



### **What is New in Office 365**

Will Skype For Business be replaced by Microsoft Teams?

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### **Getting the most out of your Office 365 subscription**

How to use OneNote

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### **Cybersecurity Corner**

Phishing Attacks in Office 365: Keep your Business Secure

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### **Partner with CloudFirst**

Upgrade to an Office 365 Integrated Phone System

## **What's New in Office 365**

### **Microsoft is upgrading Skype for Business to Microsoft Teams**

Microsoft is seeking to deliver a single hub for teamwork, with built-in, fully integrated voice and video, in doing so they are bringing the capabilities of Skype for Business in the cloud into Teams. The process will take us some time to complete. For now, this is an opt-in experience, However it is possible to take control of your upgrade to Microsoft Teams. Start getting yourself familiar with the Microsoft Teams experience today. Please contact CloudFirst for more information and assistance in setting up the Teams platform.



[Learn More](#)

[Watch video](#)

## Getting the most out of your Office 365 subscription

### How to use OneNote



OneNote is your digital notebook for capturing and organizing everything across your devices. Make the most of using it by learning how to jot down your ideas, keep track of meeting notes, clip from the web, or make a to-do list, as well as draw and sketch your ideas. Then easily share your notebooks and notes with your team or colleagues. OneNote notebooks can be shared with an entire company, your department or just a small work group.

[OneNote Training](#)

## Cybersecurity Corner

### Phishing Attacks in Office 365: Keep your Business Secure

Phishing attacks in Office 365 are increasingly on the rise and many businesses may be vulnerable to them. It can be as simple as an email being sent to you disguised as your manager or a higher rank at the company, asking you to click on a link to view a document. Then the page asks for you to login and at the same time capture your company's login information. From that point maliciousness can be rampant and the entire company could be compromised.



[Read more](#)

## Partner with CloudFirst



### Upgrade to an Office 365 integrated Phone System

An Office 365 Phone System provides full PBX and VOIP capabilities PBX capabilities, but without the complicated and expensive equipment. With the Phone System add-on, you can use Skype for Business or Microsoft Teams to complete basic tasks such as making and receiving calls, transferring calls, forwarding calls and muting or unmuting calls, from nearly anywhere with Internet access. It's available worldwide! Add in the Yealink desk phones or conference room phones for complete experience and get superior audio and video performance.

**Contact CloudFirst for more information or a quote.**

[Request more information](#)

