



# OFFICE 365 - INTRODUCTION

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## What is Office 365?

Office 365 is a cloud-based service by Microsoft. It offers an online version of several Office programs, including Word, Excel, PowerPoint, and OneNote. Office 365 also offers one (1) terabyte of online storage through OneDrive. Lastly, Office 365 provides a download of the desktop Office Suite for use on your personal computers while you are a student or an employee at SHSU.

. Since Office 365 is a cloud-based service, and Internet connection is required to access the online software and files that are stored within OneDrive.

## Accessing Office 365

To access Office 365, visit <https://login.microsoftonline.com/> and enter your SHSU e-mail (non-alias e-mail). If you are off-campus, once the e-mail address is entered, you will be taken to an SHSU login page, where you will complete entering your SHSU credentials and you will be directed to the Office 365 site.

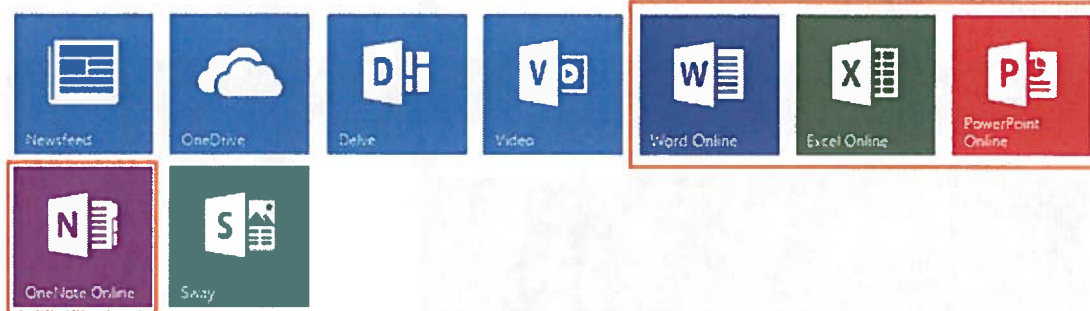


## Online Software

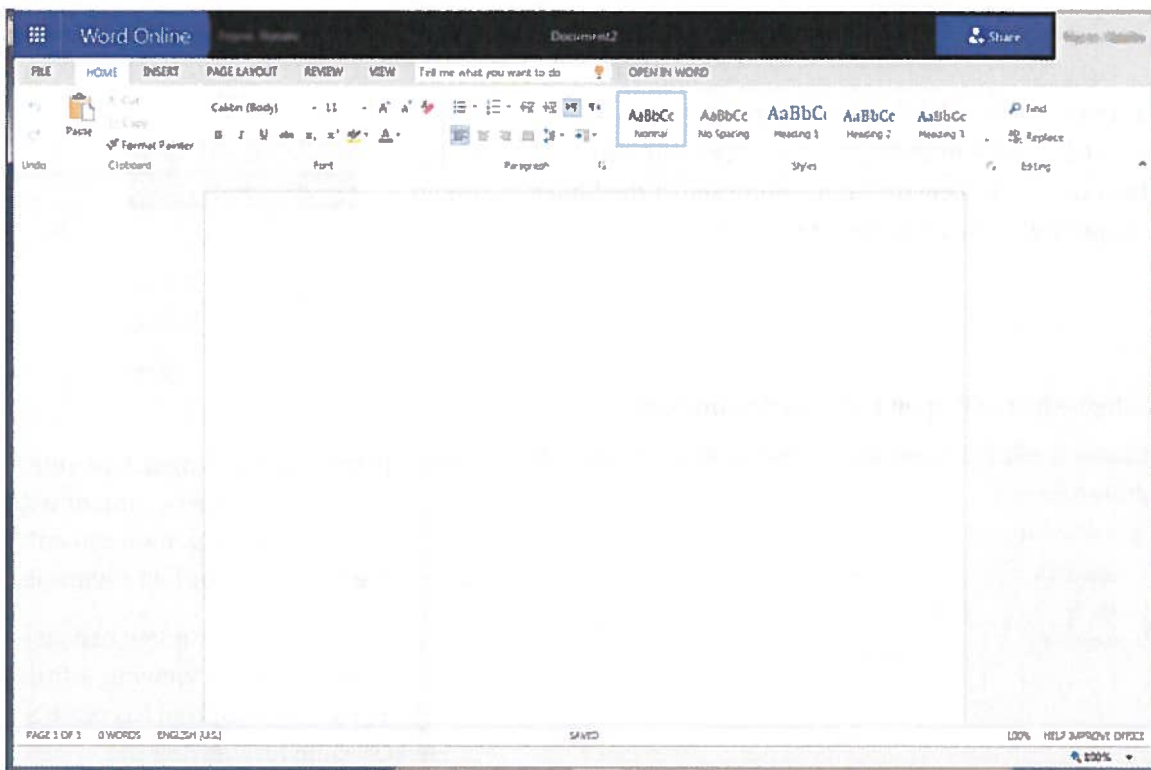
### Software

Once logged in, the online versions of Word, Excel, PowerPoint, and OneNote will be available to use. Click on any of the software icons to get started.

## Collaborate with Office Online



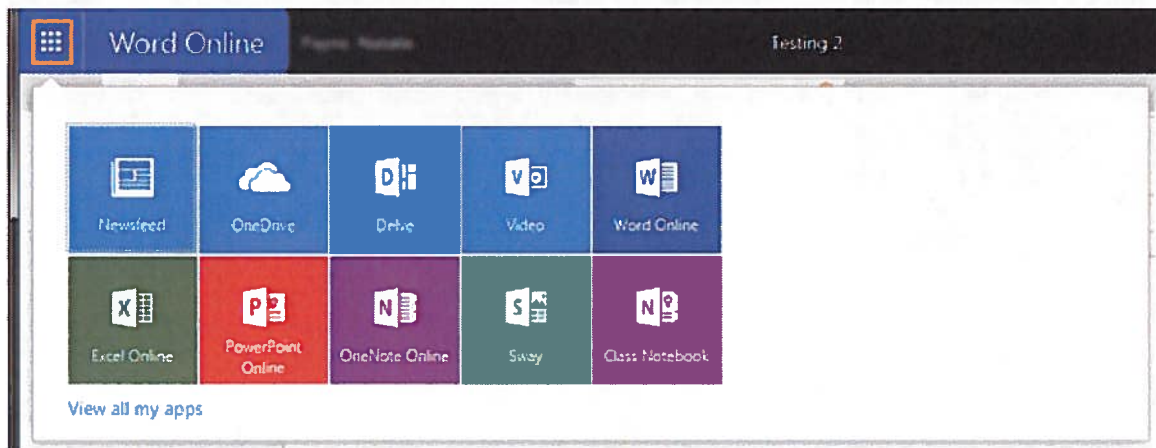
Once the software is selected, make your selection to create a new document or open a recent document.



The online versions of the software are quite robust, however, they do not have the full functionality of the desktop versions.

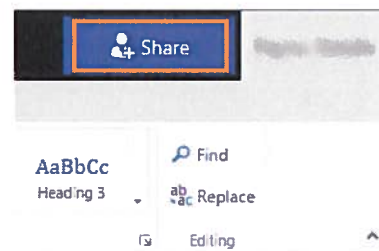
Office 365 auto-saves documents into OneDrive as you work. To change the name of the document, click on the name above the ribbon and enter the new name.

To access other software or OneDrive from within another software, select the menu icon in the upper left portion of the screen.

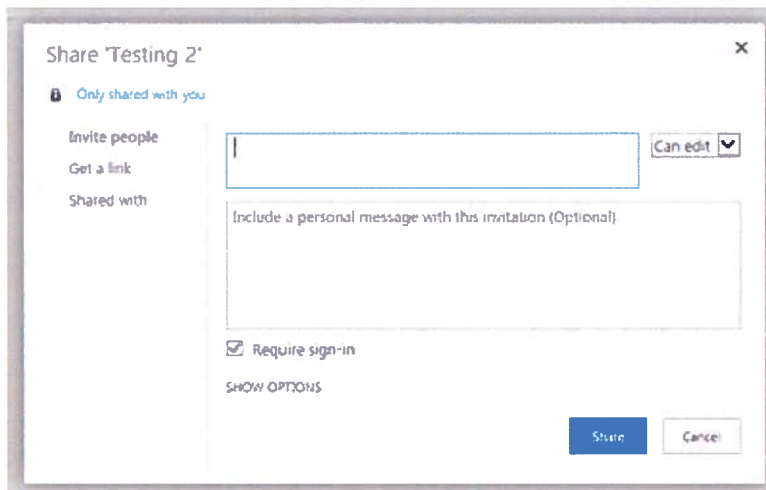


### Sharing a File (Within a Program)

Office 365 offers the ability to share files with others. To use this feature while working on a document, select the **Share** button in the upper right corner of the document.



A dialogue box will open with sharing options.



In the Share dialogue box, select who to share the document with as well as if the person can edit the document, or just review it.

A link to the document can also be retrieved for viewing, editing, as well as an option to create a QR code for viewing the document on a mobile device.

You can review others that the document is shared with and stop sharing as needed.

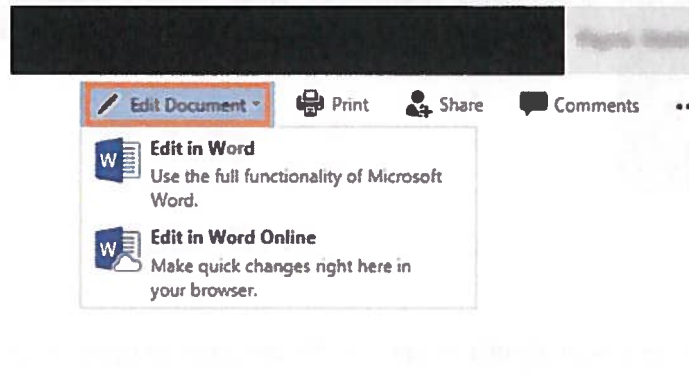
### Editing a Document

Opening a document in Office 365 is accomplished in a variety of ways. One way is by selecting the program the document was created in, such as Word and seeing if it is listed in the Recent

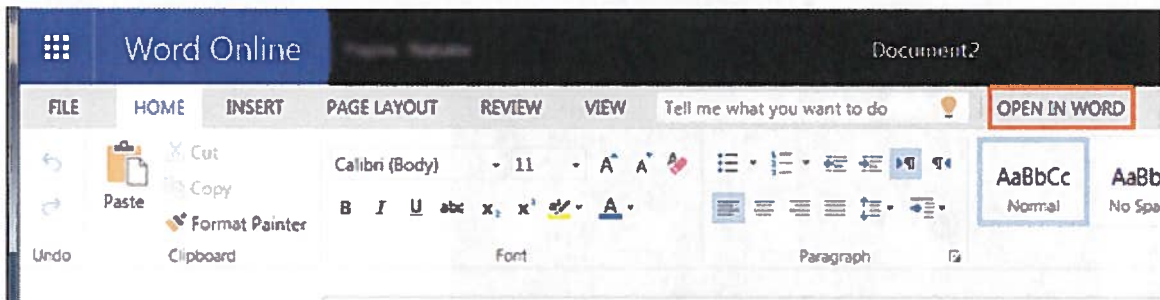
documents listing. Another way is to open OneDrive (covered in next section) to access the document.

Once the document is opened, it is not automatically available for editing. The **Edit Document** button will need to be selected and then select the editing option desired.

The document can be edited in the desktop version of the software, if installed on the computer, or it can be edited in the online version of the software. When editing the document, it will automatically save changes within OneDrive.



If the desktop version of Office is already installed on the computer in use, there is an option to **Open In ...** the full version of the software while working on the document.

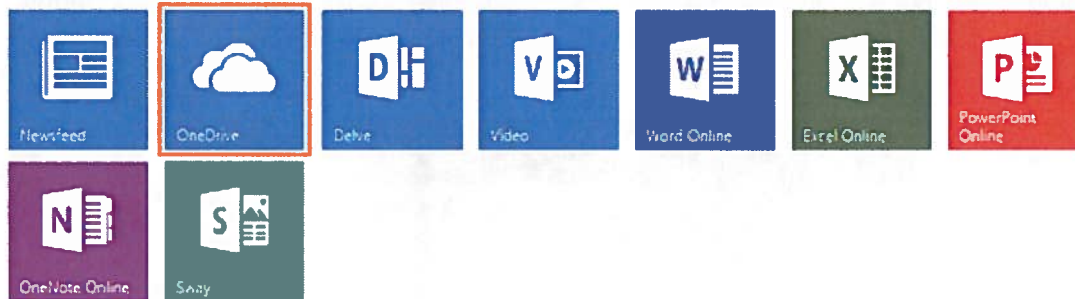


## OneDrive

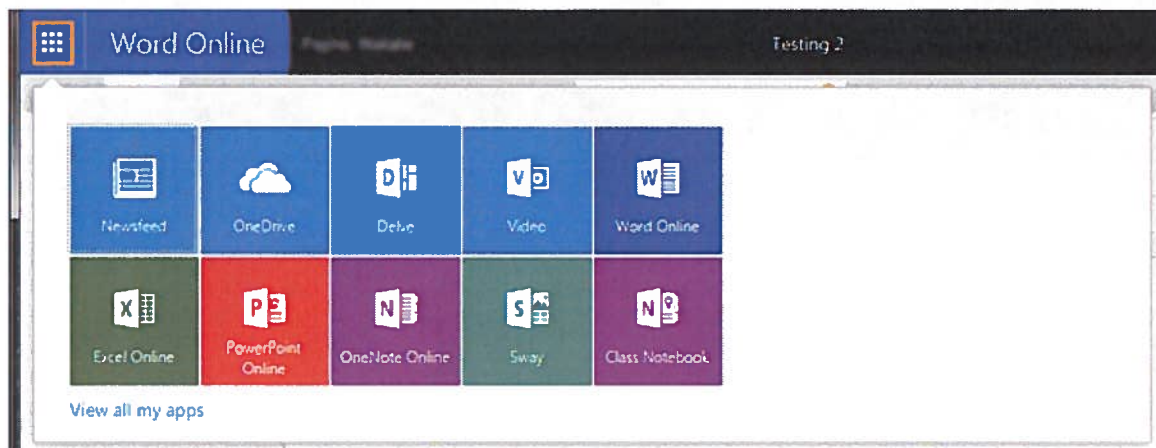
### Accessing OneDrive

To access OneDrive from the home page of the Office 365 Portal, select OneDrive.

### Collaborate with Office Online

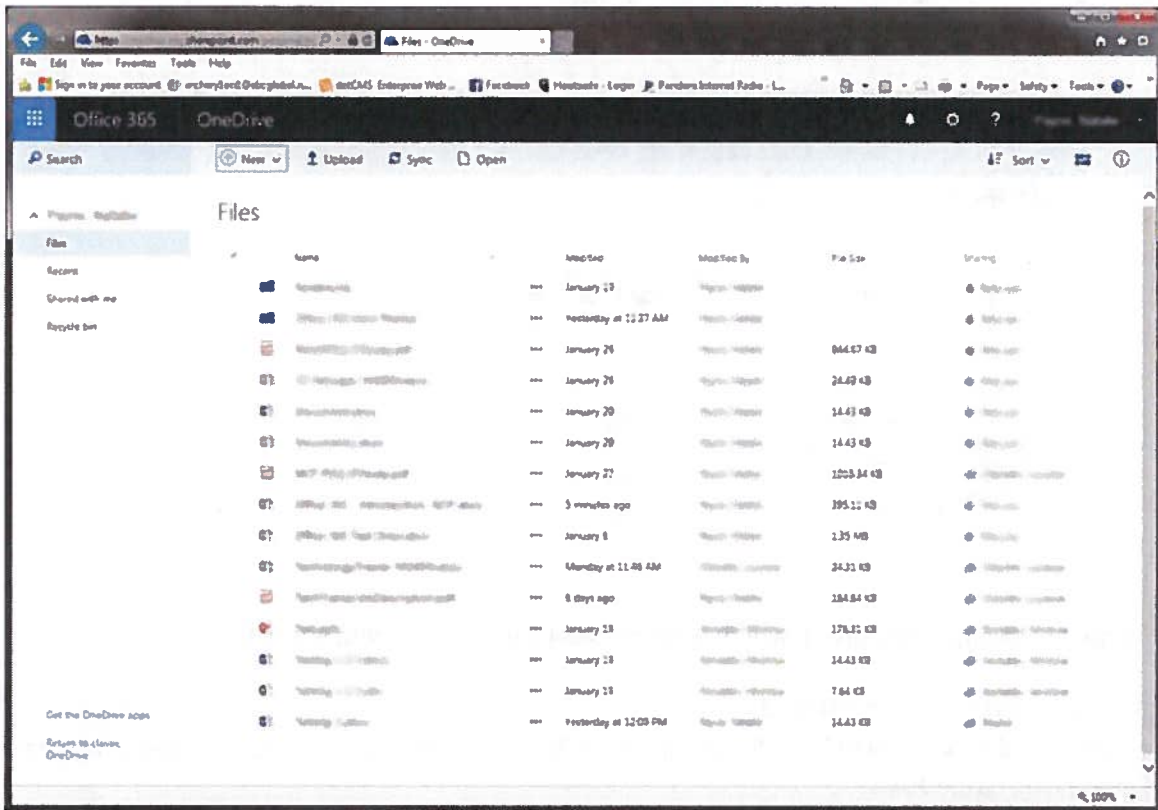


If already working in a document, OneDrive can also be accessed by using the menu icon in the upper right corner of the screen.



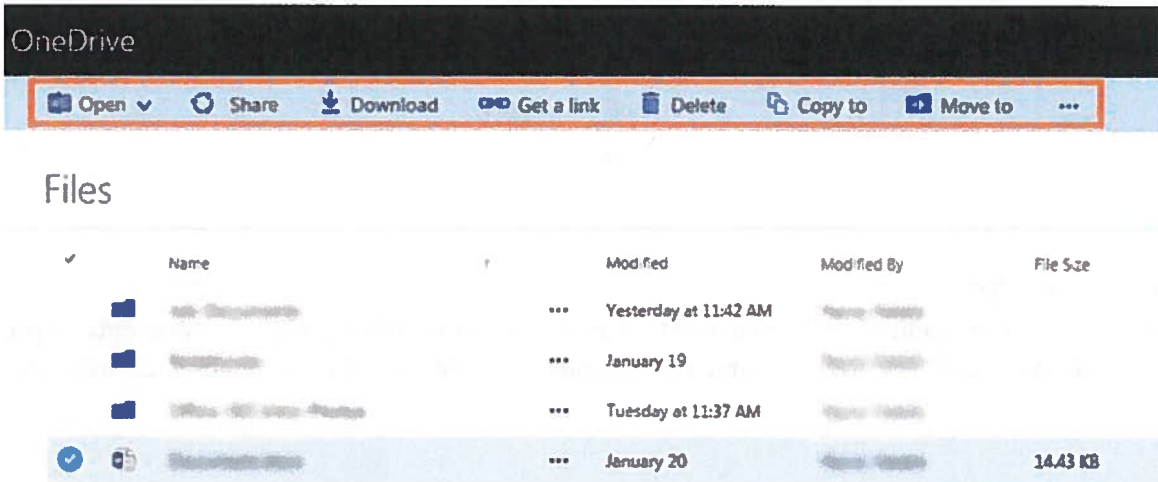
If working in an Office 365 program, selecting the user name at the top by the menu icon will also open OneDrive.

Once in OneDrive, all files and folders that have been saved to OneDrive are listed.



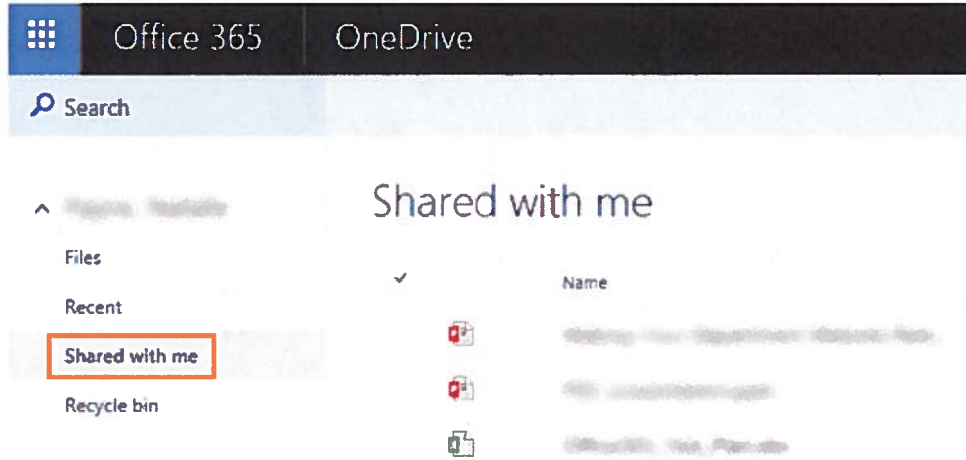
## File Options

When a file is selected, various options appear for the file appear in the menu bar.



### Accessing Shared Documents

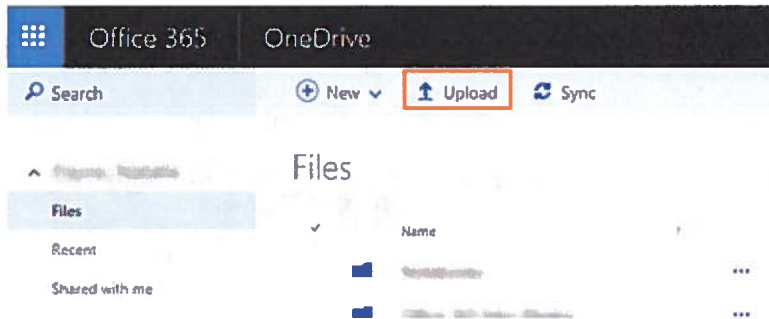
Shared documents will be listed in the **Shared with me** section on the left-hand side of the OneDrive screen.



The type of sharing rights given, will determine what can be done with shared documents.

### Uploading Files to OneDrive

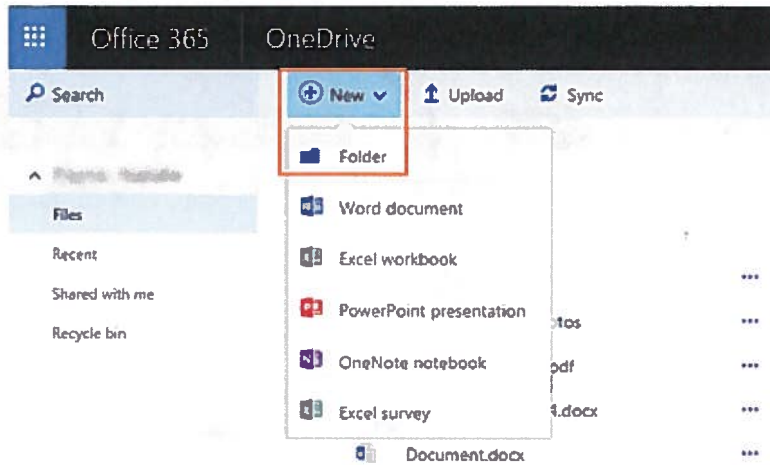
Files can be uploaded to OneDrive for use in Office 365. To upload a file, select the Upload option on the menu bar in OneDrive.



### Organizing OneDrive

OneDrive can be organized with the use of folders. To add a new folder, select the **New** option from the menu bar in OneDrive. New documents can also be started from this option for each program.

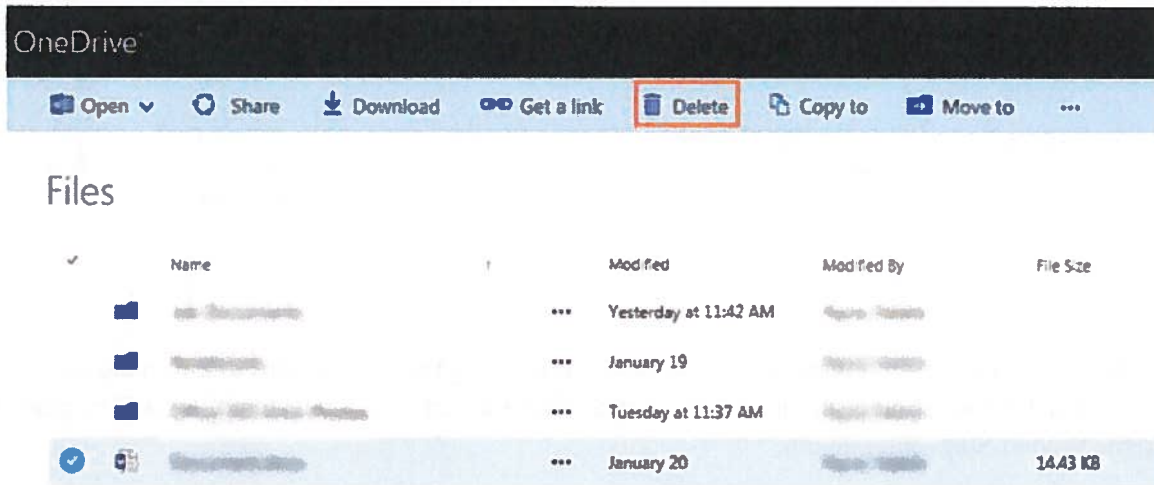




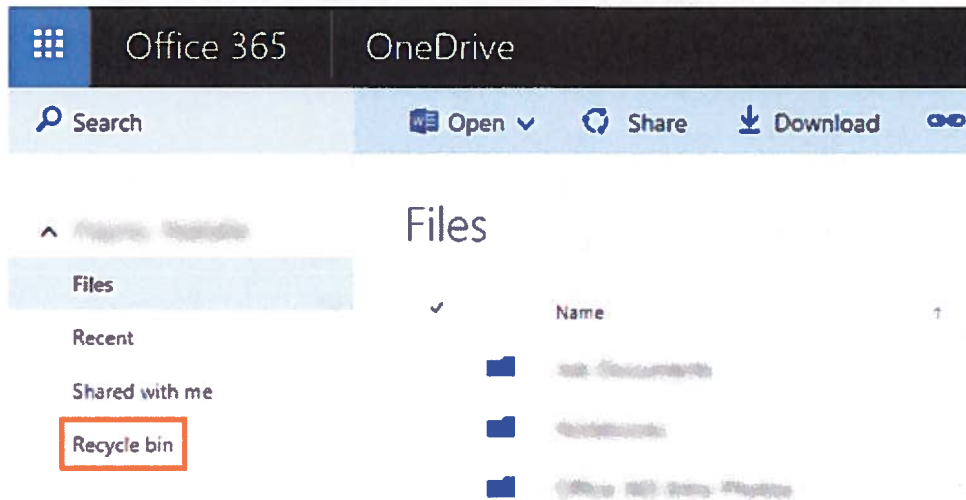
The drag and drop feature can be utilized to move files to folders once new folders are created.

### Recycle Bin

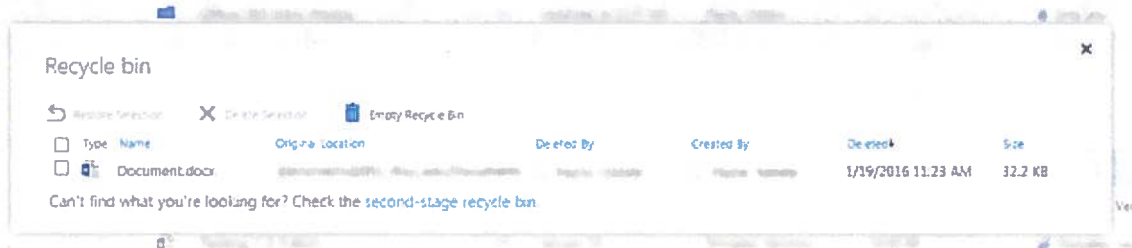
Office 365 offers a two-stage recycle bin. To delete a file, select the file in OneDrive and select **Delete** from the menu bar.



Once a document is deleted, it is placed in the Recycle bin. To access the Recycle Bin, select **Recycle Bin** on the left side of the screen.

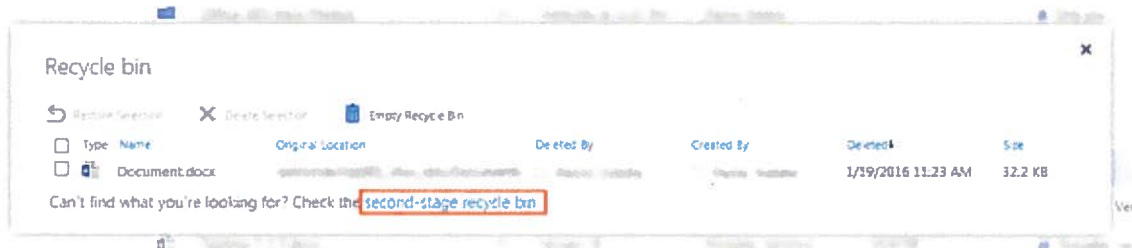


The Recycle Bin will open in a new window. The files in the First-State Recycle Bin count toward the one terabyte storage in OneDrive.



Options for the Recycle Bin include restoring the file, deleting the selected file, or emptying the Recycle Bin. If **Delete Selection** or **Empty Recycle Bin** is selected, the selected items will be placed into the Second-Stage Recycle bin.

To access the Second-Stage Recycle Bin, select second-stage recycle bin in the bottom portion of the first-stage recycle bin box. The files in the Second-Stage Recycle Bin do not count toward the one terabyte storage in OneDrive. The options in the Second-Stage Recycle include Restore Selection

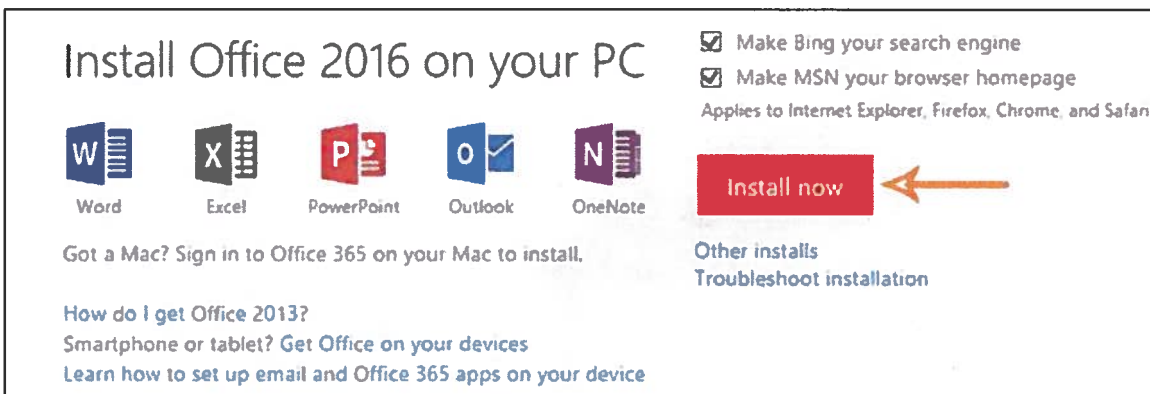


and Delete Selection. Once a file is deleted from this Bin, they are deleted from OneDrive and cannot be recovered.

Documents are stored in each stage bin for 93 days.

## Installing Office on Your Personal Desktop/Laptop

The Office 365 subscription allows for installation of the desktop version of Office on a **personal** desktop or laptop computer. To install, login to Office 365, where the portal Home page will be. From this screen, select **Install**.



## Installing Office on Devices

To install Office 365 software on your devices such as tablets and phones, visit the App store for your device and search for the software. To have full functionality to edit and access files in OneDrive, sign in with SHSU e-mail and password is required.

From the Office 365 page, selecting the link for Get Office on your devices will direct the user to a website to have the link sent to the device using a variety of methods.

## Installation Notes

Users can install Office on up to five different computers with a single Office 365 subscription. For example, a user can have Office installed on a computer in the office, on a laptop to use when traveling, and on a home computer.

Users don't need to be connected to the Internet all the time to use Office, however, users must connect to the Internet at least once every 30 days. This is so that the status of their Office 365 subscription can be checked. If users don't connect within 30 days, Office goes into reduced functionality mode. After users connect to the Internet and their subscription status is verified, all the features of Office are available again.

