Microsoft Office 365

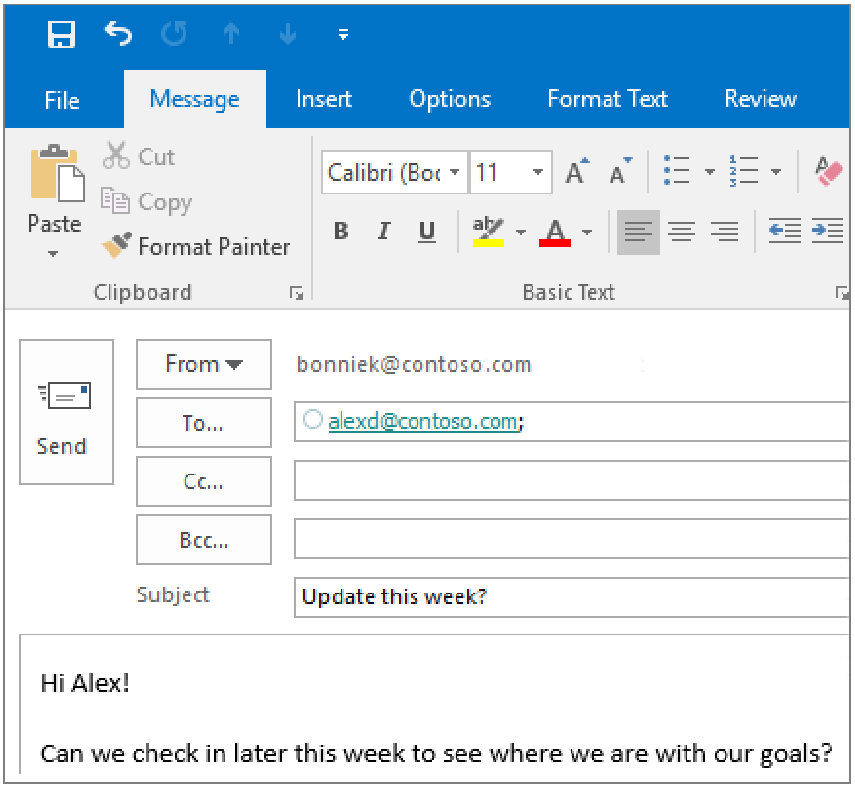
An Introduction to the Office 365 Applications

Contents

Introduction to using Outlook

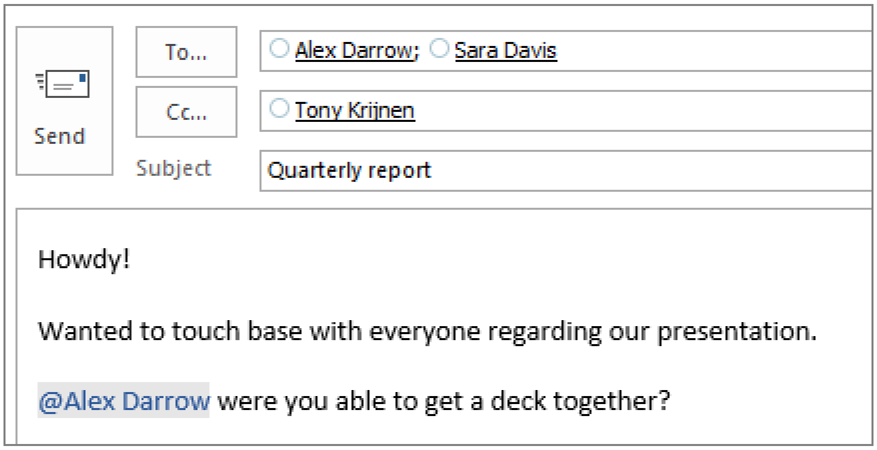
Create and Send Email

1. Choose New Email to start a new message.
2. Enter a name or email address in the To..., Cc, or Bcc field.
3. **Tip:** If you don't see **Bcc**, see [Show, hide, and view the Bcc box](#).
4. In Subject, type the subject of the email message.
5. Place the cursor in the body of the email message, and then start typing.
6. After typing your message, choose Send.



Use @mentions to get someone's attention

1. In the body of the email message or calendar invite, enter the @ symbol and the first few letters of the contact's first or last name.
2. When Outlook offers you one or more suggestions, choose the contact you want to mention.
3. By default, their full name is included. You can delete a portion of the mention, for example, everything other than the person's first name.
4. The mentioned contact is added to the To line of the email or the meeting invite.

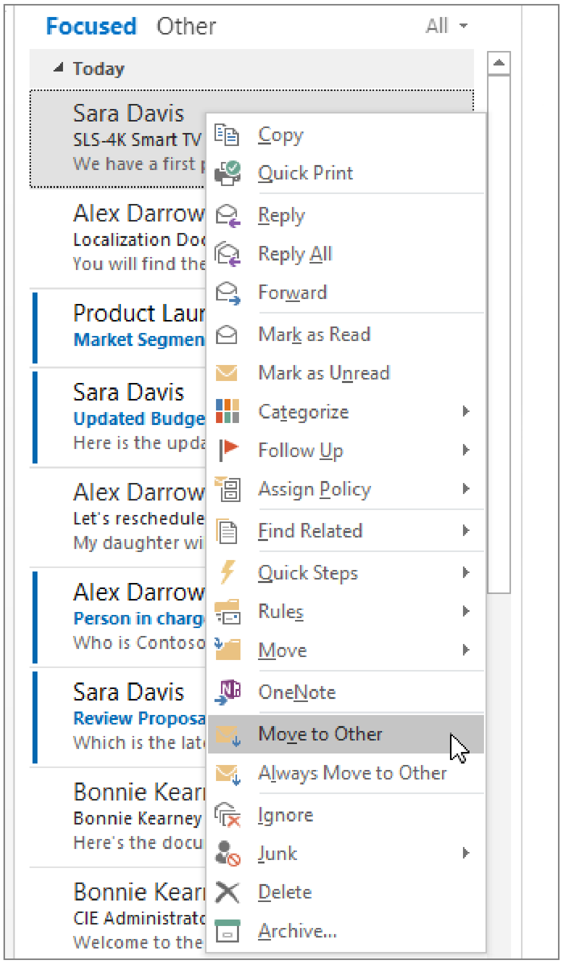


Focused Inbox

Focused Inbox helps you focus on the emails that matter most. It separates your inbox into two tabs—Focused and Other.

If messages aren't organized the way you want, you can move them and specify where all future messages from that sender should be delivered.

1. From your inbox, choose the Focused or Other tab, and then right-click the message you want to move.
2. If moving from Focused to Other, choose Move to Other if you want only the selected message moved. Choose Always Move to Other if you want all future messages from the sender to be delivered to the Other tab.
3. If moving from Other to Focused, choose Move to Focused if you want only the selected message moved. Choose Always Move to Focused if you want all future messages from the sender to be delivered to the Focused tab.



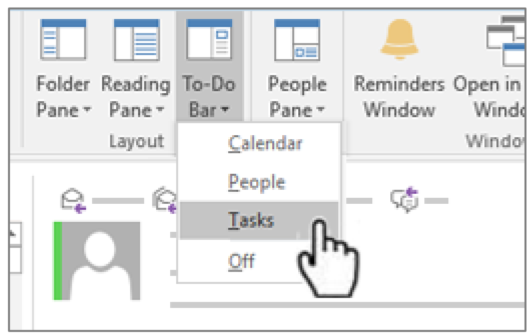
Working with Flags

Set a Follow Up flag

1. Select the email message.
2. Select the . The flag turns red and a **Follow up** message appears in the header of the email message.

   Note: Follow Up flags are used for actionable items only.

View all Follow Up Flags



1. Select **View** > **To-Do Bar** > **Tasks**.
2. The **To-Do Bar** pane opens and shows all flags.

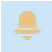
Remove a Follow Up Flag

1. Right-click an email message.
2. Select **Follow Up** > **Mark Complete**.

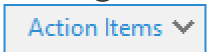
The **Follow Up** Flag changes to a green checkmark and is removed from the **To-Do Bar**.

Set a Reminder

1. Select the email message for which you want to set the reminder.
2. Select **Home** >**Follow Up** > **Add Reminder**.
3. In the **Custom** box, for **Flag to,** select **Follow up** or type a description.
4. Check the **Reminder** box, enter date and time, and then select **OK**.

   An alarm bell  icon will appear on the message.
5. To change the time for the reminder, select **Follow Up**, select **Add Reminder**, edit the time, and then select **OK**.

Find an Action Item

1. If Outlook finds something in an email that looks like an action item, an **Action items** tab 

 automatically appears on the reading pane.
2. Select the **Action Items** drop-down arrow to read the action item, and then select **FOLLOW UP** if you'd like to set a **Follow Up Flag** to remind you to do that action item.

   Note: If you select **FOLLOW UP**, the action item displays in the **To-Do Bar** pane.
3. When the task is done, mark it complete.
   - From the **Action Items** drop-down, select **Mark Complete**, or
   - In the **To-Do Bar** pane, right-click the flagged message and select **Mark Complete**.

Working with Categories

Create color categories

1. Select **Home** > **Categorize** > **All Categories**.
2. To **Rename** a category color, in the **Color Category** box, select a color category, and then select Rename. Type an appropriate name for the selected category, and then press **Enter**.
3. To change the category **Color**, select the color you want from the Color drop-down .
4. To create a **New** color category, select **New**, type a name, select a color, and select **OK**.
5. When you are done with **Color Categories**, select **OK**.

Assign an email a color category

1. Right-click an email message.
2. Select **Categorize**, and then select an appropriate color category for the message.

Working with Folders

Create a folder

1. Right-click Inbox and select New Folder.
2. Type a name for the folder and press Enter.

Create a subfolder

1. Right-click a folder and select New Folder.
2. Type a name for the folder and press Enter.

Move messages into a folder

1. Select an email message.
2. Drag and drop it into a folder.

   Note: To move more than one email, select an email, hold down the Shift key and select other messages, and then click, drag, and drop them into a folder.

Add a folder to Favorites

To add a folder to Favorites, right-click the folder, and then select Show in Favorites.

Always Move Messages

1. Select an email message.
2. Select Home > Move  > Always Move Messages in This Conversation…

3. In the **Always Move Conversation** box:
    - Select a folder if one already exists and click **OK**.
    - If a folder doesn't exist, select **New…** to create a new folder.
    - In the **Create New Folder** box, enter a name for the new folder, and select **OK**.
4. Select **OK** to exit the **Always Move Conversation** box.

Working with Contacts

Add a contact from an email

1. Right-click a name on the **To**, **Cc**, **Bcc**, or **From** line.
2. Select **Add to Outlook Contacts**.
3. Add any additional details you want.
4. Select **Save & Close**.

Add a contact from scratch

1. Select **People** > **New Contact**.
2. Add any additional details you want.
3. Select **Save & Close**.

Working with Calendars

Create an appointment

Create an appointment to let other Outlook users know when you're free or busy, or make it a meeting and invite others.

1. In Calendar, select New Appointment.
2. If you want, select Invite Attendees to add people and make your appointment a meeting.
3. Add people in the To field, and then enter a Subject, Location, Start time, and End time.
4. Select Scheduling Assistant to check the availability for attendees.
5. Select Send to send the meeting invitation.

Share your calendar

1. Select Calendar > Share Calendar.
2. Choose a calendar to share.
3. Select Add, decide who to share your calendar with, and select Add.
4. Select OK and you'll see the added people with a default permission level.
5. Choose a name, select the access level to give, and select OK.

Open a shared calendar

1. Open an email with a shared calendar and select Accept.
2. Select Calendar > Shared Calendars to view a shared calendar.

3. Choose a calendar to open.
4. Select View in Overlay Mode to layer the shared calendar over your own.

Adjust your calendar view

There are different views to choose from:

- Month - View the entire month.
- Week - View the week from Sunday through Saturday.
- Work Week - View the work week from Monday through Friday.
- Day - View the current day.

Change the displayed week

On the month-by-month calendar, select a week to change the displayed week in the calendar. Days in bold indicate a scheduled event.

See different calendars

1. To see different calendars side-by-side, select and open one under My Calendars.
2. With different calendars open:
   - Select the arrow on each calendar to overlay them and see when everyone's available.
   - Select Today to go back to the current day.

Get quick access to your calendar

Hover over Calendar to see a quick view of your calendar and scheduled events for the day.

Search your calendar

Use calendar search to find events and meetings in your Outlook calendar quickly. Use scope and more ways to refine your search.

1. Select Calendar .
2. In the Search box, type the keywords you want to search.
   - The search result shows the list with your search keywords highlighted in yellow.
   - At first, Outlook limits the search results to 30 items. Check the bottom left corner of the screen for the number of items.
   - If you have more than 30, scroll-down to the bottom of the list and select More to see more results.
   - Double-click an item to open it.
   - Select the X in the Search box to close search and return to the previous view.

To narrow your search, type more keywords in the search box, or try one of the following options.

- Put quotation marks around phrases

  In the Search box, type two or more keywords in quotation marks (for example, “team review”).

The search results will only include items that have team review as a phrase, and exclude items that contain team or review.

- Use AND, OR or NOT

  In the Search box, include AND, OR, or NOT between the keywords.

  - AND – searches for items with both keywords.
  - OR - searches for items with either keyword.
  - NOT - searches for items that have the first keyword, but not the second keyword.

  Note: AND, OR, and NOT must be in caps. Do not include quotation marks.

Introduction to using Excel

Creating a Workbook

A workbook is a file that contains one or more worksheets, to help you organize your data. You can create a workbook from a blank workbook or a template.

Create a new workbook

1. Open Excel.
2. Select Blank workbook, or press Ctrl+N.
3. Start typing.

Create a workbook from a template

1. Select File > New.
2. Double-click a template.
3. Click and start typing.

Working with Data

Use AutoFill

Instead of entering data manually on a worksheet, you can use the AutoFill feature to fill cells with data that follows a pattern or that is based on data in other cells. Sometimes, you need to enter a lot of repetitive information in Excel, such as dates, and it can be really tedious. But AutoFill can help.

1. Type the first date in the series.
2. Put the mouse pointer over the bottom right-hand corner of the cell until it's a black plus sign.
3. Click and hold the left mouse button, and drag the plus sign over the cells you want to fill. And Excel fills in the series for you automatically using the **AutoFill** feature.

Use Flash Fill

New in Excel, to fill out data based on an example. **Flash Fill** typically starts working when it recognizes a pattern in your data, and works best when your data has some consistency.

You have information in Excel that isn't formatted the way you need it to be, such as this list of names, and going through the entire list manually to correct them is daunting. Here, **Flash Fill** can help.

1. Type the first name the way you want it.
2. Start to type the next name, and Excel provides a preview of the names formatted the way you want.
3. Press Enter, and **Flash Fill** fills in the names for you.

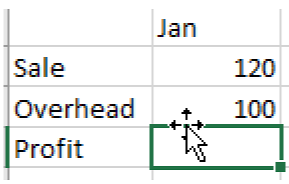
Create a Formula

Get started on how to create formulas and use built-in functions to perform calculations and solve problems.

When a formula is entered into a cell, it also appears in the Formula bar.

Create a formula that refers to values in other cells

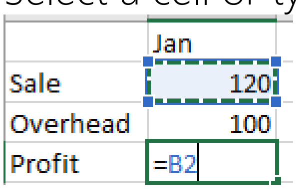
1. Select a cell.



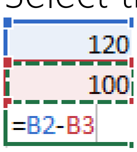
2. Type the equal sign =

   Note: Formulas in Excel always begin with the equal sign.

3. Select a cell or type its address in the selected cell.



4. Enter an operator. For example, – for subtraction.
5. Select the next cell, or type its address in the selected cell.



6. Press Enter. The result of the calculation appears in the cell with the formula.

To see a formula

1. Select a cell, and see the formula in the formula bar.

Enter a formula that contains a built-in function

1. Select an empty cell.
2. Type an equal sign = and then type a function. For example, =SUM for getting the total sales.
3. Type an opening parenthesis (.
4. Select the range of cells, and then type a closing parenthesis).

	Jan	Feb	Mar	Apr	May	Jun	Total
Sales	100	200	250	150	300	500	=SUM(B2:G2

5. Press Enter to get the result.

Relative references

A relative cell reference in a formula, such as B2:G2, is based on the relative position of the cell that contains the formula, such as H2. If the position of the cell that contains the formula changes, the reference is changed.

If you copy or fill a formula across rows or down columns, the reference automatically adjusts. By default, new formulas use relative references. For example, if the formula in H2 is copied to H3, it automatically adjusts from =SUM (B2:G2) to =SUM (B3:G3).

SUMIF

Use the SUMIF function to sum the values in a range that meet criteria that you specify.

1. Select a cell.
2. Type =SUMIF(.
3. Click and drag the cells you to analyze.
4. Enter the category you want to find.
5. Click and drag the cells for the range.
6. Press Enter.

Create a chart

Charts help you visualize your data in a way that creates maximum impact on your audience. Learn to create a chart and add a trendline.

1. Select the data for your chart.
2. Select Insert > Recommended Charts.
3. Select a chart on the Recommended Charts tab, to preview the chart.

   Note: You can select the data you want in your chart and press ALT + F1 to create a chart immediately, but it might not be the best chart for the data.

If you don't see a chart you like, select the All Charts tab to see all chart types, and then select a chart you like.

Add a Trendline

1. Select a chart.
2. Select **Design** > **Add Chart Element**.
3. Select **Trendline** and then select the type of trendline you want, such as **Linear**, **Exponential**, **Linear Forecast**, or **Moving Average**.

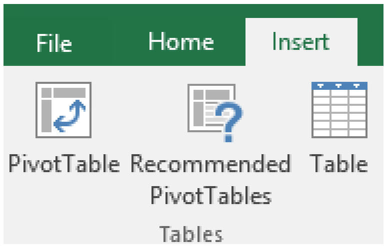
Use VLOOKUP

1. In the **Formula Bar**, type **=VLOOKUP()**.
2. In the parentheses, enter your lookup value, followed by a comma. This can be an actual value, or a blank cell that will hold a value: **(H2,**
3. Enter your table array or lookup table, the range of data you want to search, and a comma: **(H2,B3:F25,**
4. Enter column index number. This is the column where you think the answers are, and it must be to the right of your lookup values: **(H2,B3:F25,3,**
5. Enter the range lookup value, either **TRUE** or **FALSE**. TRUE finds partial matches, FALSE finds exact matches. Your finished formula looks something like this: **=VLOOKUP(H2,B3:F25,3,FALSE)**
6. **H2** is the cell that contains the lookup value.
7. **B3:F25** contains the lookup values (column B) and the corresponding data you want to find, always to the right of column B.
8. **3** is the column that you think contains the data you want to find. It is the third column over from B.

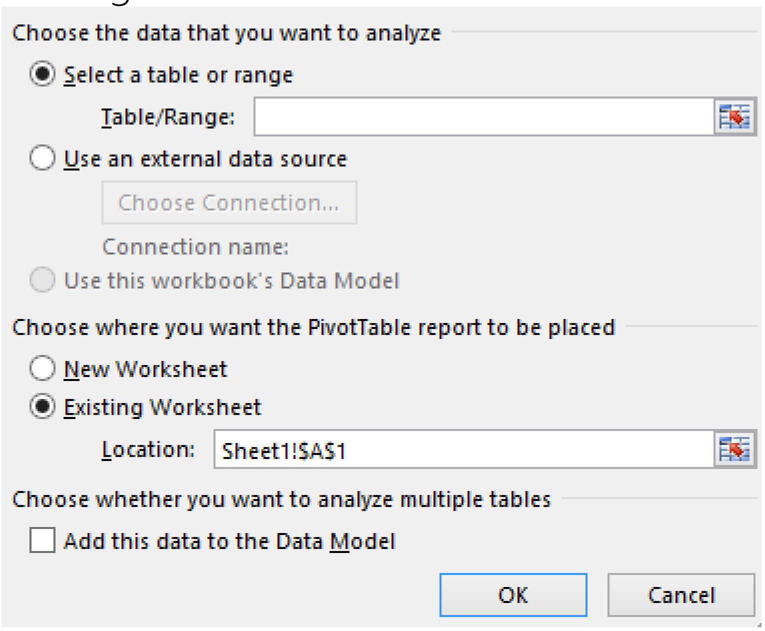
9. FALSE means you want an exact match.

Create a PivotTable

1. Select the cells you want to create a PivotTable from.
2. Note: Your data shouldn't have any empty rows or columns. It must have only a single-row heading.
3. Select Insert > PivotTable.



4. Under Choose the data that you want to analyze, select Select a table or range.

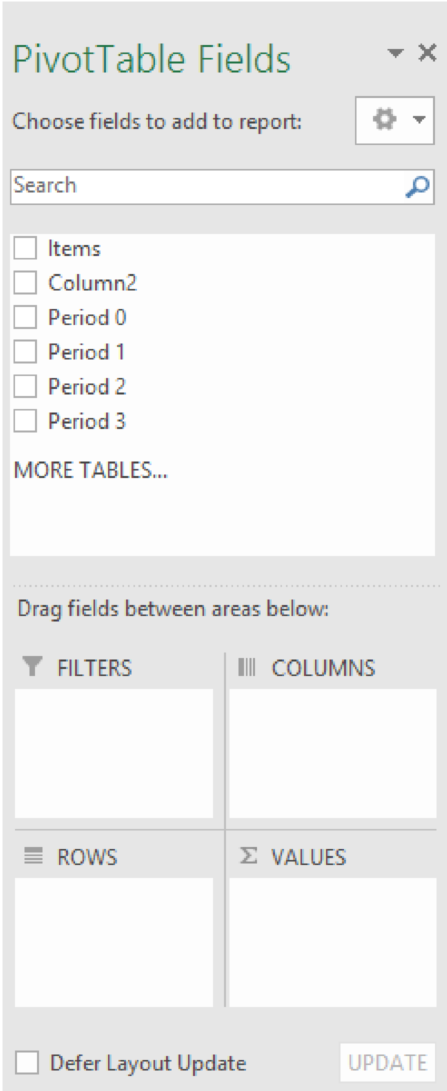


5. In **Table/Range**, verify the cell range.
6. Under **Choose where you want the PivotTable report to be placed**, select **New worksheet** to place the PivotTable in a new worksheet or **Existing worksheet** and then select the location you want the PivotTable to appear.
7. Select **OK**.

Building out your PivotTable

1. To add a field to your PivotTable, select the field name checkbox in the **PivotTables Fields** pane.
2. To move a field from one area to another, drag the field to the target area.

   Note: Selected fields are added to their default areas: non-numeric fields are added to **Rows**, date and time hierarchies are added to **Columns**, and numeric fields are added to **Values**.



Introduction to using Word

Add and Edit Text

Follow these steps to add, replace, and format text in Word.

Add text

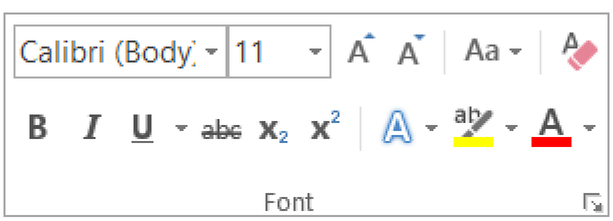
1. Place the cursor where you want to add the text.
2. Start typing.

Replace text

1. Select the text you want to replace. To select a single word, double-click it. To select a line, click to the left of it.
2. Start typing.

Format text

1. Select the text you want to format.
2. Select an option to change the font, font size, font color, or make the text bold, italics, or underline.



Copy formatting

1. Select the text with the formatting you want to copy.

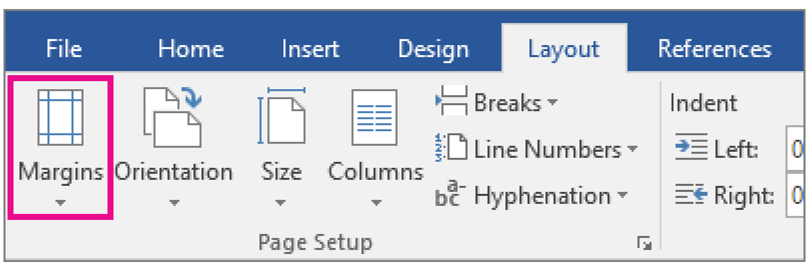
2. Click **Format painter**, and then select the text you want to copy the formatting to.
3. **Tip:** Double-click **Format painter** if you want to copy the formatting in more than one place.

Change Margins

Change margins in your document to change the layout and make sure everything fits.

Apply a predefined margin setting

1. Select **Layout** > **Margins**.



2. Select the margin measurements you want.

   Note: If your document contains multiple sections, the new margins apply only to the selected sections.

Create a custom margin

1. Select **Layout** > **Margins**.
2. Select **Custom Margins**.
3. In **Margins**, use the Up and Down arrows to enter the values you want.

4. Select **OK** when done.

Insert or remove page breaks

Use page breaks to control where a page ends and where a new page begins.

Insert a page break

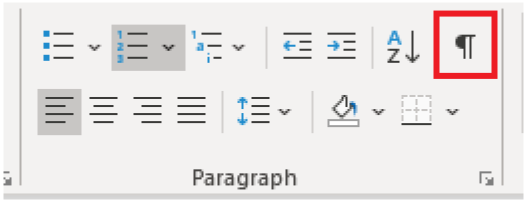
1. Place the cursor where you want to start a new page.
2. Select **Insert** > **Page Break**.

Change page break settings

1. Select **Layout**.
2. In the **Paragraph** group, select the small arrow.
3. In the **Paragraph** dialog box, select **Line and Page Breaks**.
4. Under Pagination, choose the option that works best for you:
   - Widow/Orphan control
   - Keep with next
   - Keep lines together
   - Page break before

Remove a page break

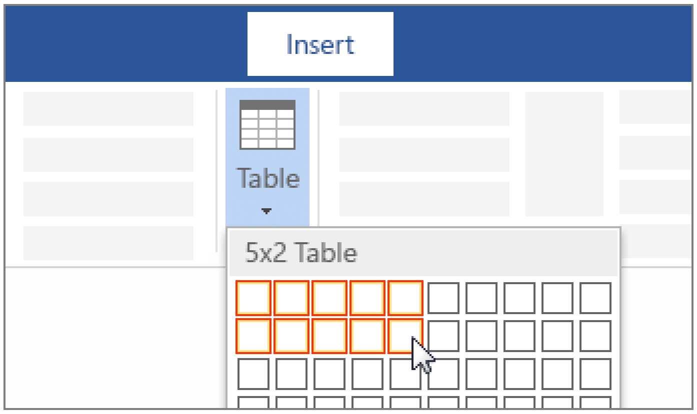
1. Click **Home** > **Show/Hide** .



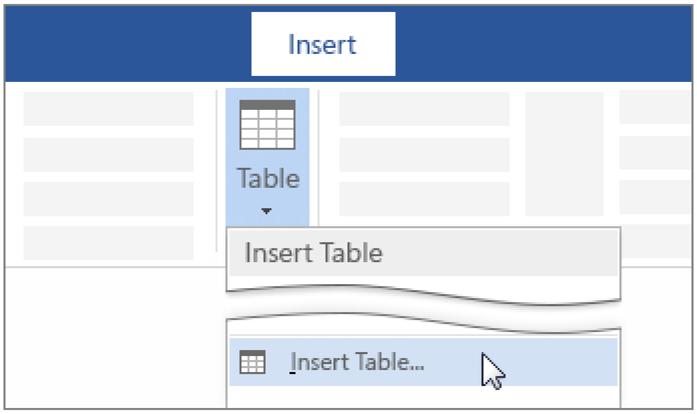
2. This will display non-printing characters—paragraph markers, section breaks, page breaks, etc.—that you may want to see while you're working on your document.
3. Double-click the page break so that it's selected, and then press Delete.

Insert Tables

For a basic table, click **Insert** > **Table** and move the cursor over the grid until you highlight the number of columns and rows you want.



For a larger table, or to customize a table, select **Insert** > **Table** > **Insert Table**.



Tips:

- If you already have text separated by tabs, you can quickly convert it to a table: Select **Insert** > **Table**, and then select **Convert Text to Table**.
- You can even draw a table: Select **Insert** > **Table** > **Draw Table**.

Saving Documents

Save your document, so you don't lose all your hard work, then print it to share it with others.

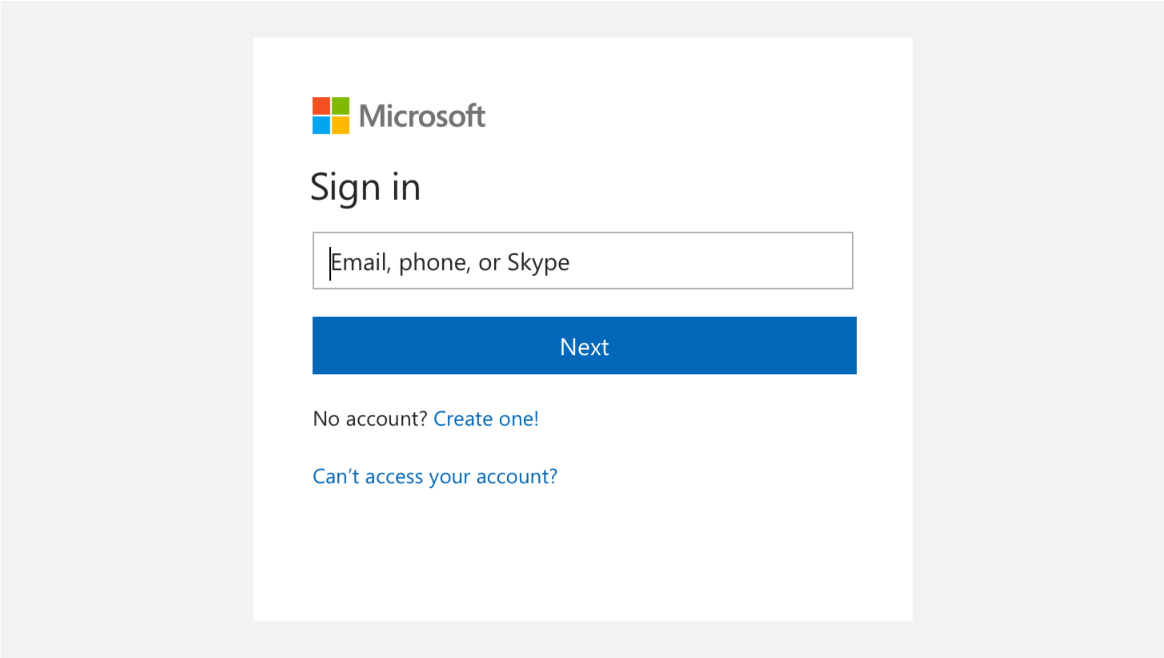
1. Click **FILE** > **Save**, pick or browse to a folder, type a name for your document in the **File name** box, and click **Save**.
2. Save your work as you go - hit **Ctrl+S** often.
3. To print, click the **FILE** tab, and then click **Print**.

Introduction to Teams

Sign into Teams

1. Start Teams.
    - In Windows, click **Start** > **Microsoft Corporation** > **Microsoft Teams**.
    - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
    - On mobile, tap the **Teams** icon.
2. Sign in with your Office 365 username and password.

Note: Teams is a part of Office 365, so you need an Office 365 Business or Enterprise license to use it. For details, see [How do I get access to Microsoft Teams?]



Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic.

The best way to get familiar with teams and channels is to pick a team and channel and start exploring!

1. Click **Teams** on the left side of the app and then pick a team.
2. If you're not on a team and want to create one, see Onboard your teams.
3. Select a channel and explore the **Conversations**, **Files**, and other tabs.
4. For more info, see Teams and channels.

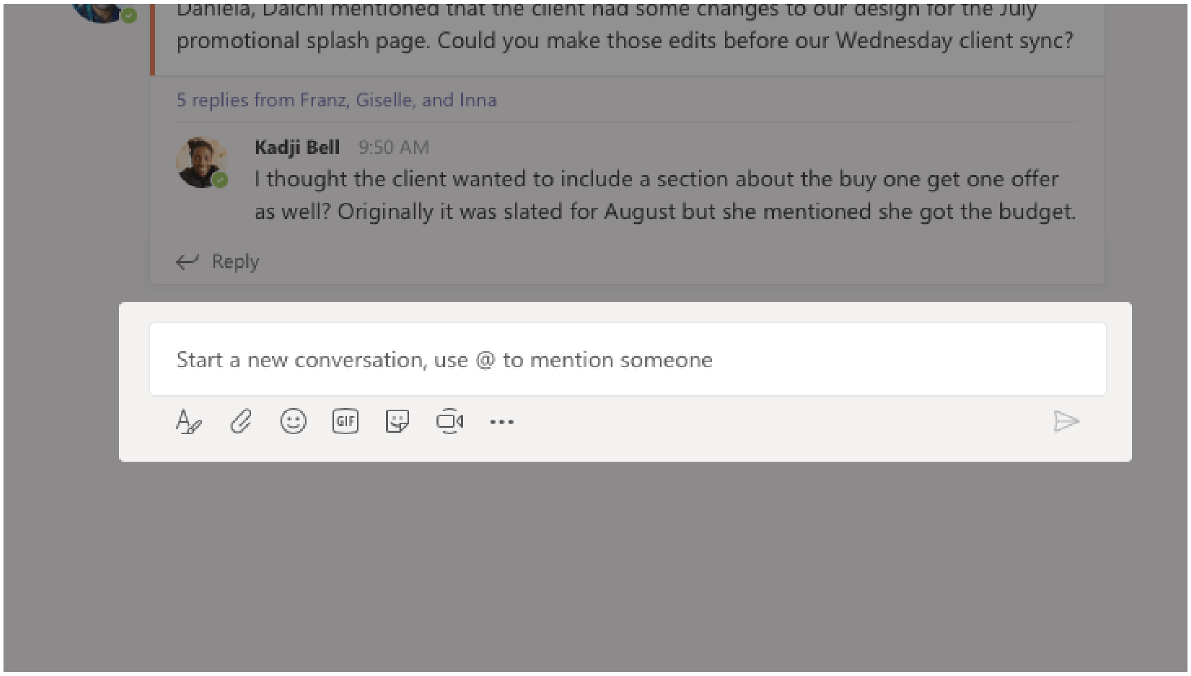
Chat in Teams

Channel Conversation

1. Click **Teams**, then pick a team and a **channel**.
2. In the compose box, say what's on your mind and click **Send**.

Single Person or Group Conversation

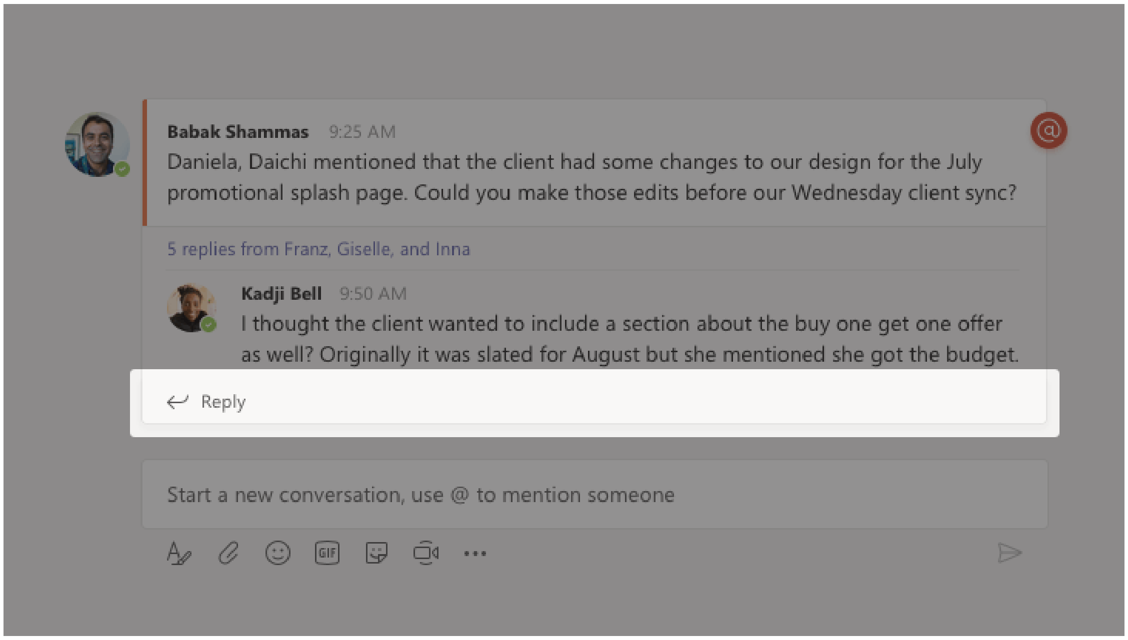
1. At the top of the app, click **New chat**.
2. In the **To** field, type the name of the person or people you want to chat with.
3. In the compose box, say what you have to say and click **Send**.



Reply to a conversation

Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send** .

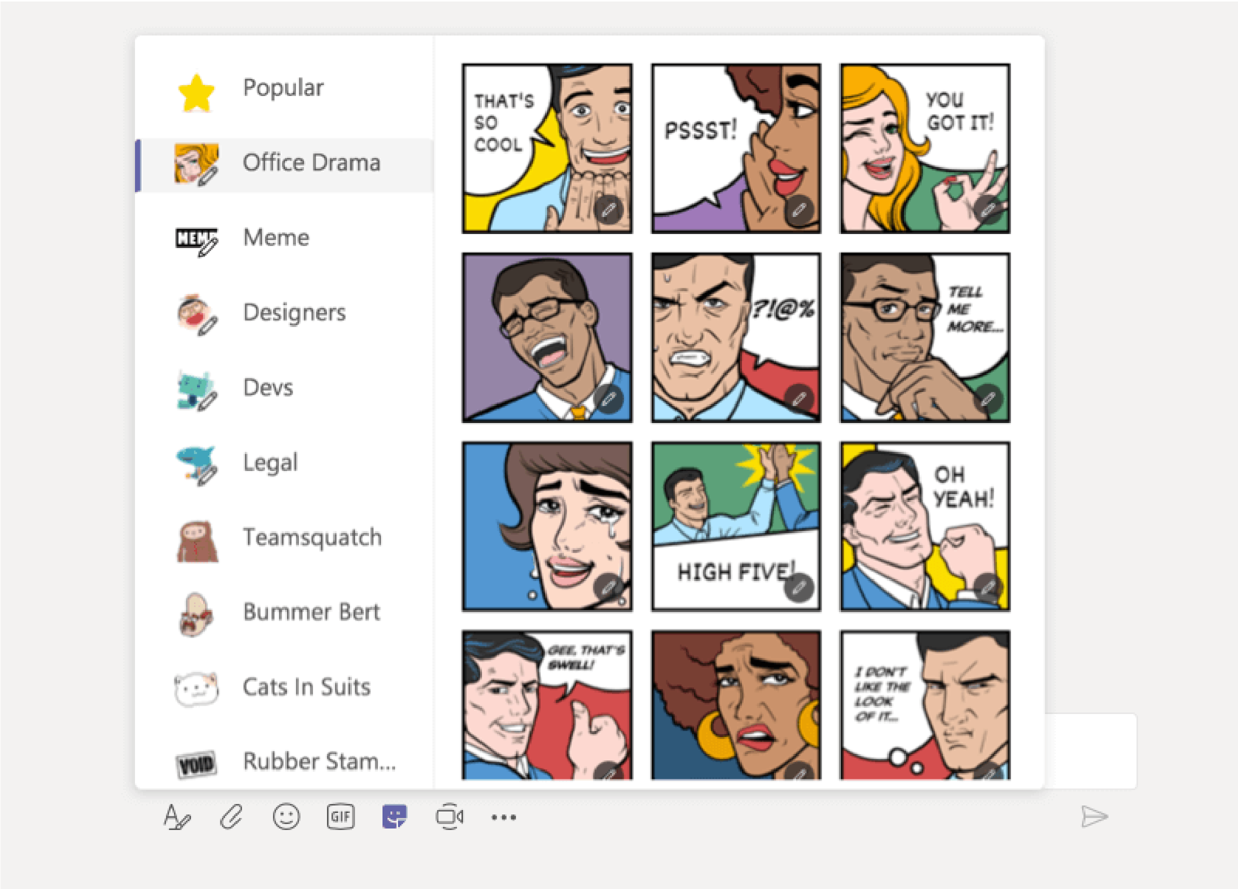


Have fun with emoji, memes, and GIFs

Express yourself and impress your coworkers!

1. Click **Teams**, then select a team and a channel.
2. Click **Sticker** beneath your compose box.
3. We recommend selecting **Office Drama** stickers because of all the high-quality drama.
4. Select a sticker, enter a fun caption, and select **Done**.

The **Sticker** catalog contains a wide variety of customizable stickers and memes—you can even upload your own! Check out **Emoji** for smiley faces and **GIF** for animated GIFs.



Share a file

Sometimes words aren't enough, and you need to post a file to a channel conversation.

Tip: Teams works particularly well with [Microsoft Office documents](#).

1. In your channel conversation, click **Choose File** beneath your compose box.
2. Select a file, click **Open**, and then **Send**.

You can always see all the files you post to a channel by going to the **Files** tab.

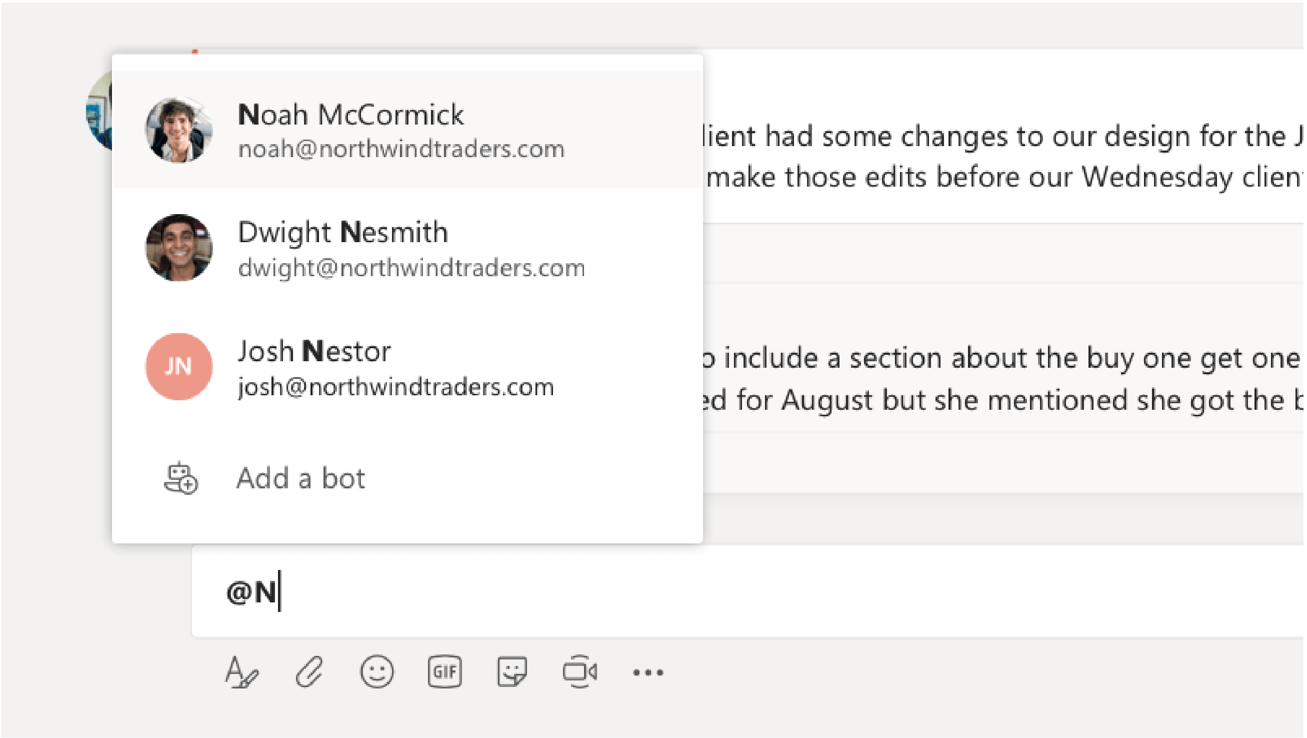
Collaborate in Teams

@mention someone

An @mention is like a tap on the shoulder—a way to get someone's attention in a channel conversation or a chat.

1. In the compose box, type **@**, then type the first few letters of the person's name. You can also @mention entire teams and channels.
2. Select the person. Repeat for as many people as you want to @mention.

Each person you @mention gets a notification in their **Activity feed**. Check for a red circle next to **Activity** right now to see if someone has @mentioned you!

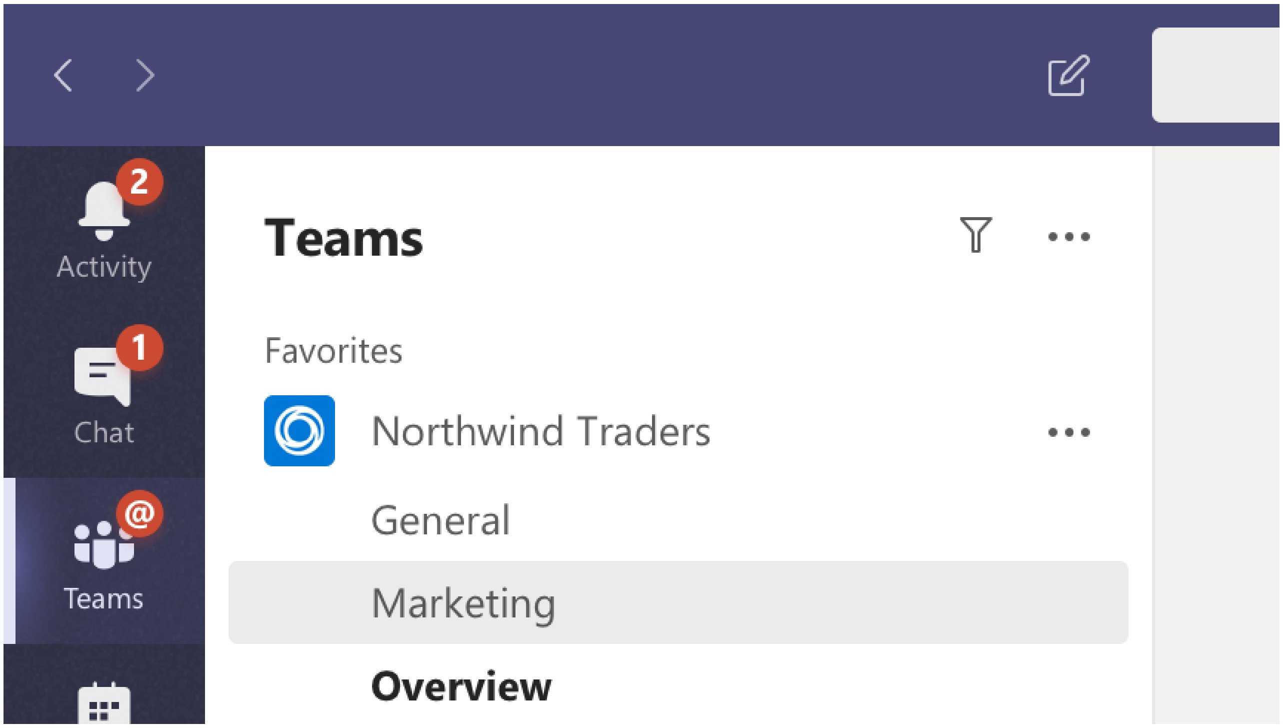


Stay on top of things

Notifications let you know when someone @mentions you, likes something you've posted, or replies to a thread you started. The Activity feed helps you stay on top of all your notifications.

1. Click **Activity** .
2. The **Activity Feed** shows you a summary of everything that's happened in the channels you follow.
   - Click **Filter** to show only certain types of notifications such as @mentions or likes.

- Select **Feed** > **My Activity** to see a list of everything you've been up to lately in Teams.



Search for messages, people, or files

Searches cover your entire organization—all the teams and channels for which you are a member.

1. Type a phrase in the command box at the top of the app and press Enter.
2. Select the **Messages**, **People**, or **Files** tab.

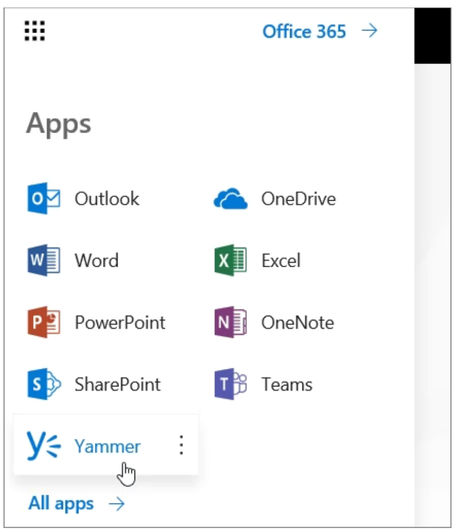
3. Select an item in the search results. Alternatively, you can click **Filter** to further refine your search results.

Introduction to Yammer

Sign into Yammer

Sign in at Yammer.com, or when signing into office.com click on the Yammer icon in the portal landing page.

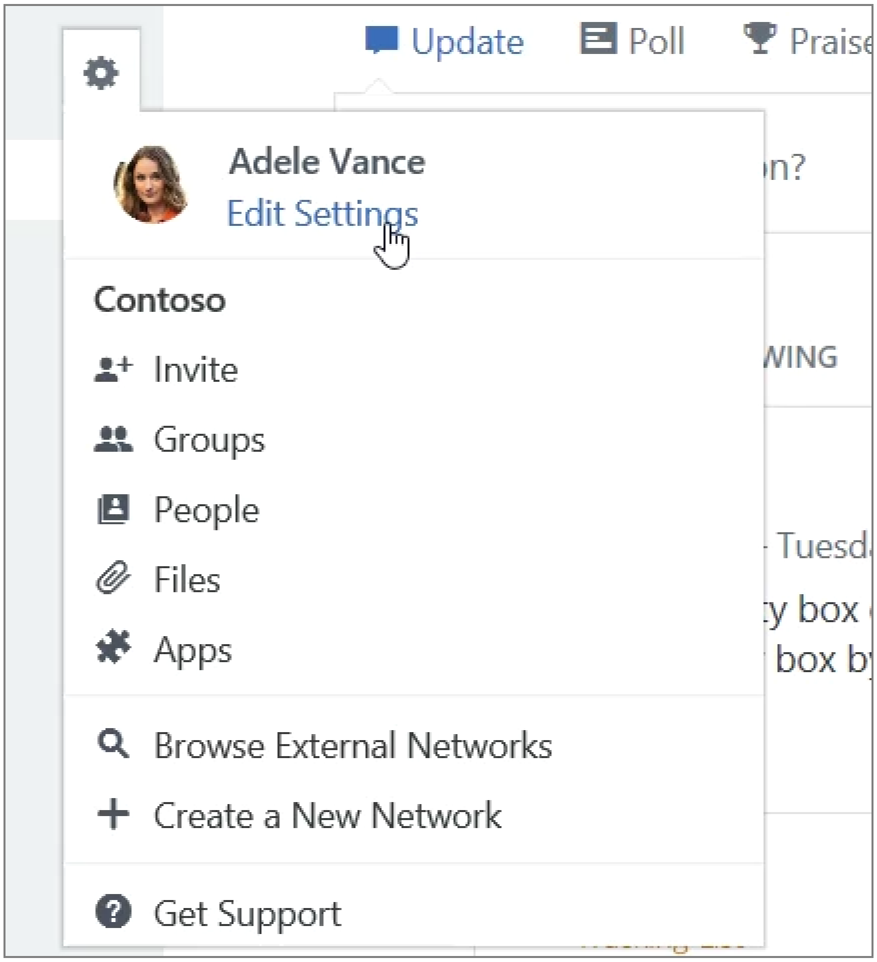
If you don't see the Yammer icon, select the app launcher in the upper-left corner of your screen and select **Yammer**.



Can't find the app you're looking for? From the app launcher, select **All apps** to see an alphabetical list of the Office 365 apps available to you. From there, you can search for a specific app.

Edit your Yammer profile

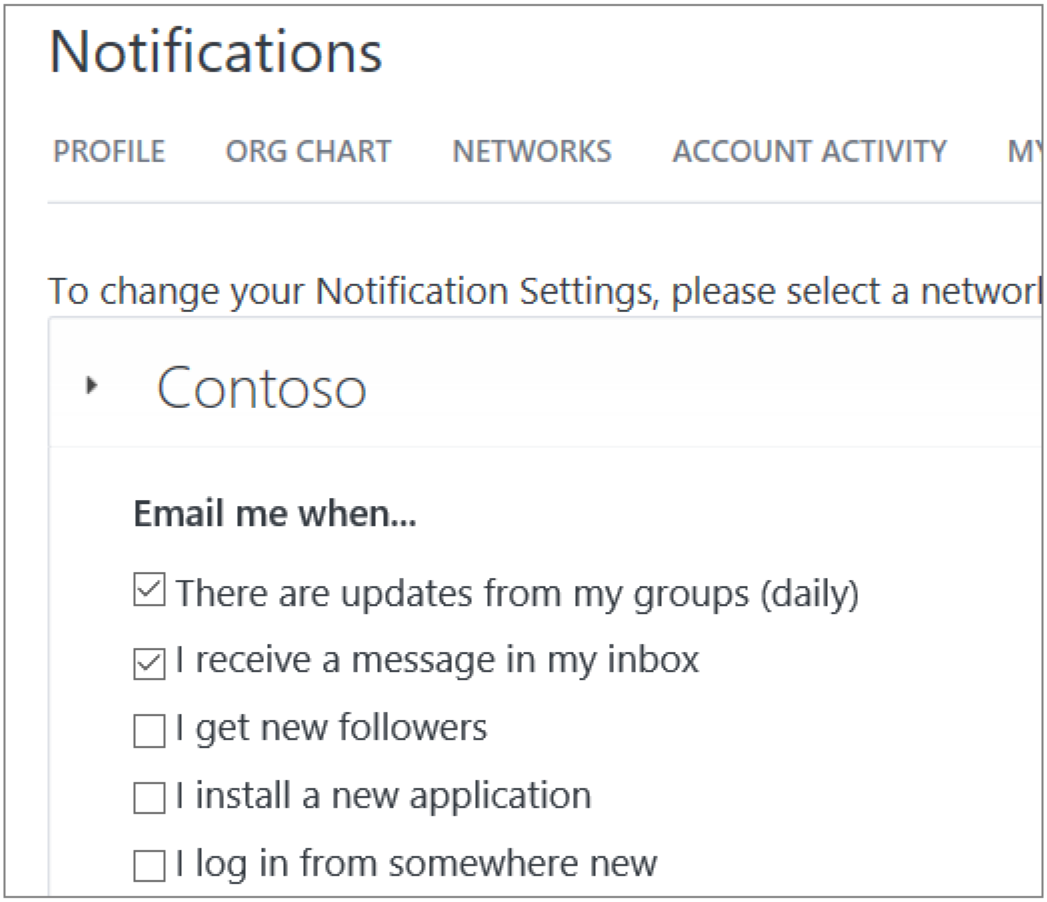
1. Select the settings icon and select **Edit Settings**.
2. On the **Profile** tab, add information collaborators may find helpful, like your expertise, interests, experience, and a link to your LinkedIn profile.
3. Select **Save**.



Set notifications

1. Select the settings icon and select **Edit Settings**.

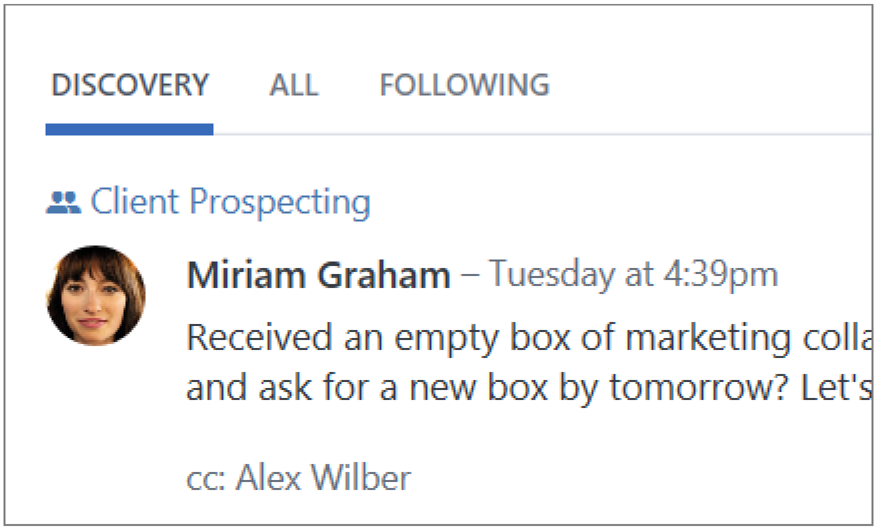
2. Configure your preferences on the Notifications tab:
   - Activity digest sends daily or weekly emails to help you discover new activity.
   - Follow groups to get notifications and messages in your Yammer inbox.
3. Or, on the bottom-right rail of your group, select the checkbox next to Subscribe to this group by email under Access options.



Discover conversations and groups

Discover conversations

Select **Yammer** from the home tab on the left rail.

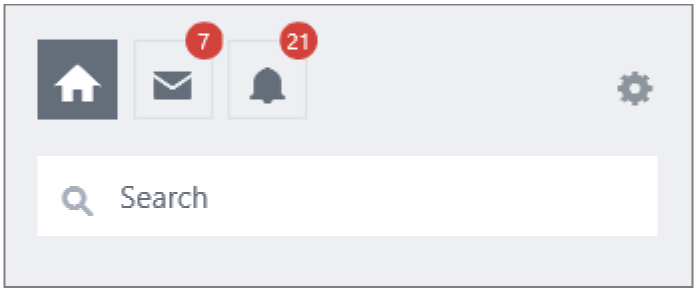


- The **Discovery** tab suggests conversations relevant to you based on what you subscribe to and interact with on your Yammer network.
- The **All** tab shows all conversations you can access on your organization's network.
- The **Following** tab shows conversations you actively subscribe to, including conversations that your followers have participated in or liked and conversations that have been tagged with a topic you follow.

To view your groups' conversations, use the left navigation and go directly to the group to see new conversations in your groups. When you're all caught up, click the group-to-group transition link at the bottom of your feed to go to your next groups' new conversations.

Search for answers

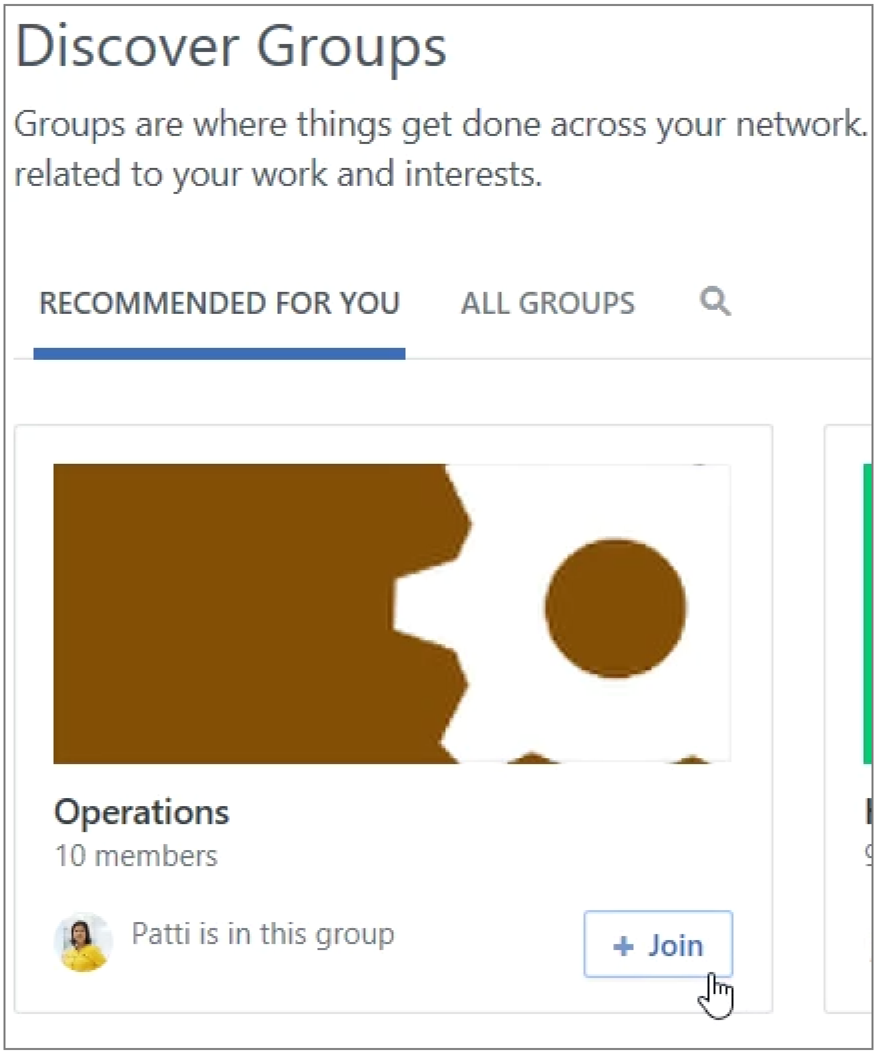
1. In the left side rail, in the Search bar, type in related keywords to find what you need. As you type, a list of categorized results is displayed with suggested people, groups, files, topics, and links.
2. If you don't see what you're looking for, search See All Search Results. Browse the complete search results, which are categorized by tabs.
3. If you need to narrow your search, use Advanced search on the Search Results page.



Join an existing group

1. On the left navigation, select Discover more groups.
2. Browse or use Search to find groups. Read through descriptions, scroll through the group feed, or look at members to figure out if the group is relevant to you.
3. Note: The All Company group is the default group, and you're automatically part of it.
4. Select + Join when you find a group that interests you.

Note: If the group is public, you will be instantly added to it. If it is private, the group administrator will need to approve your join request.



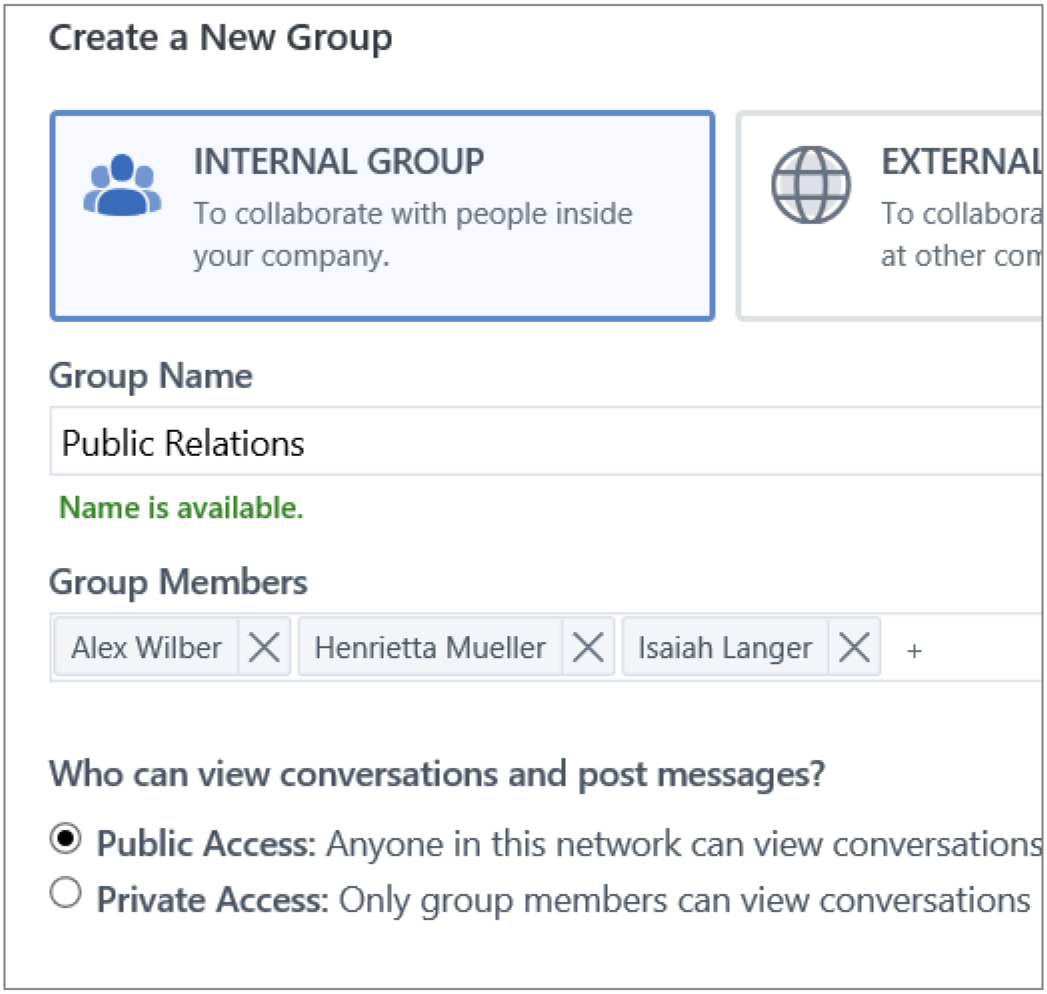
Create a new group

1. In the left navigation, select the **+** sign.
2. Select the group type (**Internal** or **External**), type a **Group Name**, add **Group Members**, and set access to **Public** or **Private**.

When an external group is created, members from outside your organization will only have access to the information and conversations of that specific group.

Public groups are available to anyone in your network to join. Access must be granted to new members in a **Private** group.

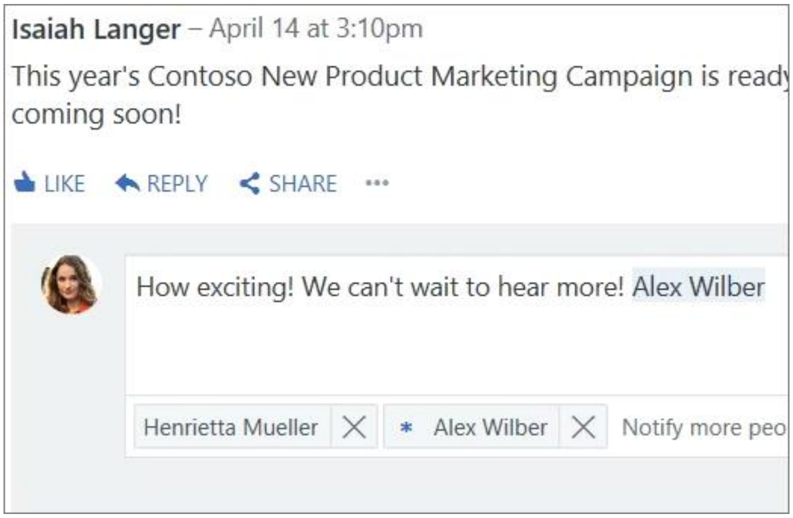
3. Customize your group information by selecting the gear icon in the group header. Edit group settings like the description, group image, and group header.



Join the conversation

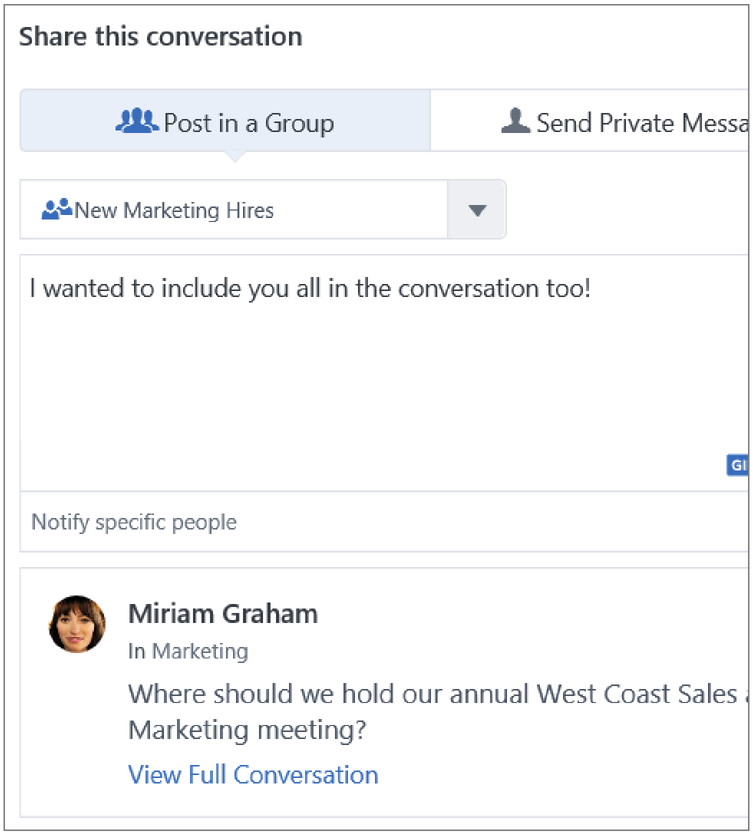
Like and reply to posts

1. Select Like on a post to indicate that you agree with an idea, have seen a message, or just want to let someone know you find what they're saying is helpful. Yammer will show how many people have liked the message including yourself.
2. Select Reply to add your insights or to ask a question.
3. @mention other people who can contribute to the conversation or would find it helpful. If you're an active user on Yammer, you'll receive the @mention as a message in your Yammer inbox.
4. Note: If you're a pending user on Yammer, you'll receive the @mention as an email in your Outlook inbox instead.
5. You can also Notify more people of your message in the text box below.
6. Select Post.



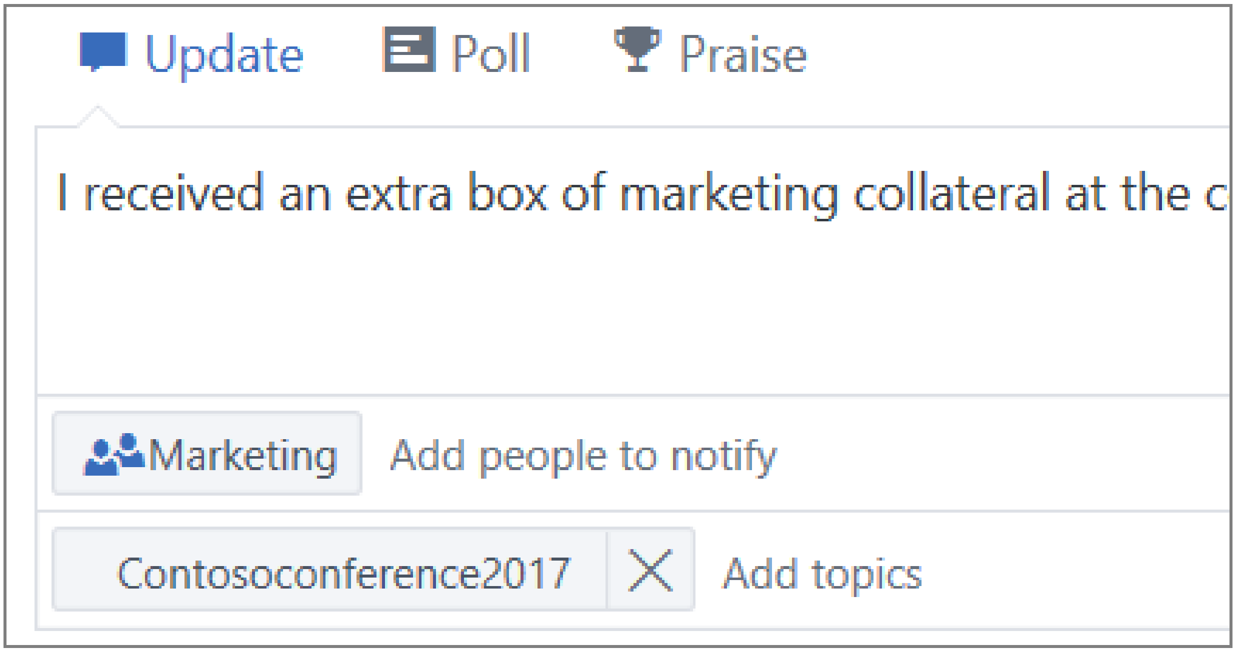
Share a conversation

1. On an existing post, select **Share**.
2. In the window, select **Post in a Group** or **Send Private Message**.
3. If you're sharing to groups, choose **Select a group** from the drop-down menu.
4. Enter a personalized message in the **Say something about this conversation** box.
5. You can **Notify specific people** and **Add files**, if you like.
6. Select **Share**.



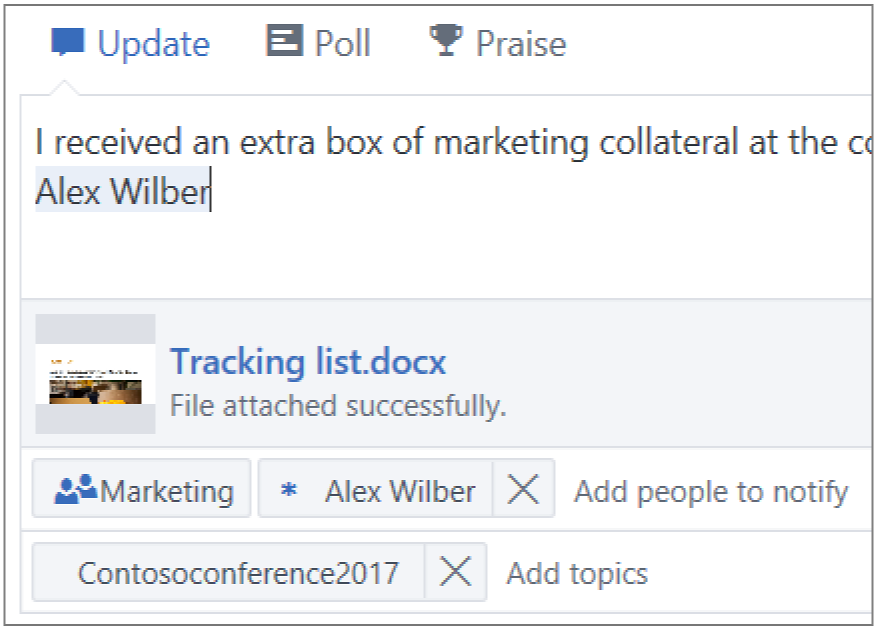
Post an update

1. On web and desktop, select **Update** in the box at the top of the group and enter your message.
2. On mobile, select **Post** on the upper-right side of the group.
3. Type in your message. **Hashtag** (type '#') topics relevant to the message to help others discover your update.
4. To upload videos, photos, documents, and GIFs for context or collaboration, select where you'd like to upload from, go to your file, and select **Open**.
5. When you have finished, select **Post**.



Attach a file

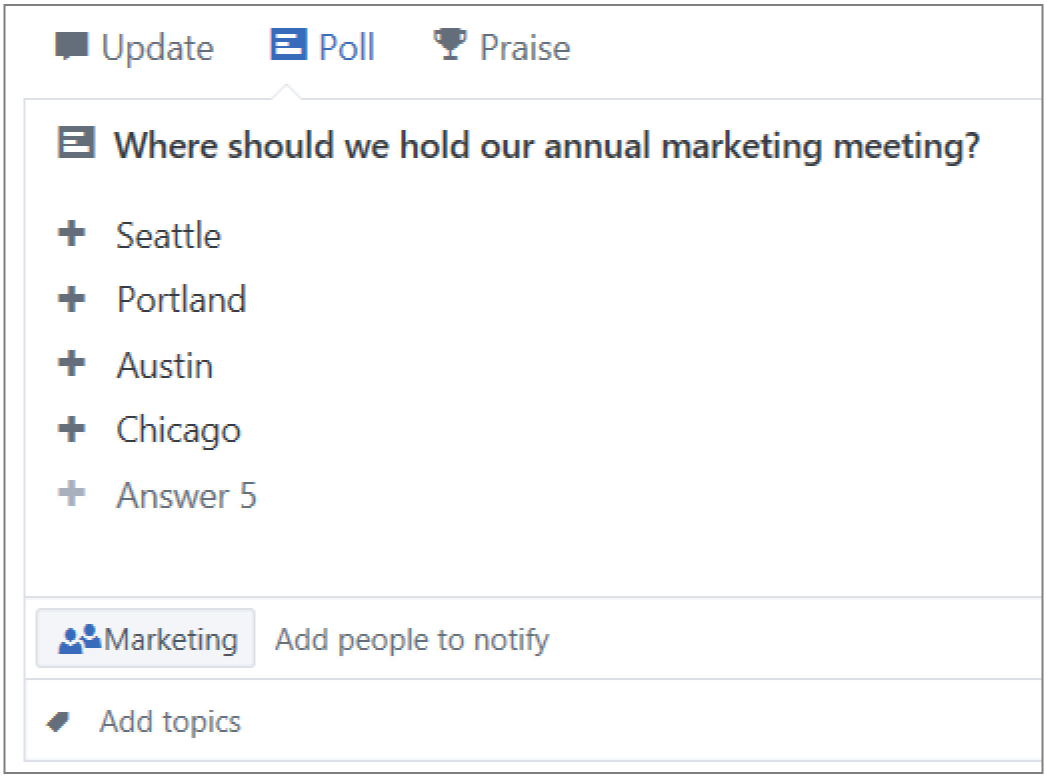
1. Select a file to upload from your computer, Yammer, or SharePoint. Or, select a GIF to help emphasize your message.
2. Go to the file and choose **Select**.
3. Type a message to give context to your colleagues, and **@mention** people who will find the file helpful, if you'd like.
4. Select **Post**.



Create a Poll

1. At the top of the group page, select **Poll**.
2. Type your question and options for answers.
3. Select **Post**.

4. Your collaborators can vote on your poll by selecting an answer option and selecting **Vote**. Don't worry, Yammer won't show who voted for what option. You can always change your vote if needed.
5. Once posted, select **Go to results**.



Praise a collaborator

1. At the top of the group page, select **Praise** to display the Praise dialog box.
2. **Enter the name of the person you want to praise** in the top box. You can enter more than one.

3. Use the left and right arrows to select a fun praise image.
4. Enter your message in the lower box, where it asks, Share what they've done.
5. It's a good idea to add the person's supervisor to the Add people to notify box so they have visibility into a job well done.
6. Attach a file or Add Topics, if you'd like. When you're done, select Post.