

## About

### What is Office 365?

Office 365 is a web-based subscription that gives you anywhere-access to MS Office tools and applications, such as Word, Excel, OneNote, and PowerPoint from a browser.

### What can I do with it?

With your Office 365 subscription, you will be able to:

- Work from anywhere using your PC, Mac or mobile device
- Access emails, look up contacts, and share calendars from wherever you are
- Connect with Skype for Business users via instant message, voice calls, and video calls, and let people know your availability with your online status
- OneDrive for Business gives you 1 TB of personal cloud storage that can be accessed from anywhere and that syncs with their PC/Mac for offline access. Easily share documents with others inside and outside your organization and control who can see and edit each file.



## Basics

### Accessing your Office 365 account

Logging into your account is easy:

- Navigate to your Office 365 login page by typing <http://portal.office.com> into your address bar in your web browser
- On the sign in page, fill in your credentials and click **Sign in**

### Setting up your mobile device

A great feature of Office 365 is that it allows you to access files and collaborate with team members from certain mobile devices – like the Android, iPhone, or Windows phone.



To connect Office 365 to your mobile device:

- On your Office 365 account home page, click the **Other installs** link underneath the **Install Office 2016** box in the upper right hand corner
- Select and click **Phone & tablet** on the right side under **Software**
- Choose your mobile device from the list of options available
- The Office 365 help window opens and displays instructions for your device. Follow the instructions to complete setup

You will now be able to access your account from your mobile device. If prompted, enter your credentials.

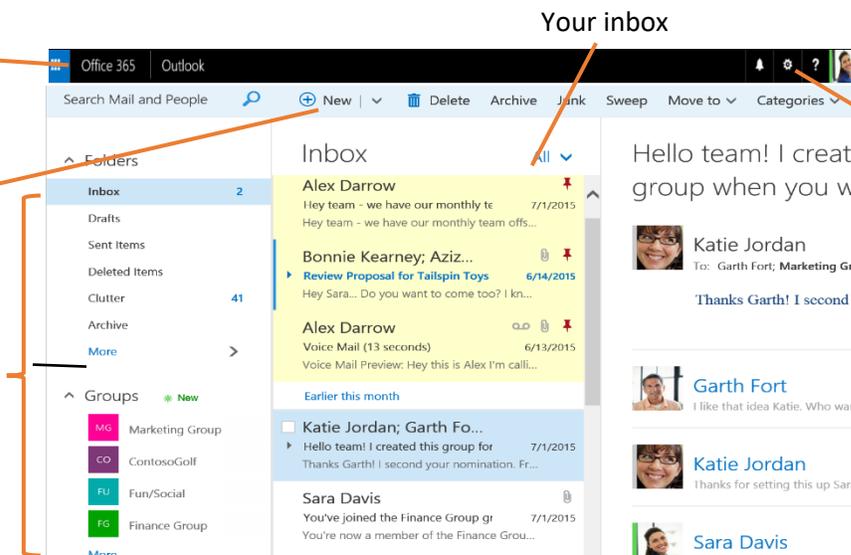
## Outlook Web App

When you log into your Office 365 account, your page will by default display your Outlook Web App. From here, you can view or send emails, as well as access other Apps, like your Calendar, Contacts, OneDrive, etc.

Click **Office 365** to navigate to Home page

Click **New** to create a new email

The Navigation Pane works similarly to that of the one in the desktop version of Outlook



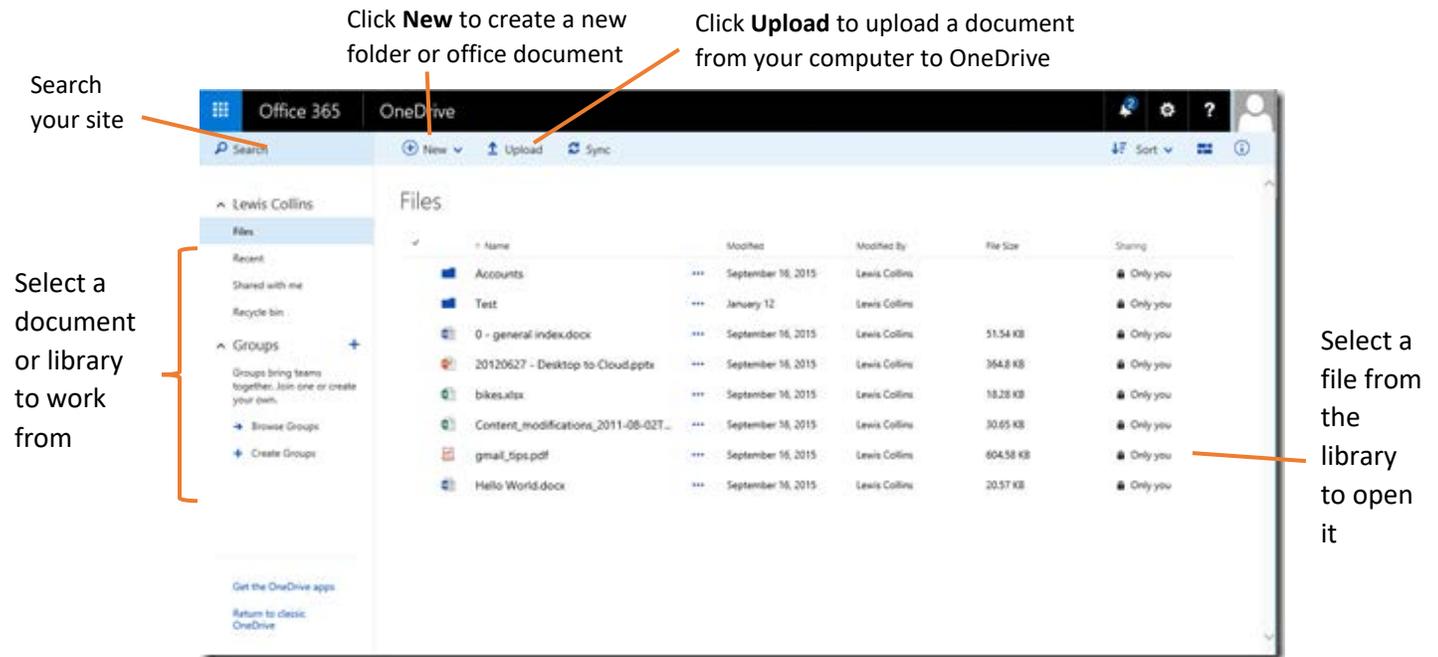
Your inbox

The **Settings** button displays a settings menu that is relative to the App you are viewing

View an email

## Using OneDrive with Office 365

OneDrive works like an online storage site, where you and your team members can access, edit, and share files. To get to your OneDrive site, click the **OneDrive** App on your Office 365 home page.



Search your site

Click **New** to create a new folder or office document

Click **Upload** to upload a document from your computer to OneDrive

Select a document or library to work from

Select a file from the library to open it

## Creating a document with Web Apps

With Office 365, you can create, edit, and access documents from wherever you are. Your shared documents are stored on your OneDrive.

### Creating a new document

To create a new document from your OneDrive using Office 365 Web Apps:

- Navigate to your OneDrive site by clicking the OneDrive App on your Office 365 home page. Click **New** at the top of the page
- The drop-down menu offers you options for what type of file (Folder, Word, Excel, PowerPoint, OneNote, Link) you'd like to create
- The selected Web App opens. You'll notice that the Web App uses basically the same functionality as a desktop based version. Go ahead and create your document
- Save the document and navigate back to OneDrive by clicking your name in the top left of the screen
- Your new document is listed in the documents OneDrive folder you choose

## Editing and uploading a document

### Editing a document

To edit a shared document:

- Navigate to the folder on OneDrive where the document is stored and click on the document
- The document opens in a relevant Web App. Click **Edit Document** and select **Edit in Browser** in the drop-down menu
- Your document opens. Edit your document
- When you are finished editing your document, it should autosave to OneDrive. You can also save under the File menu in Word.

### Uploading a document to OneDrive

If you created a document locally or simply want to add an existing document to a folder, you can upload it to OneDrive

- On OneDrive, click on the **Upload** drop down menu and select which type you'd like to upload, file or folder
- Select the file or folder you'd like to upload and click **Open**