



### SWAY

Use Sway's interactive, web-based canvas to create a report for colleagues, outlining events and presentations.



### TEAMS

Share ideas with your team and use the video feature to contact users for a quick brainstorming session. Use Teams to work on any Office docs right within the app thus maximizing our culture for high performance.



### PLANNER

Use Planner to assign tasks, manage projects, and set due dates. Keep updated on who's doing what and project milestones.



### FORMS

Use Forms to easily create a custom questionnaire. Also use it for quizzes, surveys and registrations of all types.



### FLOW

Automate processes and tasks by integrating Flow into your favorite apps and services to synchronize files, get notifications, collect data and much more.



### OUTLOOK

Utilize the mobile app to schedule meetings, manage email, schedules, contacts, and to do items.



### ONENOTE

OneNote Notebook allows users to capture ideas as well as multi user collaboration for sharing meeting notes and to do lists.



### SPARTAN DRIVE

Collaborates with folks from all over campus to store, sync, and share files to increase efficiency and effectiveness.



# Spartan 365

## Collaborative tools for getting IT done

Spartan 365 is a suite of Microsoft Office software customized and configured for MSU's unique environment.

[go.msu.edu/spartan365](http://go.msu.edu/spartan365)



### STREAM

Take a moment to check out recent videos and comment on them with others in real time.



### MYANALYTICS\*

Build better work habits with personal productivity data. By using MyAnalytics you'll have an up-to-date dashboard with key metrics to help prioritize the time spent with different groups.



### DELVE

Uses Delve to look at vision boards. This data visualization and discovery tool incorporates elements of social networking, machine learning, and search.



### POWER BI\*

Review a number of dashboards to gain insight and data on blogs, web traffic, and email campaigns.



### SHAREPOINT

Use SharePoint to create, design, and manage workspaces, sites, and content. Each department stores documents and assets for their own personal and collaborative use.



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\*Power BI and MyAnalytics are available at additional cost to department.