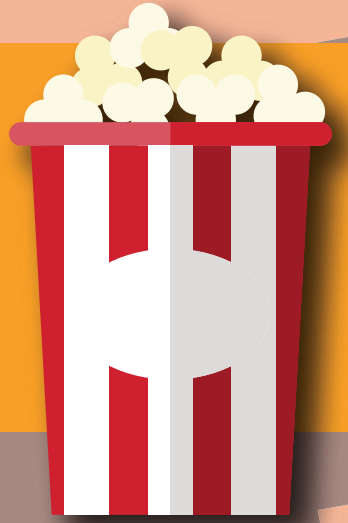


# WHAT HAPPENS BEHIND THE SCENES IN



# Office 365 ?



We've encountered users that are surprised to see that a certain action sets off another one in Office 365. It's important to know what happens when you "create a GROUP" or a "TEAM" in Office 365!

## WHEN YOU...



## OFFICE 365 CREATES

A...



CREATE A GROUP

OR



CREATE A SITE

OR



CREATE A NEW PLAN



PLANNER PLAN



SHAREPOINT SITE



ONENOTE NOTEBOOK



POWERBI WORKSPACE



OUTLOOK EMAIL INBOX



OUTLOOK CALENDAR

## WHEN YOU...



## OFFICE 365 CREATES

A...



ADD A TEAM

If you are new to Microsoft Teams, you may not realize that when you start a TEAM, all of these other services and resources are made available to your Team by Office 365.

No need to set up a SharePoint site or a Planner plan... They are already ready for you to use!



PLANNER PLAN



SHAREPOINT SITE



ONENOTE NOTEBOOK



POWERBI WORKSPACE



OUTLOOK EMAIL INBOX



OUTLOOK CALENDAR



TEAMS WIKI



TEAMS CHAT

Office 365 provides a broad set of solutions that foster collaboration and help organizations achieve their strategic goals. Kiefer has the team and experience to help clients maximize their investment in Office 365 and help you understand how to leverage Office 365.

