

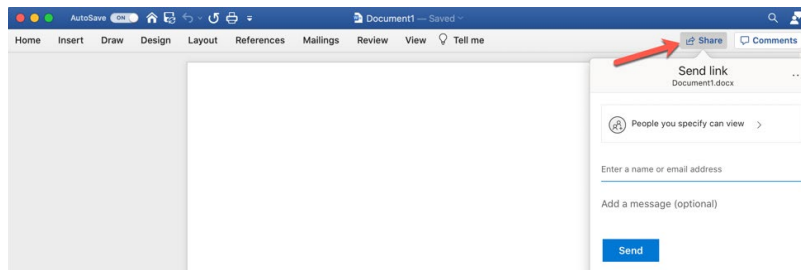
Microsoft 365

Features & Benefits

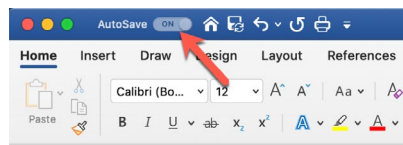
What's new in Microsoft 365?

Microsoft 365, the newest version of Office, offers a collection of enhancements to increase your productivity. Here are some of our favorite new features:

- **Use the @mentions feature in Outlook to get a co-worker's attention.** If you'd like to get someone's attention in an email message or a meeting invite, you can type the @ symbol, followed by their name, in the body of the email message or a meeting invite. If you do this, not only will their name be highlighted in the message body or invite details, but Outlook will automatically add them to the To line of the email or meeting invite, and they'll see the @ symbol next to the message in their Inbox. [More on how to use @mentions in Microsoft 365.](#)
- **Use the co-authoring feature to save your documents on OneDrive and work on them with others.** Co-authoring works from within Word, Excel, or PowerPoint by clicking the Share tab, or sending a link with OneDrive. You can collaborate in real-time and make simultaneous edits - no one gets locked out. Changes are saved automatically, and with version history you can track all changes and revert with ease. [More on how to co-author Office files in Microsoft 365.](#)
- **Share your files easily with integrated OneDrive.** OneDrive lets you share files easily with a link, even if they're large. [More on how to share files and folders with OneDrive in Microsoft 365.](#)



- **Take your Microsoft 365 apps and files anywhere.** Microsoft 365 can be activated on up to 5 computers and 5 devices using your WCM account.
- **Save files as you type with the OneDrive Auto-Save feature.** Just toggle the Auto-Save switch to On, and OneDrive will save your files automatically.



- **Use Office for the web in 365 to access your Microsoft 365 applications and files from any web browser.** Just go to O365.weill.cornell.edu and log in with your WCM CWID and password to access your WCM email account, and other Office files that you have saved in OneDrive. [More on Office for the web in Microsoft 365.](#)
- **Save your Outlook signature and other settings in the cloud.** This lets you use your Outlook settings on any device you use to sign into Office.

