

# Microsoft Office 365 at Holland College

Access and Download

Fall 2019

# Office 365 for Education

## Basic Access and Use

All current Holland College staff and students may access Microsoft Office **Online** applications, or download the latest **FULL** version of Microsoft Office to be used on up to (5) personal devices

- \* For computers (PC or Mac) – just 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>
- \* To download Microsoft Office onto a mobile device, just search for the APP on the appropriate App Store (Google Play or Apple Store). When prompted, use your Holland College email address and password to log into Microsoft Office.

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## Basic Access and Use

Click here to see Apps

Office 365

Good afternoon

Install Office

Start new

Outlook

OneDrive

Word

Excel

PowerPoint

OneNote

SharePoint

Teams

Class Notebook

Sway

Forms

All apps

Recommended

You recently opened this 4h ago

Infosilem Enterprise - Space and Org...  
hollandcollege-my.sharep...

Recent Pinned Shared with me Discover

Upload and open...

- \* You will see this screen
- \* Click on the area indicated by the RED arrow above LEFT and you will see the Office 365 apps that are available to you.
- \* Click on the “Install Office” to install **full** versions of Microsoft Office on your Home computer

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## Available Applications

The screenshot shows the Office 365 interface. On the left, under the 'Apps' section, the 'All apps →' link is circled in red. A red arrow points from this link to a note. The note states: 'NOTE: These are Office Online applications, which have basic functionality - and you don't even need Microsoft Office installed on your computer to open or edit a Word, Excel, Powerpoint documents!'. The main area of the screenshot shows a 'Documents' folder in OneDrive, which is currently empty. The folder name is 'Documents', and it contains no files. The interface includes a navigation bar at the top with 'Office 365 →' and 'OneDrive'. Below the navigation bar are options for 'Upload', 'Share', 'Copy link', and 'Flow'. The folder view shows columns for 'Name', 'Modified', 'Modified By', and 'File Size'. A message at the bottom of the folder view says 'This folder is empty. Drag files here to upload.'

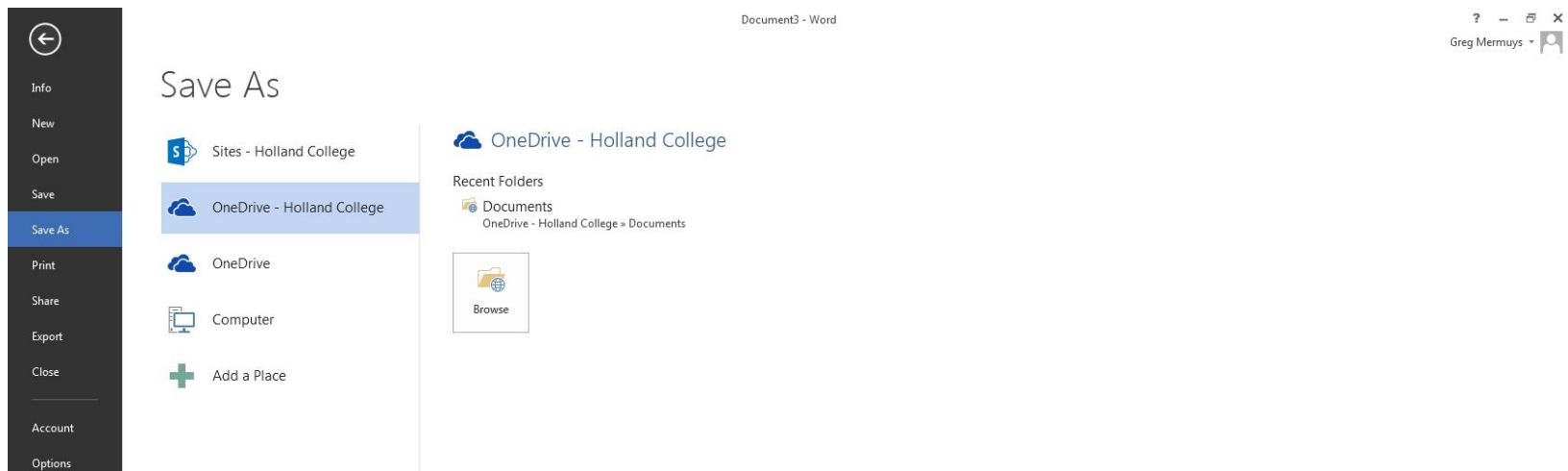
# Useful Apps

- \* 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

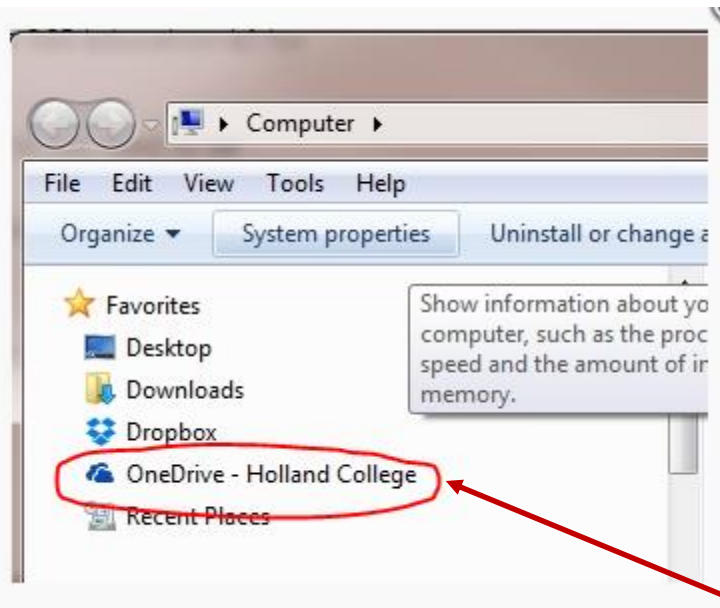
## Using One Drive for Business at the College

- \* 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.



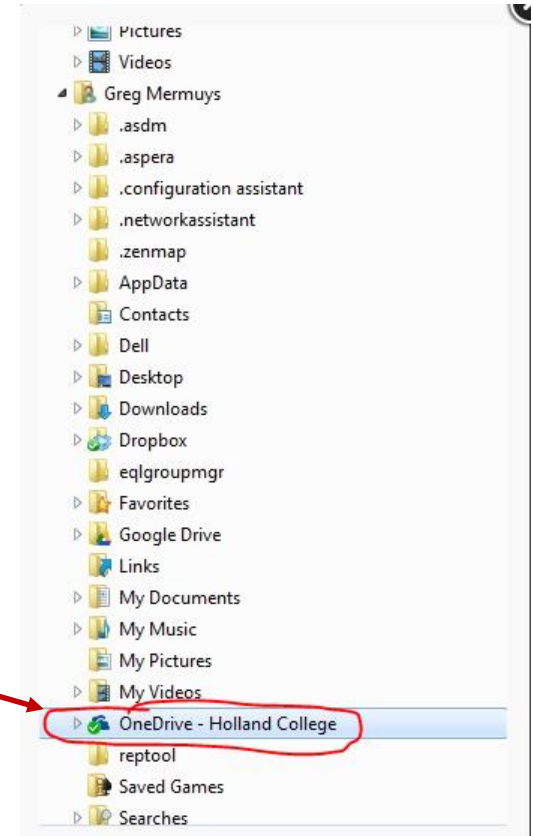
# Office 365 for Education

## Using One Drive for Business at the College



- \* 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**



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## 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.