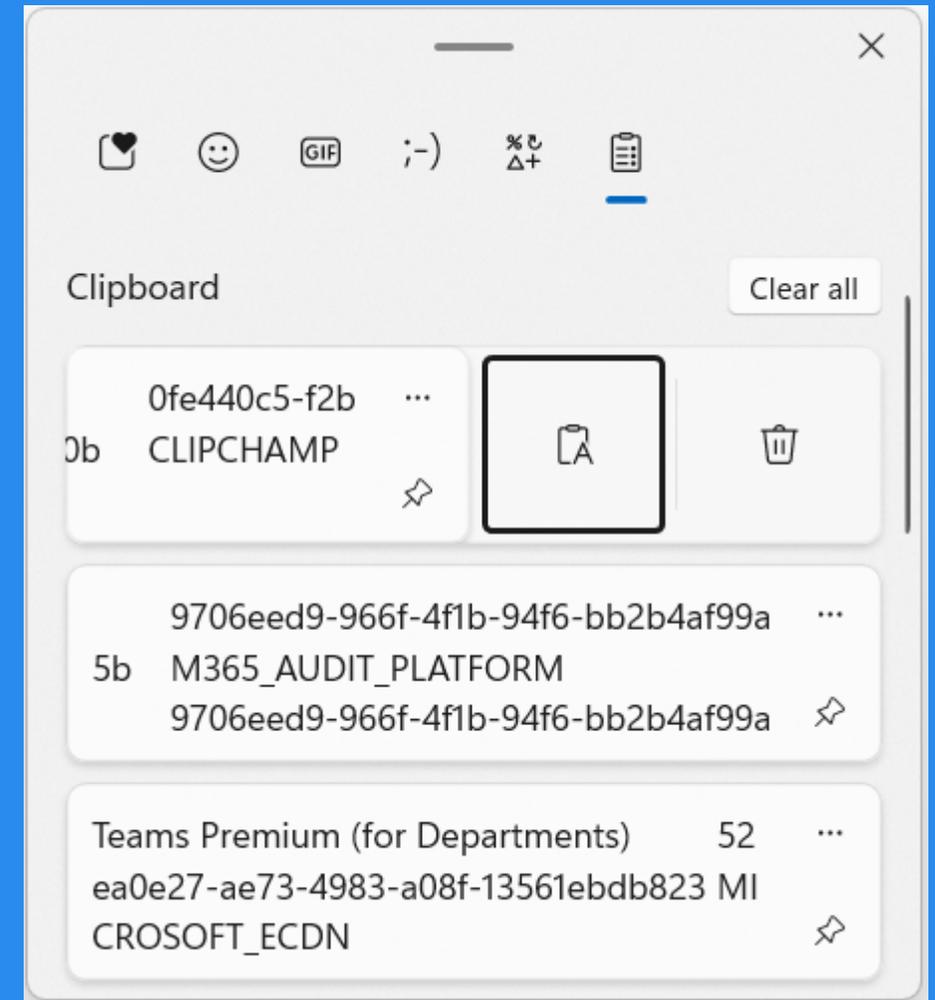
Windows + V Clipboard

Ctrl + C
Windows + V

Ctrl + C
Windows + V

Product_Display_Name	GUID	Service_Plan_Name
AI Builder Capacity add-on	d2dea78b-50	CDSAICAPACITY
App governance add-on to Microsoft Defender for Cloud Apps	9706eed9-96	M365_AUDIT_PLATFORM
Clipchamp Premium	0fe440c5-f2b	CLIPCHAMP
Dynamics 365 for Team Members Enterprise Edition	8e7a3d30-d9	EXCHANGE_S_FOUNDATION
Microsoft 365 E5	06ebc4ee-1b	MESH_AVATARS_FOR_TEAMS
Microsoft 365 E5 EEA (no Teams) with Calling Minutes	6ee4114a-9b	EXCHANGE_S_ENTERPRISE
Microsoft 365 E5 EEA (no Teams) without Audio Conferencing	90277bc7-a6	M365_ADVANCED_AUDITING
Privacy Management – risk	e42bc969-75	MIP_S_Exchange
Teams Premium (for Departments)	52ea0e27-ae	MICROSOFT_ECDN

Ctrl + C

Windows + V
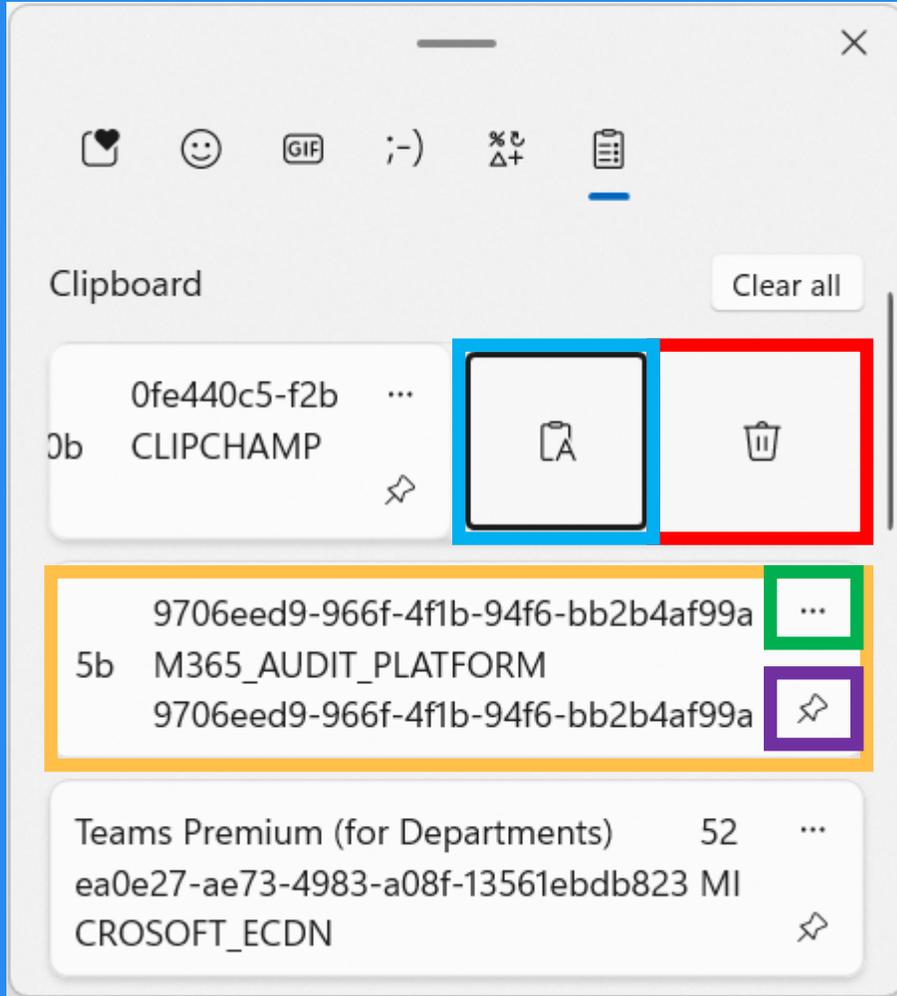
Paste as Text

Delete from Clipboard

Options
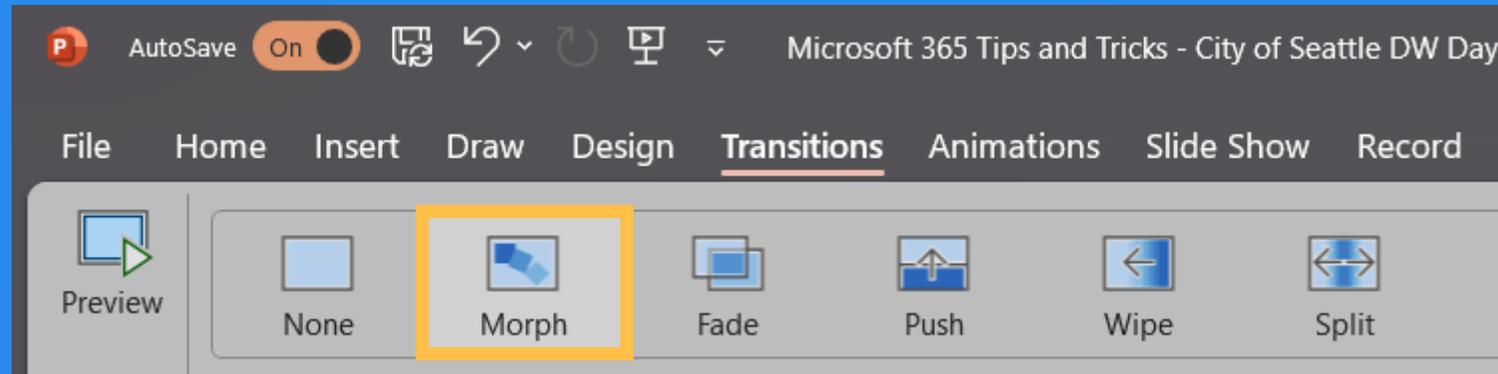
Select Item

Pin

Morph Transition

Morph Transition

OneDrive in Teams

Using / in Teams

To-Do lists in Outlook

QH Updates 2
Inbox 1722
RSS Subscriptions
Drafts [5]
Archive
Conversation History
Deleted Items 40
Sent Items
Junk Email [42]
Outbox
Search Folders

Groups
Baxter Land Purchase 7
Sales Conference Team 1
Trainer Team 56
New Branch Construction 14

Online Archive - nprice@br...

production@brainstorminc....

teresac@baxterbanking.com

Focused | Other | By Date

Other: New messages (556)
Time Management Training, Copyright Cle...

Today

SharePoint Online
Administrator has respond... 6:33 PM
Caution: This email

Wednesday

Microsoft on behalf ...
You have late tasks

Microsoft on behalf of you...
Caution: This email

Microsoft on behalf of you...
Caution: This email

Tuesday

SharePoint Online (2)
Your Teams meeting recor... Tue 7:04 PM
Caution: This email

SharePoint Online (2)
News you might have miss... Tue 1:22 PM
Caution: This email

Joshua Anderson
game changer: interactive c... Tue 12:36 PM
Caution: This email

Joshua Anderson
game changer: interactive ... Tue 12:35 PM
Caution: This email

Microsoft on behalf ...
You have late tasks Tue 6:15 AM
Caution: This email

Monday

Derek Adams (4)
BAM Meeting Mon 6:36 PM
Good afternoon, Due to

Adam Black (2)
Set up new hardware in sa... Mon 4:40 PM

You have late tasks

Summarize

Microsoft on behalf of your organization <noreply@planner.office365.com>
To ● Ned Price

Wed 10/9/2024 6:15 AM

ⓘ This message was AutoForwarded.
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

ⓘ **Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize and trust the sender.

ⓘ **Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize and trust the sender.

Hi Ned. You have a task due.

📕 You have a **late** task

Review, edit, and finalize job description

In a Loop component linked to 🔵 Loop paragraph 4

📅 10/8/2024   1 day late

View tasks in 💠Planner in Teams or 📗 Planner for web

To change your notification settings, go to Planner for web, choose the settings button in the top right, and then select Notifications. Learn more

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⊞ Microsoft

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Open Reply Reply All Forward Mark Complete Remove from List Today Tomorrow This Week Next Week No Date Custom Arrange By Move Send to OneNote Categorize

Try the new Outlook Off

Drag Your Favorite Folders Here

∨ nprice@brainstorminc.com
   QH Updates   2
> Inbox   1721
   RSS Subscriptions
   Drafts   [5]
> Archive
> Conversation History
> Deleted Items   40
> Sent Items
   Junk Email   [42]
   Outbox
> Search Folders

∨ Groups
   Baxter Land Purchase   7
   Sales Conference Team   1
   Trainer Team   56
   New Branch Construction   14

> Online Archive - nprice@br...

> production@brainstorminc....

> teresac@baxterbanking.com

Focused Other By Date

Other: New messages (556)
Time Management Training, Copyright Cle...

∨ Today

> SharePoint Online
Administrator has respond... 6:33 PM
ⓘ Caution: This email

∨ Wednesday

Microsoft on behalf ... ✓
You have late tasks Wed 6:15 AM
ⓘ Caution: This email

∨ Tuesday

> SharePoint Online (2)
Your Teams meeting recor... Tue 7:04 PM
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Joshua Anderson
game changer: interactive ... Tue 12:35 PM
ⓘ Caution: This email

Microsoft on behalf ...
You have late tasks Tue 6:15 AM
ⓘ Caution: This email

∨ Monday

> Derek Adams (4) 🔔 ❗
BAM Meeting Mon 6:36 PM
Good afternoon, Due to

> Adam Black (2)
Set up new hardware in sa... Mon 4:40 PM

> No-Reply; Quick... (2)

You have late tasks

Summarize

Microsoft on behalf of your organization <noreply@planner.office365.com>

To ✅ Ned Price

Tue 10/8/2024 6:15 AM

Reply Reply All Forward

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

ⓘ **Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize and trust the sender.

Hi Ned. You have 2 tasks due.

🗓️ You have a **late** task

Review, edit, and finalize job description
In a Loop component linked to 🔵 Loop paragraph 3
🗓️ 10/1/2024 7 days late

🕐 You have a task **due today**

Review, edit, and finalize job description
In a Loop component linked to 🔵 Loop paragraph 4
🗓️ 10/8/2024

View tasks in 💜 Planner in Teams or 🟩 Planner for web

To change your notification settings, go to Planner for web, choose the settings button in the top right, and then select Notifications. Learn more

You are receiving this email because you have subscribed to Microsoft Office 365.

Arrange by: Flag: Due Date | Today

Type a new task

∨ 🚩 No Date

Do you have any questio...
Microsoft Transform Core Pr...

∨ 🚩 Today

Complete quarterly goal...
Review the opportunities
Review monthly report
Prepare for team status ...
Sign up for IT training cl...
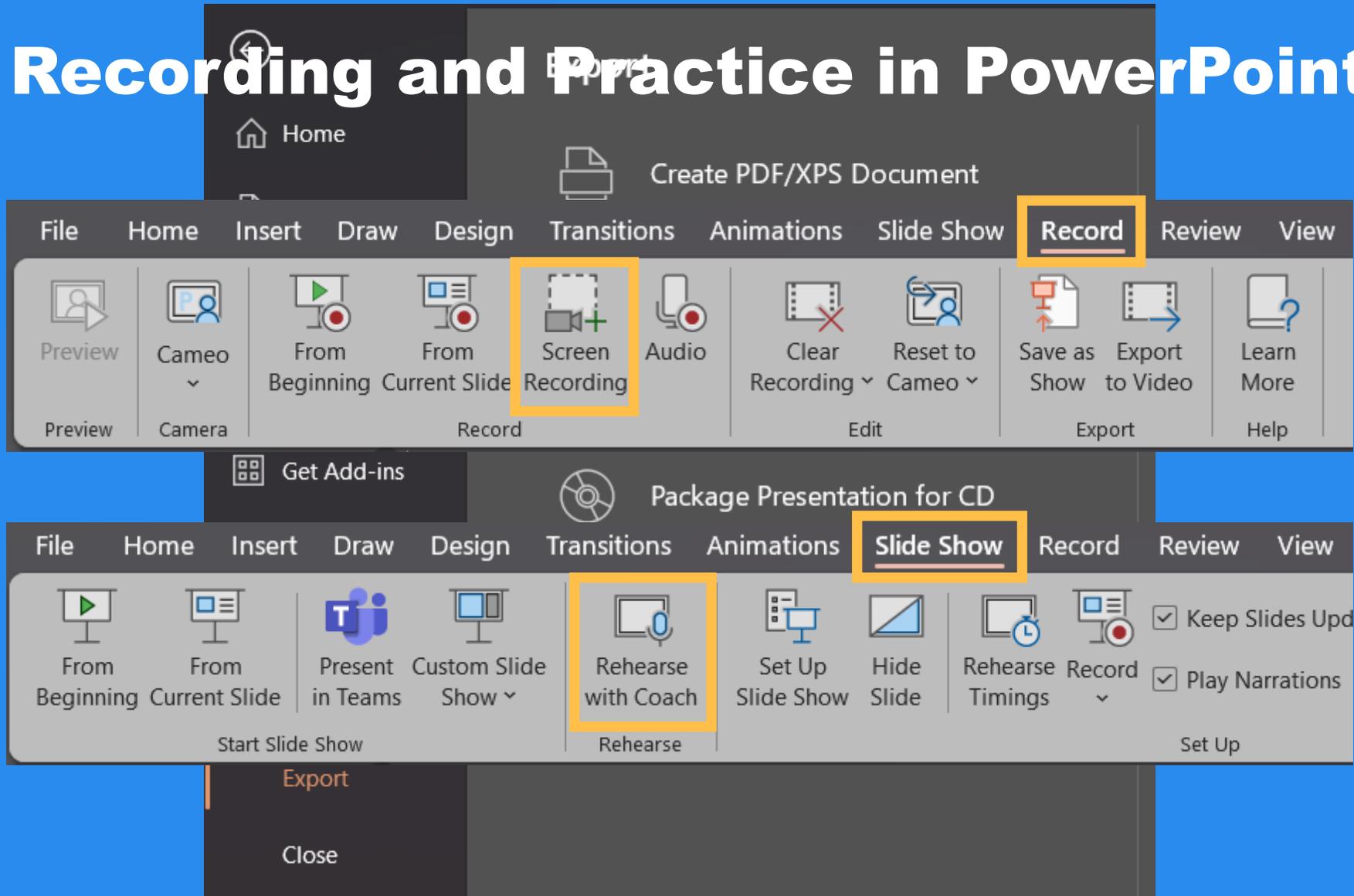Check in with Miguel on...

Format Painter

Jump Lists

Recording and Practice in PowerPoint

Recording and Practice in PowerPoint

Microsoft 365 Tips and Tricks

With BrainStorm