

DRAFT

# Microsoft Office 365 at Holland College

Access and Download

Fall 2020

# 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 [latest version is **Office 2019**, but it continually updates]

- \* **For computers (PC or Mac)** – just log into the Microsoft Office 365 Portal with your Holland College username and password (same as 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...

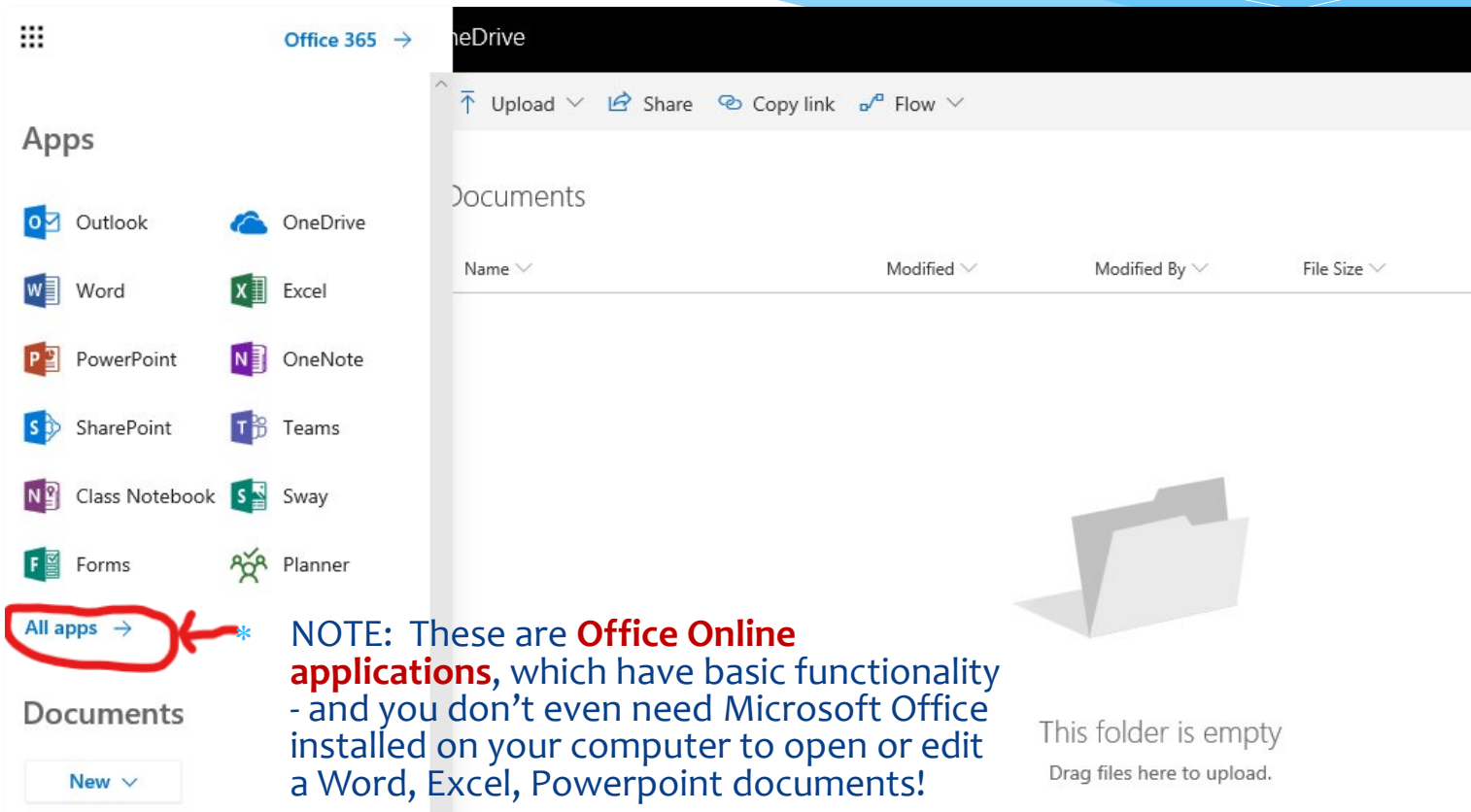
Recent Pinned Shared with me Discover

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 displays the Office 365 interface. On the left, under the 'Apps' section, a list of applications is shown: Outlook, Word, PowerPoint, SharePoint, Class Notebook, Forms, OneDrive, Excel, OneNote, Teams, Sway, and Planner. The 'All apps →' link is circled in red. On the right, a 'Documents' folder is open, showing a table with columns for Name, Modified, Modified By, and File Size. The folder is currently empty, with a message that says 'This folder is empty. Drag files here to upload.'

**All apps →** \* 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!

# Useful Apps

- \* Outlook
  - \* best email app to use with mobile devices and computers
- \* OneDrive
  - \* Replaces your F:\> Drive (we no longer have F:\> drives)
  - \* Includes 1Tb cloud storage – accessible from anywhere)
- \* Teams
  - \* 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.

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## OUTLOOK

- \* The **OUTLOOK** App provides the **best integrated email and calendar experience** for both computers and mobile devices (native Android and IOS email/calendar apps can sometimes be problematic).
- \* It's designed to work with our **Microsoft 365 cloud email**, and the Outlook Calendar is automatically updated when you use any Microsoft Office Apps, as well some of the other enterprise applications used at the College.
- \* You can **add other accounts** (Google, Hotmail, etc.) to your Outlook client so all your email can be managed in one place.

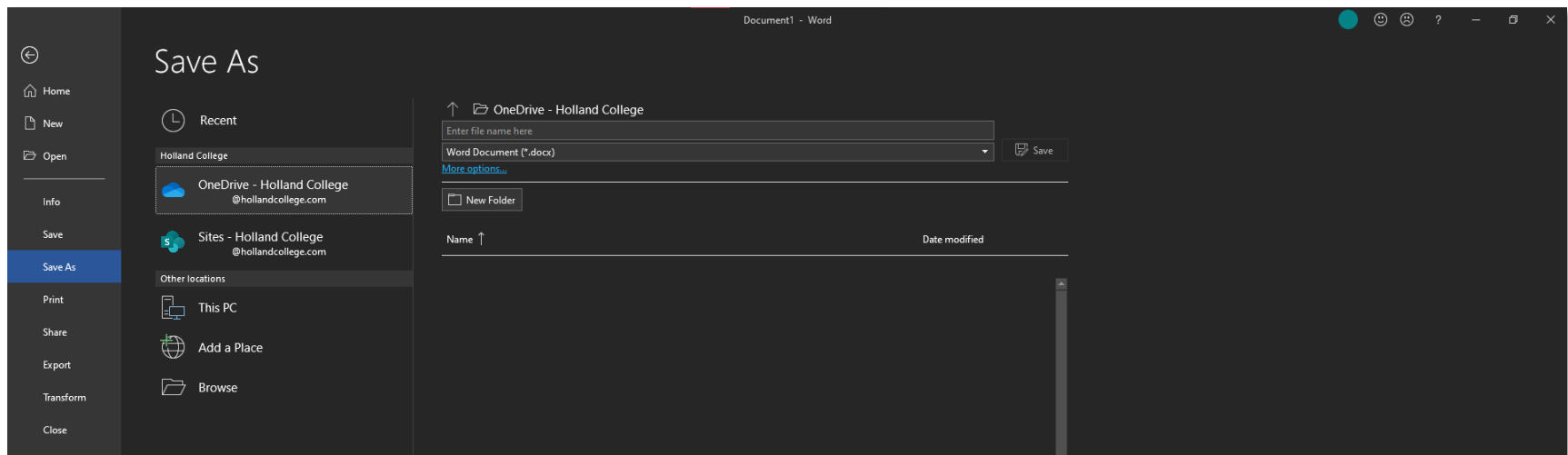
# Office 365 for Education

## Using OneDrive at the College

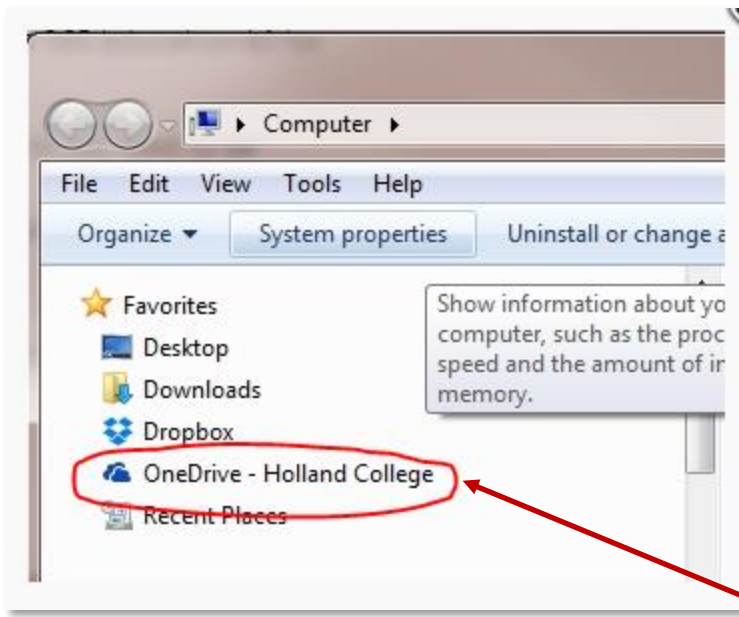
- \* When you log into Microsoft 365 from your **Windows 10 computer** at any College location, you can easily save files to your OneDrive folder (1Tb storage in the cloud). **Previous versions of Windows** require you to download the OneDrive client from Microsoft ..

<https://www.microsoft.com/en-ca/microsoft-365/onedrive/download>

- \* When using a Microsoft Office application (Word, Excel, PowerPoint, etc.), you can save directly to your OneDrive location.

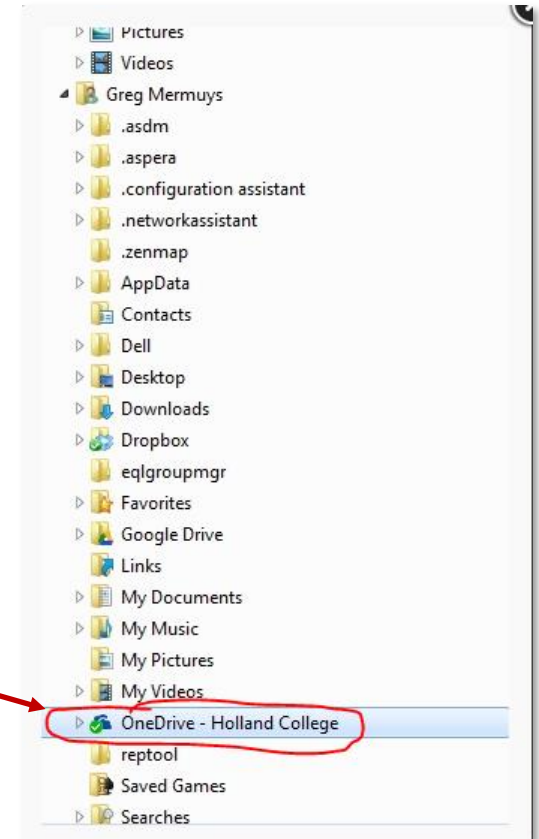


# Office 365 for Education Using OneDrive at the College



- \* You can see your OneDrive - 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.. **OneDrive**



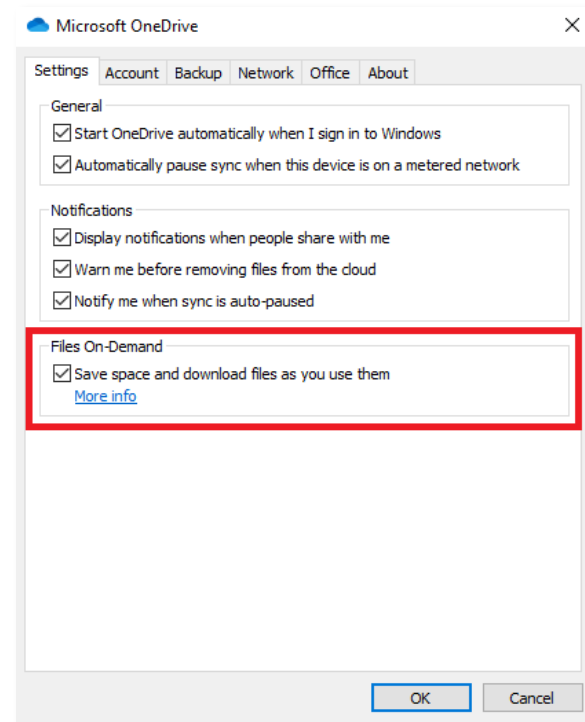


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## IMPORTANT when using OneDrive

### TIPS:

- When you save a file to OneDrive, it actually first gets stored in a folder on your computer **C:\Users\YourName\OneDrive - Holland College>** and is then synced to the cloud
- **It is important that you understand the options for syncing** some or all of your OneDrive files to your local computer. Over time, it is likely that your OneDrive files will not all fit on your local C:\>Drive, so learning how to manage what is local and what is “in the cloud” is very important.
- Please ensure you have **Files On-Demand** enabled in your OneDrive client settings to save space and only download files locally as you use them
- **Consider your OneDrive storage as a your “personal” storage location in the cloud (similar to the old F:\> Drive on the HC network).** While you can carefully “share” documents and folders with others, it is not a replacement for the old S:\> Drive (Common Drive). It is difficult to manage widespread sharing with many people using OneDrive ...



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## TEAMS

### TEAMS

- \* Replaces Skype for Business video conferencing, and includes many great additional features for collaboration and sharing
- \* Video conference and share documents (or your screen) with people both inside and outside of Holland College
- \* Have “group chats” or “individual chats”
- \* Easily record your meeting and have it automatically uploaded to Microsoft Stream (and then automatically transcribed into text)
- \* Works great on any mobile device as well as your computer
- \* A very good TEAMS tutorial can be accessed at <https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4?ui=en-us&rs=en-us&ad=us>



# In Conclusion

- \* 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.

# Tutorials

- \* Microsoft Office Help & Training (for all Office Apps)

<https://support.microsoft.com/en-us/office>

- \* Microsoft OneNote

<https://www.onenoteineducation.com/>

- \* Microsoft OneDrive

<https://support.microsoft.com/en-us/office/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132?ui=en-us&rs=en-us&ad=us>

The End.