Microsoft 365
Name that icon

Numata

Create
(using Desktop or Mobile Apps, and don't forget Windows)

Excel
Excel learns your patterns, organizing your data to save you time. Easily create spreadsheets from templates or on your own and use modern formulas to perform calculations.

Word
Collaborate with others across the globe in real-time. Translate documents in your non-native language with just a click. Have your content read back to you and easily catch any mistakes.
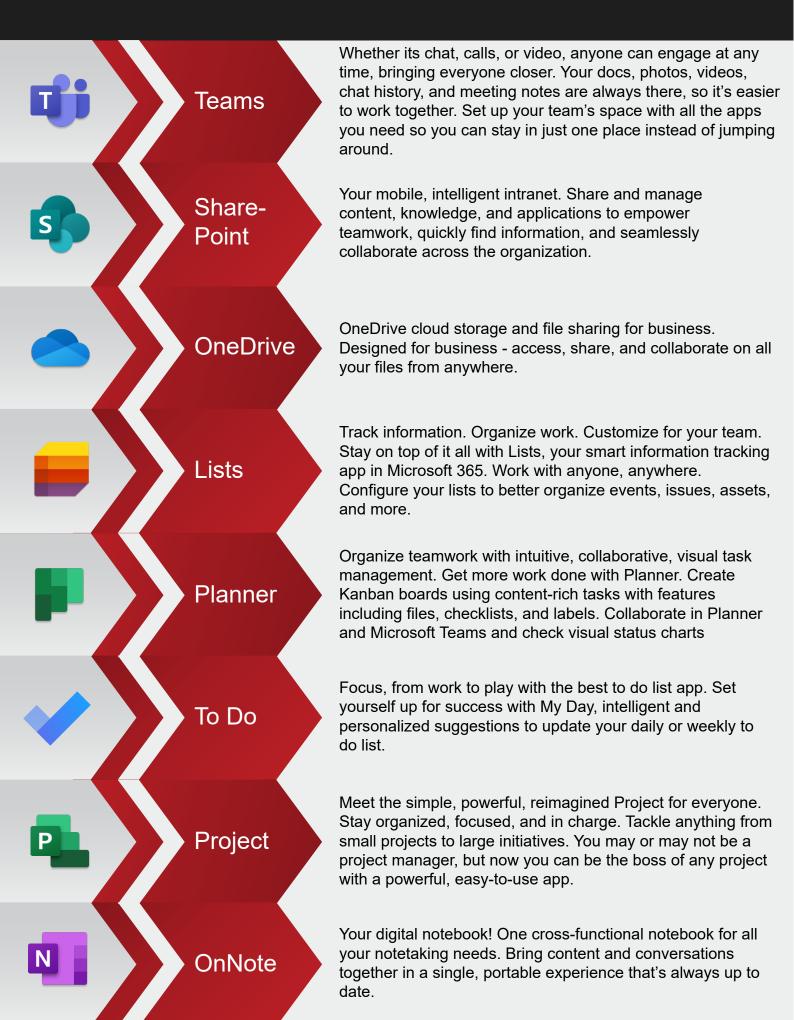
PowerPoint
Create well-designed, impactful slides with the help of Designer and Ideas in PowerPoint. Easily ink onto a slide, then convert handwritten notes into text and make hand-drawn shapes perfect in seconds.

Visio
The ultimate tool for diagramming! Transform the way you use and visualize data so you can bring your best ideas to life. With dozens of ready-to-use templates and thousands of customizable shapes, Visio makes it easy—and fun—to create powerful visuals.

Access
Create your own database apps easily in formats that serve your business best. PC only.

Publisher
Create polished, professional layouts without the hassle. Easily design unique, specialized materials for any purpose - everything from simple greeting cards and labels to professional newsletters and marketing materials using Publisher's wide range of pre-designed templates.

Collaborate

Teams
Whether its chat, calls, or video, anyone can engage at any time, bringing everyone closer. Your docs, photos, videos, chat history, and meeting notes are always there, so it's easier to work together. Set up your team's space with all the apps you need so you can stay in just one place instead of jumping around.

Share-Point
Your mobile, intelligent intranet. Share and manage content, knowledge, and applications to empower teamwork, quickly find information, and seamlessly collaborate across the organization.

OneDrive
OneDrive cloud storage and file sharing for business. Designed for business - access, share, and collaborate on all your files from anywhere.

Lists
Track information. Organize work. Customize for your team. Stay on top of it all with Lists, your smart information tracking app in Microsoft 365. Work with anyone, anywhere. Configure your lists to better organize events, issues, assets, and more.

Planner
Organize teamwork with intuitive, collaborative, visual task management. Get more work done with Planner. Create Kanban boards using content-rich tasks with features including files, checklists, and labels. Collaborate in Planner and Microsoft Teams and check visual status charts

To Do
Focus, from work to play with the best to do list app. Set yourself up for success with My Day, intelligent and personalized suggestions to update your daily or weekly to do list.

Project
Meet the simple, powerful, reimagined Project for everyone. Stay organized, focused, and in charge. Tackle anything from small projects to large initiatives. You may or may not be a project manager, but now you can be the boss of any project with a powerful, easy-to-use app.

OnNote
Your digital notebook! One cross-functional notebook for all your notetaking needs. Bring content and conversations together in a single, portable experience that's always up to date.

Whiteboard

The collaborative digital canvas in Microsoft 365 for effective meetings and engaging learning. Bring content and conversations together in a single, portable experience that's always up to date

Stream

Drive engagement and productivity with video. Deliver live and on-demand events, enhancing communications, company meetings, and training with events for up-to 10,000 attendees. Whether at home, work, or on the go.

Forms

Collect better data and make better decisions. Get feedback effortlessly with surveys, polls, and quizzes.

Outlook & Calendar

Connect, organize, and get things done with email and calendar. Everything you need to be your most productive and connected self–at home, on the go, and everywhere in between.

Exchange

Work smarter with business-class email and calendaring. Exchange helps you collaborate on your critical documents and gives you a focused inbox that prioritizes important messages and adapts to your work style, so you can get more done–faster.

Bookings

A simpler way to organize schedules and manage appointments. Save time when scheduling with Microsoft Bookings. Customize appointment details, booking requirements, and specify service providers to streamline the booking experience for you and your customers.

Viva Insights

Improve productivity and wellbeing with data-driven, privacy-protected insights and recommendations. Create a culture where people and business can thrive.

Delve

Use Delve to manage your Microsoft 365 profile, and to discover and organize the information that's likely to be most interesting to you right now - across Microsoft 365.

Yammer

Connect and engage across your organization. Easily create and host town halls, company meetings, and training.

	Kaizala	A simple and secure work management and mobile messaging app. Engage securely with your networks, including partners, suppliers, customers, citizens, and others.
	Sway	An easy-to-use digital storytelling app for creating interactive reports, presentations, personal stories and more. Its built-in design engine helps you create professional designs in minutes.
	Viva Connections	A curated, company-branded experience that brings together relevant news, conversations, and resources in the apps and devices you use every day. Inform, engage, and empower - inspire people to bring their best selves to work, wherever they are.

Automate & Report

	Power Automate	Take care of what's important … Automate the rest. Streamline repetitive tasks and paperless processes with Microsoft Power Automate, so you can focus your attention where it's needed most.
	Power BI	Find clarity when you need it most. Empower team members to discover insights hidden in your data. Enable everyone at every level of your organisation to make confident decisions using up-to-the-minute analytics.
	Power Apps	Create better solutions to increase productivity. Enable your users to create the solutions they need, when they need them. Create rich, interactive forms in SharePoint.
	Power Virtual Agents	Empower everyone to easily build intelligent chatbots. Respond rapidly to your customer and employee needs - at scale - using intelligent chatbots. No coding required!
	Dataverse	Create and run thousands of applications, flows, and intelligent agents with a smart, secure, and scalable low-code data platform.

Secure & Comply

Security:

In our world of cyber risks, knowing you have a solution which covers all aspects of security is a huge comfort. Microsoft has you covered …

Defender

Microsoft 365 Defender - Stop attacks with automated, cross-domain security and built-in AI. Stop attacks before they happen, detect and automate across domains, and hunt across all your data.

Defender for Office 365

Protect all of Office 365 against advanced threats like business email compromise and credential phishing. Automatically investigate and remediate attacks.

Defender for Identity

Help security operations teams protect on-premises identities and correlate signals with Microsoft 365. Identify and resolve vulnerabilities, assess threats efficiently, and focus on real threats.

Defender for Endpoint

A complete endpoint security solution - Endpoint protection, detection and response, vulnerability management, and mobile threat defense. No additional deployment or infrastructure, always up to date, built on the industry's deepest threat optics and intelligence, and automated security.

Cloud App Security

Elevate your security posture by taking control of your cloud environment. Identify and combat cyberthreats across all your cloud services - Discover and manage your apps, govern access to apps and resources, and check your cloud apps' compliance.

Azure Information Protection

Better protect your sensitive information – whenever, wherever. Control and help secure email, documents and sensitive data that you share outside your company. From easy classification to embedded labels and permissions, enhance data protection at all times, regardless of where it's stored or who it's shared with.

Secure Score

Use intelligent insights and guidance to strengthen your organization's security posture. Assess your current security posture and identify potential improvements across all your Microsoft 365 workloads with centralized visibility from Secure Score.

Azure Active Directory

Protect your business with a universal platform to manage and secure identities – the most trusted identity and access management solution in the market that helps you safeguard user credentials and connect people securely to the apps they need.

Users

Add users and assign licenses at the same time. The people on your team each need a user account before they can sign in and access Microsoft 365. You can then easily update as required.

Groups

Microsoft 365 Groups is the foundational membership service that drives all teamwork across Microsoft 365. With Microsoft 365 Groups, you can give a group of people access to a collection of shared resources. These include the applications outlined in this article!

Roles & Administration

Maps your admin users to common business functions and give people in your organization permissions to do specific tasks in the admin centers – no more, no less.

Conditional Access

Keep your workforce secure and productive by enforcing granular access control with real-time adaptive policies. Configure and fine-tune policies with contextual factors such as user, device, location, and real-time risk information to control what a specific user can access, how, and when.

Endpoint Manager

Secure, deploy, and manage all users, apps, and devices without disruption to existing processes. Get endpoint security, device management, and intelligent cloud actions in a unified management platform with Microsoft Intune and Configuration Manager.

Compliance

Assess compliance and respond to legal and regulatory requirements. Get intuitive end-to-end compliance management from easy onboarding to control implementation and reduce risk with intelligent automation.

Passwordless Authentication

Forget passwords, go Passwordless. End users no longer need to create, store or remember passwords. Sign in with one look or tap.

Insights

Not strictly security & compliance, but key to the health of your business. Help teams balance productivity and wellbeing by generating valuable insights into the impact of work patterns on employee wellbeing and business outcomes. Built-in safeguards protect personal privacy.