

# Microsoft Office 365 at Holland College

Access and Download

Fall 2018

# Office 365 for Education

## Basic Access and Use

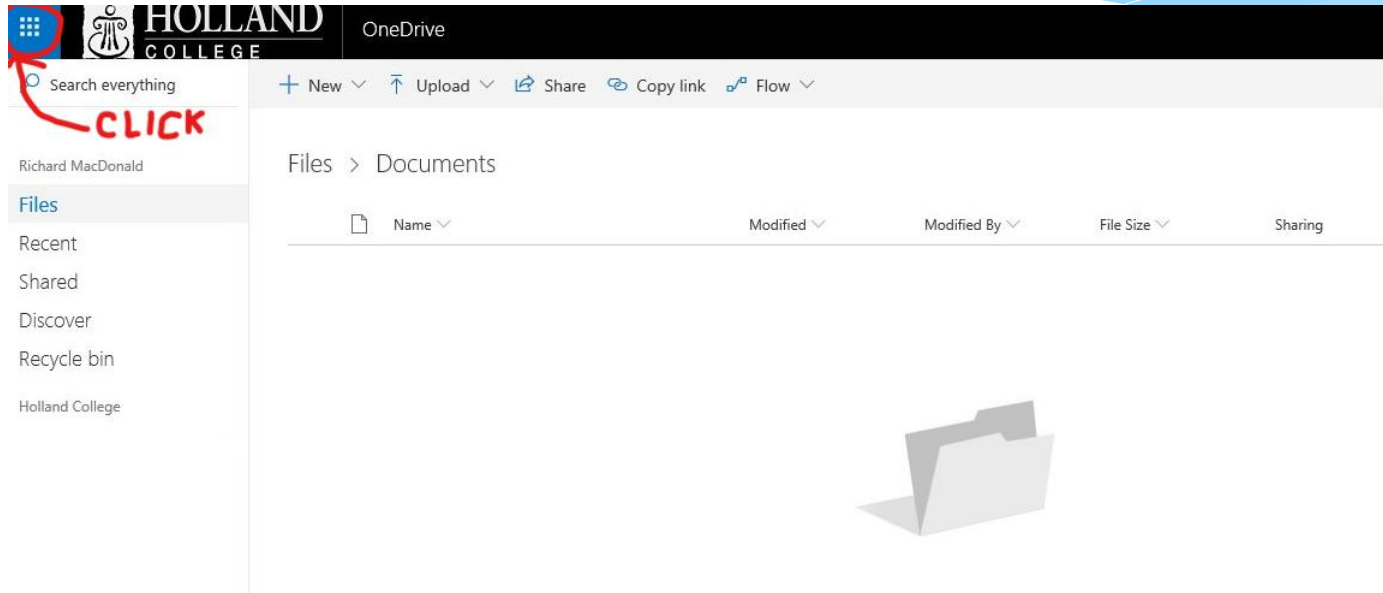
- \* Log into the Microsoft Office 365 Portal with your Holland College username and password (same ones you use to log into the Holland College network)

<https://portal.hollandcollege.com>

# Office 365 for Education

## Basic Access and Use

Click here to see Apps

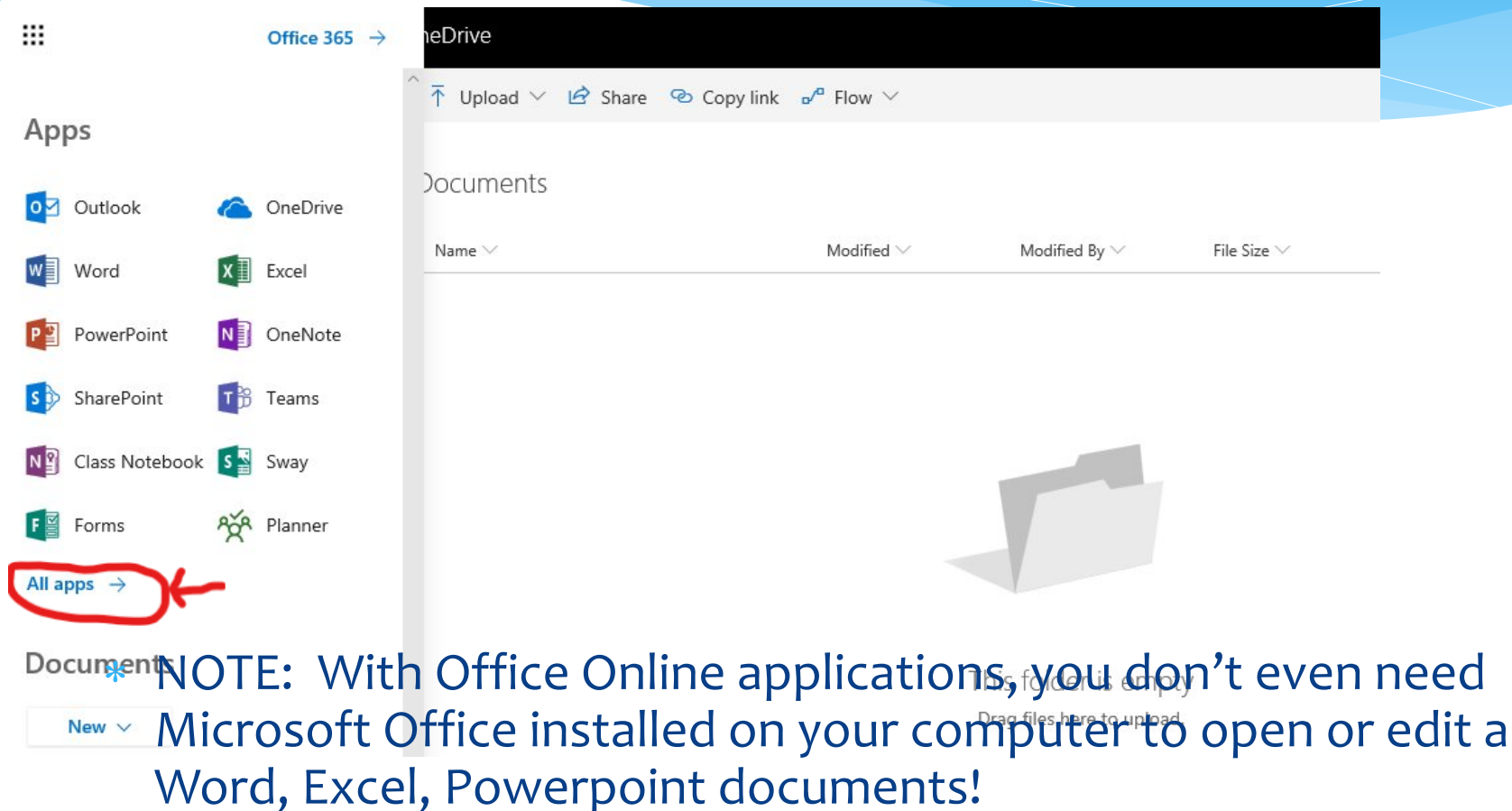


The screenshot shows the OneDrive interface for a user named Richard MacDonald. The top navigation bar includes the OneDrive logo, the user's name, and the text 'OneDrive'. Below this is a search bar and a row of action buttons: '+ New', 'Upload', 'Share', 'Copy link', and 'Flow'. The main content area shows a breadcrumb path 'Files > Documents' and a table with columns for 'Name', 'Modified', 'Modified By', 'File Size', and 'Sharing'. The table is currently empty, displaying a folder icon and the message 'This folder is empty. Drag files here to upload.' A red arrow points to the 'Apps' button in the top left corner, with the word 'CLICK' written in red next to it.

- \* You will see this screen
- \* Click on the area indicated by the RED arrow above and you will see the Office 365 apps that are available to you.

# Office 365 for Education

## Available Applications



The screenshot displays the Office 365 interface. On the left, a sidebar lists various applications under the heading "Apps". A red circle highlights the "All apps →" link at the bottom of this list. The main area shows a "Documents" view with a table header containing "Name", "Modified", "Modified By", and "File Size". Below the header is a large folder icon with the text "This folder is empty" and "Drag files here to upload".

**Apps**

- Outlook
- Word
- PowerPoint
- SharePoint
- Class Notebook
- Forms
- OneDrive
- Excel
- OneNote
- Teams
- Sway
- Planner

**Documents**

Name	Modified	Modified By	File Size
This folder is empty			

**NOTE:** With Office Online applications, you don't even need Microsoft Office installed on your computer to open or edit a Word, Excel, Powerpoint documents!

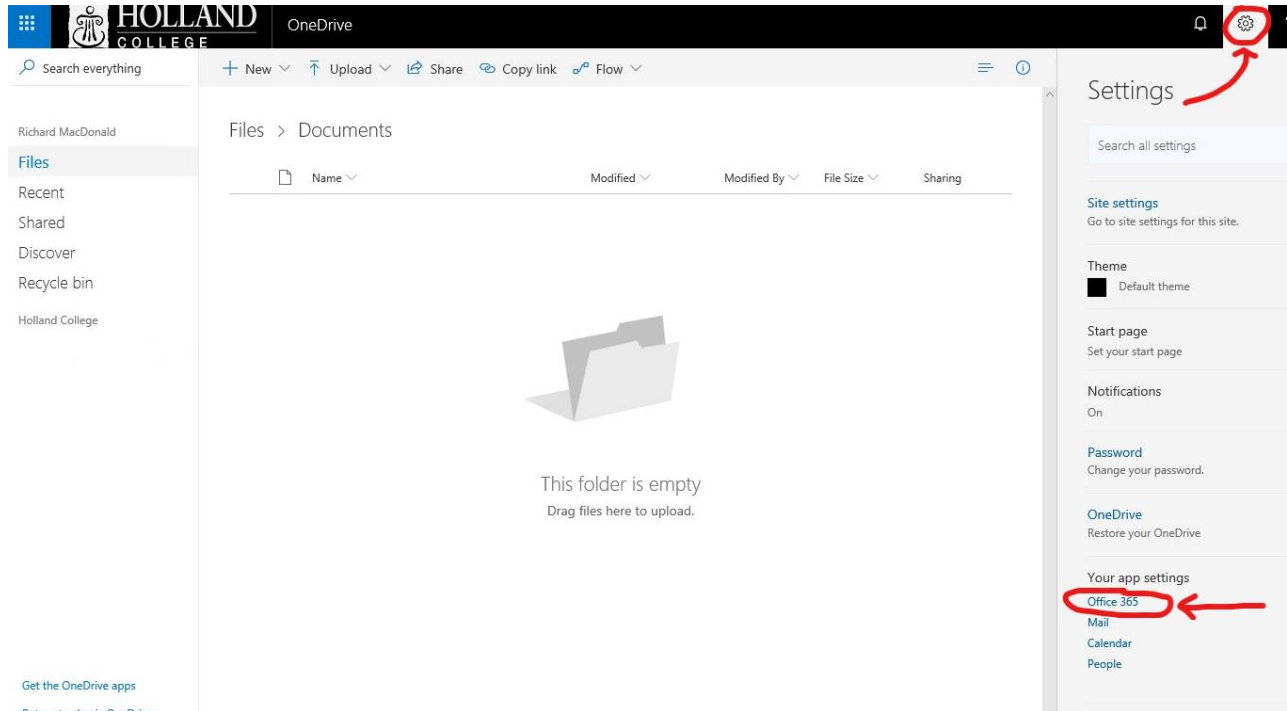
# Useful Apps

- \* One Drive for Business
  - \* (1Tb cloud storage – access from anywhere)
- \* Skype for Business
  - \* (video chat, present your desktop to others and do a Q&A or Poll with them as you present, etc.)
- \* OneNote
  - \* (amazing tool to organize work or study content)
- \* Forms
  - \* (fast and easy way to send out surveys, polls, etc.)
- \* Planner
  - \* (not enabled yet .. But coming soon)

# Office 365 for Education

## Install Office 2016 at Home

- \* Open “Office 365 Settings” to access your free Microsoft Office download – which can be installed on to a maximum of 5 personal devices (computer, tablet, etc.)



# Office 365 for Education

## Install Office 2016 at Home

My account

### Settings

Looking for Security & Privacy settings? They've moved up a bit. [Show me](#)

**Theme**  
Choose your favorite theme.  Default theme

**Start page**  
Change where you land when you sign in. [Set your start page](#)

**Notifications**  
Decide which notifications you need.  On

**Software**  
Install software.

\* Click here to download and install Microsoft Office onto your personal computer. Please note that although you still have Office 2013 on your PC at work, this download **for Home** is actually Office 2016.

# Office 365 for Education

## Install Office 2016 at Home



Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account](#) > [Install status](#).

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for Business



OneDrive for Business

Language:

English (United States)

Version:

32-bit Advanced

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)

[Troubleshoot installation](#)

Install

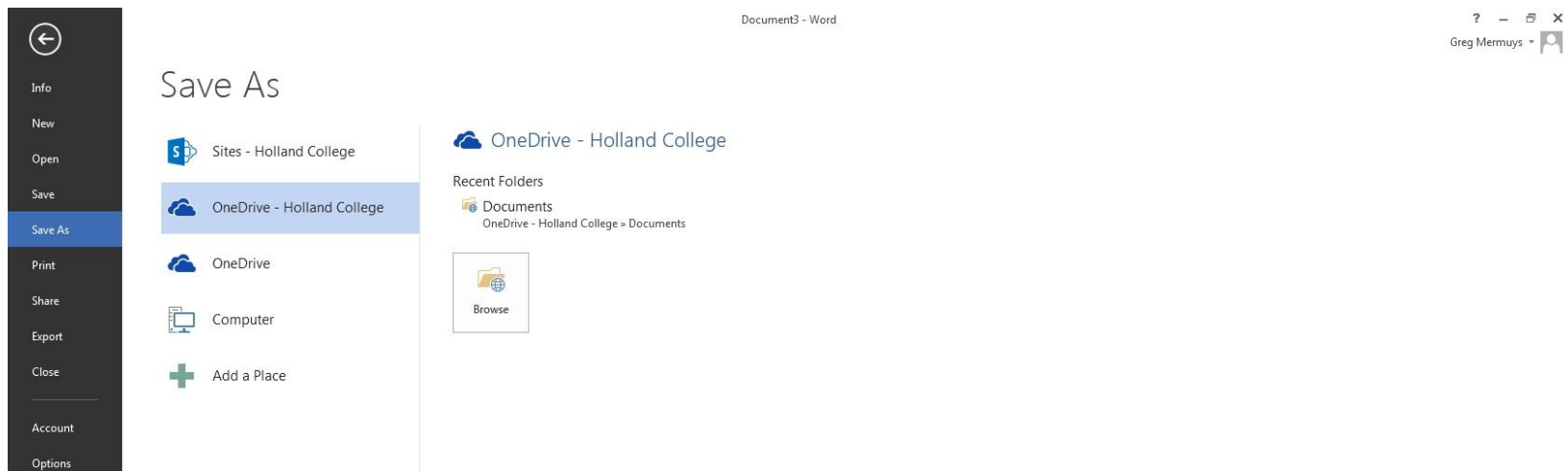
- \* Just follow the instructions to install the software
- \* You are legally entitled to use this software as long as you are a current employee or student. Once you leave Holland College, you must delete the software from your personal devices.



# Office 365 for Education

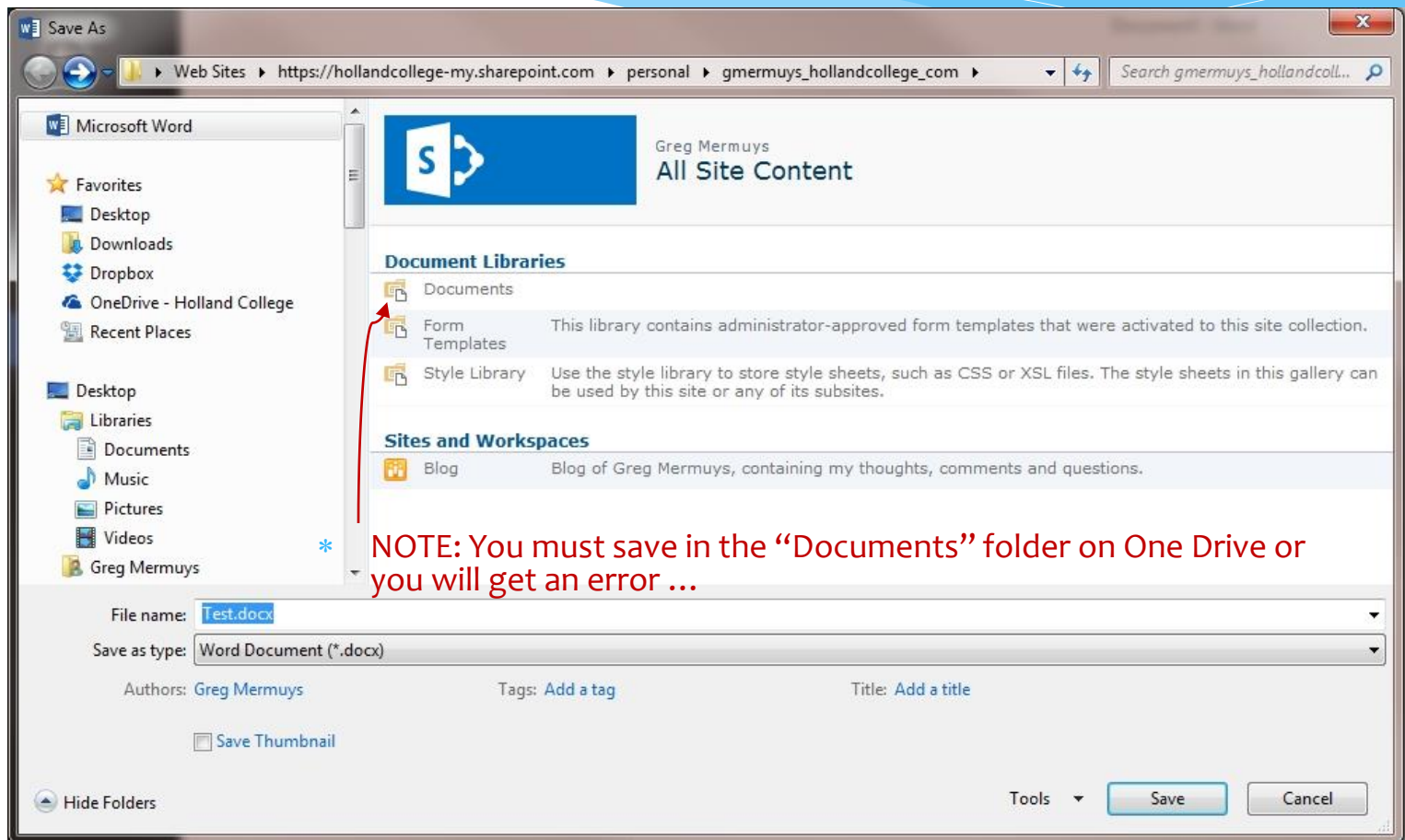
## Using One Drive for Business at the College

- \* When you log into Office 365 from your computer at any College location, you can easily save files to your “One Drive for Business” folder (1Tb storage in the cloud)
- \* When using a Microsoft Office 2016 application (Word, Excel, Powerpoint, etc.), you can save directly to your “One Drive for Business” location.



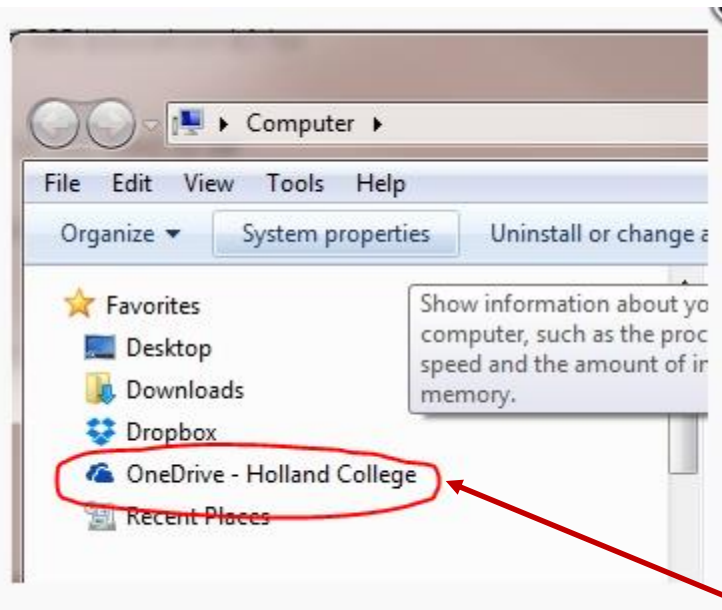
# Office 365 for Education

## Using One Drive for Business at the College



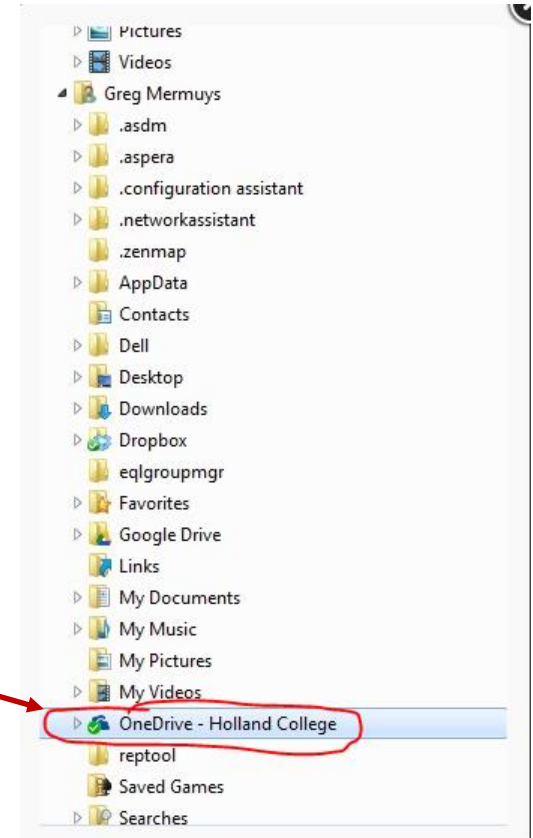
# Office 365 for Education

## Using One Drive for Business at the College



- \* You can see your “One Drive@Holland College” when you open “Computer” from your Start Menu.
- \* You can also look in your C:\> Drive under Users\YourName to see the local copy of your OneDrive files.

It's even in your **All Programs** list under.. **Microsoft Office 2016**



# Office 365 for Education

## IMPORTANT when Using One Drive for Business

- \* **IMPORTANT:**
- \* **DO NOT SAVE CONFIDENTIAL or SENSITIVE documents on OneDrive for Business ...**
- \* **CLOUD STORAGE should only be used for non-sensitive data.**

When using One Drive for Business, a local copy gets saved on your computer (Drive C:\> ... Since there is always a chance someone could log into that computer after you (especially a Podium or LAB PC), and gain access to all files on Drive C:\>, anything you stored in “One Drive” would have a local copy that might be accessible.

The same fundamental concern exists with all cloud storage (Dropbox, Google Docs, etc.) and smartphone apps may make this problem even more likely.

# Office 365 for Education

## Skype for Business

### \* **SKYPE for BUSINESS**

- \* This is probably the best part of Office 365 as it is essentially “Skype” (as you know it), for all Holland College users. You can connect via audio or video (or both), or simply share your desktop, invite one or more to an online meeting where you can be the “moderator” .. It allows you to “poll” the members of your meeting, have them send in questions (Q&A feature) for you to answer, or you can work collaboratively on a Microsoft Word, Excel, Powerpoint document (annotating and commenting simultaneously).
- \* You do have to install the “Skype for Business” client by opening the “Skype for Business” application from your PC. It is very easy to use, but we still recommend you check for the latest YouTube video tutorials to ensure you are aware of all the great features and how to use them.



# Challenges

- \* Although we have made considerable progress in making these latest Office 365 applications and services available to all staff and students, we simply haven't had the time to thoroughly learn and test all the features.
  - \* Integrated Technology Services staff only had the opportunity to do some limited testing – there are many things we still don't know about these products.
  - \* If you have questions or issues, use Google and YouTube to find answers, as they provide a wealth of good information.
  - \* We know that saving and retrieving files from the cloud will be slower than saving to the F:\> Drive. Large files will definitely take time, so consider the “cloud” like your own portable USB drive.
  - \* If you find there are significant performance or security issues, be sure to let us know.

The End.