Tip 13- New App Navigation

Tip- Did you notice anything new in Office 365 last week? The navigation bar across the top has moved to the top left side. This offers a cleaner experience so you can customize what you want. See below for more details.

1. Where are my Office Apps and how do I use them?
Look at the top left side of your Office 365 account. To open an application you can click on the tile or for a better result, right click (MAC = Control + Click) and choose to open the Link in a New Tab. This allows you to have many apps open at a time such as your Email, Calendar, OneDrive, Yammer, etc.

2. How do I move an app to my navigation bar?
Move your mouse towards the top right side of a tile until you see an ellipses (three dots …) and choose Pin to nav bar. This will move it to the navigation bar at the top right side of your account. Note: You can't right click on the icon in the navigation bar and get the option to "Open Link in New Tab", but you can hold Control (Mac = Command) and click on it to open it in a new tab. If you right click (MAC = Control + Click) you can unpin it from the navigation bar.
Thanks,
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