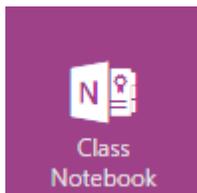




Definitions in this glossary have been compiled from a variety of sources. Please see support.office.com for more information.



Class Notebook

OneNote Class Notebooks have a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities. This function is currently performed by Blackboard Learn at Buffalo State.

Please see our [Campus-Supported Learning Management Policy](#).

Cloud-Based

A term that refers to applications, services or resources made available to users on demand via the Internet from a cloud computing provider's servers.

Contact Group

A Contact Group, known in previous Outlook versions as a [distribution list](#), is a grouping of email addresses collected under one name. A message sent to a Contact Group goes to all recipients that are listed in the group. You can include Contact Groups in messages, task requests, meeting requests, and in other Contact Groups.



Delve

Shows you personalized information from across Office 365 based on what a user is working on and what's trending around them. When you find a document you're interested in, add it as a favorite or to a board to easily get back to it later. Search for people, documents, or boards. Each user's Delve will look different.

Desktop Client

An application loaded on a computer that accesses a service made available by a server.

Distribution Lists

Distribution lists have a new name in Outlook 2010. Now known as a Contact Group, this is a way to group e-mail addresses collected under one name. A message sent to a Contact Group goes to all recipients listed in the group. You can include Contact Groups in messages, task requests, meeting requests, and in other Contact Groups.

Flow

A *preview* product to help you set up automated workflows between your favorite apps and services to synchronize files, get notifications, collect data, and more.

Groups

An Office 365 group includes a distribution list but also includes a shared:

Inbox for group email communication

Calendar for scheduling group meetings and events

Library for storing and working on group files and folders

OneNote notebook for taking project and meeting notes

Planning tool for organizing and assigning tasks and getting updates on project progress

When you join a group, your email address is automatically added to the distribution list and you gain access to all group information. You don't have to wait to see group email or view a shared document. You join, you have access to everything, from everywhere: in the cloud, on the desktop, or on a mobile device.

Microsoft Office 365

A collection of cloud-based Office applications (including Outlook, Word, PowerPoint, Excel, and OneNote), and services (including Skype for Business, SharePoint, and Exchange) that provide tools for communication, mail, and document sharing. These applications and services are stored on Microsoft servers and accessed through Internet with a web browser.

Migration

The term used for the process by which Buffalo State is moving faculty and staff email and calendar systems to the Office 365 cloud client. All messages and appointments will move with the new system, and additional benefits will be offered.



Newsfeed

Newsfeed

Provides a place to converse with others as well as follow documents and trending tags.



OneDrive

OneDrive

Your Office 365 account includes 1TB of personal online storage in OneDrive for Business. Files that you keep in OneDrive can be easily accessed from any web browser. Use it to store your work files and access those files across multiple devices. Share your files with business colleagues as needed, and edit Office documents together in real time with Office Online. If you choose, you can download the OneDrive for Business app to sync your files with your home or work PC.



OneNote

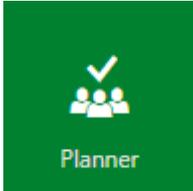
OneNote

OneNote is a Web App that serves as a digital notebook. Use it capture, organize, and share notes wherever you go. OneNote automatically saves and synchronizes your notes on any device. Take notes, track to-do items, and work with other people at the same time.



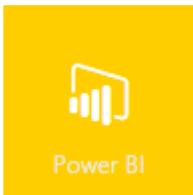
People

Web app for your contacts list, the Buffalo State Directory, and public or private Groups that have been created in Office 365.



Planner

Works with Office 365 Groups to create a plan, build a team, assign tasks, and update and check on status.

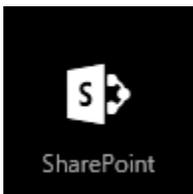


Power BI

Power BI is a cloud-based suite of business analytics tools that enables anyone to connect to, visualize, and analyze data with greater speed, efficiency, and understanding. It connects users to a broad range of live data through easy-to-use dashboards, provides interactive reports, and delivers compelling visualizations that bring data to life.

PowerApps

An enterprise service for employees to connect, create and share business apps with your team on any device in minutes. In PowerApps, you can generate an app automatically, customize it, create an app from scratch, and share and run apps that you create or that others create and share with you.

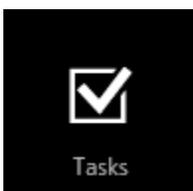


SharePoint Online

Organizations use SharePoint to create websites. You can use it as a secure place to store, organize, share, and access information from almost any device. SharePoint online is a cloud-based service, as opposed to operating from local servers.

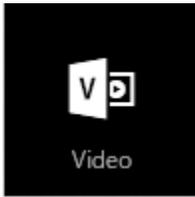
Skype for Business

The Office 365 application that gives users access to presence, instant messaging, audio and video calling, rich online meetings, and extensive web conferencing capabilities.



Tasks

Use your Tasks folder to keep track of things that you need to do but don't necessarily want to put on your calendar.

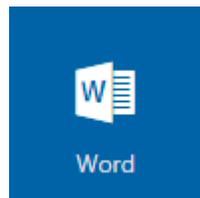


Video

Office 365 Video is an intranet website portal where people in your organization can post and view videos. It's a streaming video service for your organization that's available with SharePoint Online in Office 365. Buffalo State currently supports [Ensemble](#) for a similar function.

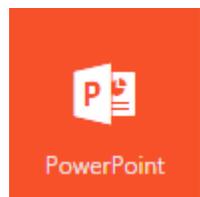
Web Apps (e.g. Word, PowerPoint, Excel, OneNote)

Scaled-down versions of the Office desktop applications that provide basic features and functions. These cloud-based apps are accessible from any computer or mobile device with a web browser.



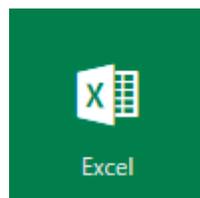
Word Online

Word Online lets you create, edit, and share Word documents in your browser. You can access your documents from any device and work with other people at the same time.



PowerPoint Online

PowerPoint Online lets you create, edit and share PowerPoint presentations in your browser. You can access and deliver presentations from any device and work with other people at the same time.



Excel Online

Excel Online lets you create, edit, and share Excel workbooks in your browser. You can access workbooks from any device and work with other people at the same time.

Web client

Refers to an application accessed from a user's web browser, regardless of the device they are using at the time.



Yammer

An "enterprise social networking service" used for communication within the Buffalo State organization, or subgroups created within it. Update, poll, or praise your colleagues; create public or private Yammer groups; conduct conversations; or share files, photos and videos.

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