

## Article:

### What Army 365 Means for You

The purpose of this article is to orient readers to Army365 (A365) services. The A365 transition consists of 3 phases: phase 1 Teams which began FY21 and was completed FY21, phase 2 Email which began FY21 and was completed FY22, and phase 3 SharePoint Online which began FY21 and is ongoing. Phase 1 began with the service-wide transition of Commercial Virtual Remote (CVR) and Microsoft Teams capabilities before CVR was sunset in June 2021. Phase 2 transitioned the Army's previous Defense Enterprise Email (DEE) capabilities to A365. Phase 3 SharePoint transition process will take the longest and is ongoing. A365 will deliver greater capabilities than previous capabilities and provides elevated security by embracing cloud-based solutions to enhance workplace efficiency, productivity, and collaboration. It is a secure, cloud-based suite of products that merge Microsoft Office applications we use daily with voice, video, chat, and file sharing capabilities. The Army will be able to stay ahead of cyber threats by adopting proven secure solutions that balance the benefits of commercial cloud services with the need for information and cybersecurity.

### What is available and for what purpose?

A365 makes use of Microsoft 365 Office applications, online services like Exchange Online and SharePoint Online, cloud storage, and other collaboration and productivity applications like Microsoft Teams and Planner.<sup>1</sup>

According to Nicola Wright, "all apps and services are connected, both to each other and to the wider web, facilitating teamwork, saving employees time and enabling them to work better together through tools such as team chat, online meetings, co-authoring and sharing files, and group emails."<sup>2</sup> A list of capabilities include:



**SharePoint** – TRADOC is still in the process of migrating to SharePoint Online (SPO). SharePoint is a cloud-based service that helps organizations share and manage content, knowledge, and applications to: empower teamwork, quickly find information, and seamlessly collaborate across the organization. SharePoint is designed to serve as a communication site and provide a great way to:

- Share information with many people or your entire organization
- Showcase the services your section or group offers or tell a story about a new product to the organization
- Share news in a visually compelling format

SharePoint also serves as a back end for Teams sites and OneDrive.



**Teams** – An environment that allows users to collaborate, share files, conduct meetings, and chat. Teams is available via a desktop application or through a modern web browser via this URL: <https://dod.teams.microsoft.us/>. Teams is very user-friendly and is

quite simple to maneuver as the leader of a channel or group. Creating new conversations, threads, or calling multiple people is as simple as one click. The user interface is fairly intuitive, and every option is right there on your screen. Nothing is hidden and you do not have to go through different settings to find what you are looking for.

One of the main points of Teams is the fact that it provides a platform where personnel can collaborate much more efficiently. With the integration of real-time collaboration, multiple people can work on projects at the same time. For example, if you are working on a file, you could upload it on your group chat and everyone can get a live view of exactly what you are doing. Also, you could also provide access to your file, allowing them to work on it together with you. This solves the problem of having to regularly upload and update the file every time someone makes a change which saves time.



**Personal OneDrive** – Web-based file storage that is integrated into Teams that allows users to store and share files. Your computer should have the OneDrive desktop application, which will allow you to synchronize files on your local computer with your web-based file storage.



**Outlook** – Email, task lists, people finder and calendar that can be shared and integrated with other apps. You can also create groups that work as distribution groups, allow you to communicate with specific people, schedule events, and share files via a SharePoint backend. Outlook is available via the Outlook desktop application or via this web-based URL: <https://webmail.apps.mil/> .



**Calendar** – A subcomponent of Outlook that opens your web mail calendar. With Outlook Calendar you can schedule meetings, use the Scheduling Assistant to see contact's availability on the date or time for which you are planning a meeting. Other tools within calendar are Time Zones which comes in handy when scheduling a meeting with someone located in a different time zone, making it easier to plan meetings that fit everyone's schedules. A meeting organizer can monitor invitation responses with Tracking.



**People** – A subcomponent of Outlook that allows you to manage your Outlook contacts via the web mail interface. In Outlook on the web, you use the People page to create, view, and edit contacts, contact lists, and groups.



**Tasks** – A subcomponent of Outlook that allows you to keep track of your tasks via the web mail interface. [Use the Tasks app in Teams - Office Support \(microsoft.com\)](#)



**OneNote** – A digital notebook designed for research, notetaking, storing information and more. You can create sections and pages just like a traditional notebook, then save and organize your typed or handwritten notes, and other stuff such as photos, files, links to websites, screen clippings, videos, etc. OneNote integrates easily with Microsoft Outlook and other Office products. You can share your notebooks with specific people through a direct

email or through a shared link. Permissions can be set to view only or with editing privileges and sections can be password protected.



**Forms** – A web-based tool that allows users to create a form, such as a survey or quiz, invite others to respond to it, see real-time results as they're submitted, use built-in analytics to evaluate responses, and export results to Excel for additional analysis or grading. You can collaborate with colleagues on a form or share it as a template. Quizzes, surveys, polls, and other types of forms can be inserted into other Microsoft 365 products.



**Planner** – A web-based tool that allows users to organize, assign, and track tasks for projects. The planner app uses a Kanban style interface. Kanban uses boards to organize individual tasks into columns, helping you focus on work in progress without losing perspective of the larger projects at hand. Generally, a Kanban board includes two main elements: cards, which represent tasks; and columns, which illustrate tasks at various stages of a project.



**Lists** – Allows you to create a variety of different SharePoint lists using pre-defined templates or from scratch. Lists created with the app are stored in your personal space and are private by default, although you can share them if you choose. You can also create lists using SharePoint.



**Power Apps** – Power Apps is a low-code capability that allows users to create applications and forms that connect to other Army 365 components and external data sources (if licensed). Although Power Apps is considered “low code” it does require technical skill and an understanding of A365 capabilities.



**Power Automate** – Power Automate allows you to create workflows that automate information routing. Power Automate requires technical skill and an understanding of A365 capabilities.

**MS Word, Excel, PowerPoint, and Visio** – Online versions of the Microsoft Office Suite. The online versions are not as full featured as the desktop software, but they provide greater collaboration capabilities.

## Way Ahead

All A365 users are encouraged to seek out A365 training for their organization and workforce. The Army Hub tab within Teams is a great resource for A365 training and best practices. The Army Hub tab is located at the top left while in the Teams app. The Army 365 Hub can also be found at the following link: <https://armyeitaas.sharepoint-mil.us/>.

This TRADOC OCKO publication was written by Mark Webber. Want to learn more? You can respond to this article or access related articles, blogs, media presentations, and more at <https://www.milsuite.mil/book/groups/tradoc-km>.

**Disclaimer:** The views and opinions expressed are those of the author and do not necessarily reflect the official policy or position of the Office of the Chief Knowledge Officer, the Department of the Army, or the United States government.

## Notes:

1. Wynn, Jason, “What is Microsoft 365? Everything You Need to Know About Microsoft’s Subscription Service to Word, Excel, PowerPoint, Outlook, and Other Services and Applications,” November 29, 2021, Petri.com, <https://petri.com/what-is-microsoft-365/>.
2. Wright, Nicola, “Everything you ever wanted to know about Office 365,” NigelFrank.com, <https://www.nigelfrank.com/insights/everything-you-ever-wanted-to-know-about-office-365>.
3. US Army Medical Center of Excellence, “Army A365 Guide,” May 10, 2022.

## Additional Resources

**Microsoft Resources:** You can find a centralized catalog of training and help for all Army 365 apps here: <https://support.microsoft.com/en-us/office/office-apps-help-and-training-8b9042aa-7507-477b-b294-1b178b47c8e5?ui=en-US&rs=en-US&ad=US> .

**Army 365 Hub:** The Army Information Hub is your centralized repository for Army 365 information, training, and support: [Army Information Hub - Home \(sharepoint-mil.us\)](https://sharepoint-mil.us)

*When you need to innovate, you need to collaborate!*



Contact the TRADOC OCKO for support, development, and training: dashboards, collaboration sites, SharePoint, metrics, KPIs, process mapping, Microsoft Teams, SMS, multimedia production, and much more.