



# Microsoft Office 365 Key Words list

## Objective

This document provides a list of key words and an explanation of their meaning in the context of LAUSD's migration to the Microsoft Office 365 platform.

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**Active Directory Federation Services (AD FS):** AD FS provides the various end-points that the Microsoft Federation Gateway uses to redirect clients to the AD FS server for different types of authentication. AD FS must be installed on a separate physical server that is a part of your on-premises network organization.

**Authentication:** This is the process of determining whether someone or something is, in fact, who or what it is declared to be. Authentication is commonly performed through the use of user name and logon passwords.

**Email coexistence:** Email coexistence enables organizations with on-premises Exchange Server email environments to establish a connection between their on-premises mail environment and the Office 365 Exchange Online mail environment. With coexistence configured, some users connect to Exchange Online while others continue to use the local Exchange Server environment, and all of the users can share the same email domain name. Email coexistence can be configured as either cross-premises coexistence or as a hybrid deployment.

**Exchange Online:** A hosted email and messaging service built on Exchange Server and offered by Office 365. For organizations using on-premises Exchange Server and Exchange Online, Exchange Online is sometimes referred to as their "cloud-based Exchange organization."

**Lync Online:** The Office 365 solution for instant messaging, audio and video calling, and online meetings. The Lync Online service is built on Lync 2010 Server.

**Migration:** The process of moving data from one system to another system. In this case, the migration process specifically refers to migrating email data from on-premises Exchange Servers to Microsoft Office 365/Exchange Online.

**Office 365 desktop setup package:** This application is installed on workstations that use rich clients (such as Office 2010) and connect to Office 365 service offerings. It automatically configures rich clients for use with Office 365 and manages and installs client updates.

**Office Professional Plus:** Office applications that connect to Office 365 service offerings and provide access to documents, email, and calendars from a variety of clients. Office Professional Plus includes Office Web Apps, the online companions to Word, Excel, PowerPoint, and OneNote, which let you review and make light edits to documents directly from a browser.

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**OneDrive:** OneDrive is a personal library intended for storing and organizing your work documents. As an integral part of Office 365 or SharePoint Server 2013, OneDrive provides access to store, sync and share files across multiple devices.

**Operating System:** An operating system is the most important software that runs on a computer. It manages the computer's memory, processes, and all of its software and hardware. It also allows you to communicate with the computer without knowing how to speak the computer's "language." Without an operating system, a computer is unable to function.

**Outlook:** This is the rich email client which is used to access mailboxes hosted in Exchange Online.

**Outlook Web App (OWA):** This is the browser based email client used to access Exchange Online. Formerly known as Outlook Web Access.

**Service request:** A service request (SR) is how customers engage Office 365 support for reactive and proactive issues.

**SharePoint Online:** The Office 365 solution for collaboration. The SharePoint Online service is built on SharePoint Server 2010.

**Single sign-on:** Single sign-on provides a true single sign-on (SSO) experience for users to access both the on-premises and Office 365 service offerings with a single user name and password. Additionally, single sign-on allows administrators to easily control account policies for Office 365 mailboxes by using on-premises Active Directory management tools.

**Spam:** Spam is most commonly referred to as electronic junk mail or any bulk email messages that are sent by unsolicited means.

**Spam Quarantine:** This is a temporary storage location for email messages that have been identified as spam and thus shouldn't be delivered to a person's mailbox.

**User Principal Name (UPN):** A user account name (sometimes referred to as the user logon name) and a domain name identifying the domain in which the user account is located. This is the standard usage for logging on to a Windows domain. The format is josh@contoso.com (similar to an email address).

**Yammer:** Yammer is a private social network designed for organizations that helps employees collaborate across departments, locations and business apps.

**Web Browser:** The software application which allows access to the Internet. A browser lets you visit websites and do activities within them like login, view multimedia, link from one site to another, print, send and receive email, among many other activities. The most common web browsers today are Microsoft Internet Explorer, Google's Chrome, Mozilla Firefox, Apple's Safari, and Opera.