

OFFICE 365 OVERVIEW

ABOUT OFFICE 365:

WHAT IS OFFICE 365?

- ☆ Office 365 is a web-based subscription service that gives you anywhere –access to MS Office tools and applications such as Word, Excel, PowerPoint and Outlook.

WHAT CAN I DO WITH OFFICE 365?

- ☑☑ Work from anywhere using your PC, Mac or mobile device.
- ☑☑ Collaborate on project documents – with OneDrive and SharePoint, file sharing is fast and simple, and users can access files from anywhere.
- ☑☑ Access emails, look up contacts and share calendars from anywhere.
- ☑☑ Access, edit and share Word, Excel and PowerPoint documents from mobile devices using Office Web Apps PowerPoint and Outlook.

HOW DO I ACCESS OFFICE 365?

- ☑☑ Navigate to your Office 365 login page, by going to UTHSC Homepage:
 - Click on Resource
 - Click on Webmail
- ☑☑ Or type <https://o365.uthsc.edu> into your address bar on your web browser.
- ☑☑ On the sign in page, fill in your UTHSC email address and password and click Sign in.

OFFICE 365 SYSTEM REQUIREMENTS

- ☑☑ Office 365 includes the premium version of the Office apps across all your devices, monthly exclusive feature updates, and 1TB of cloud storage with OneDrive.
- ☑☑ Office 365 is designed to work with the latest browsers and version of Office.

OFFICE 365 EDUCATION

- ☑☑ Office 365 Education is a collection of services that allows one to collaborate and share schoolwork. Each user is allowed to install the full Office applications on up to 5 PCs or Macs for free.
- ☑☑ Apps are enhanced with the latest AI tools and online file storage,
- ☑☑ Collaborate, share, and communicate with flexible tools that go where your team goes
- ☑☑ Help protect your company against external threats and leaks with built-in privacy and compliance tools.
- ☑☑ It is easy to set up and receive automatic updates.
- ☑☑ Your files are automatically backed up online.
- ☑☑ Office 365 has built-in anti-malware protection and spam filters
- ☑☑ Round-the-clock Information Technology level web support
- ☑☑ Guaranteed 99.9% uptime

OFFICE 365 ON MOBILE DEVICE

- ☑☑ A great feature of Office 365 that allows you to access files and collaborate with team members from certain mobile device:
 - Windows tablet
 - iPad
 - iPhone
 - Android
 - Blackberry

OFFICE 365 –WHAT’S NEW?

- ☆ Office 365 regularly gets new and improved Office features. Take a look to see what’s available to you today at the website “[What’s new in Office 365](#)”

OFFICE 365 - STUDENTS

- ☆ Organize in one place – capture and organize all your class materials in OneNote, your digital notebook.
- ☆ Engage in new ways – Create interactive lessons and spark student creativity using Sway
- ☆ Individual learning – Bring students together in a collaborative space or giving them individual support in private notebooks with Class Notebook
- ☆ Collaborate without boundaries – Create, share and even collaborate real-time with Word, Excel, PowerPoint and OneNote without worrying about losing formatting

OFFICE 365 – EDUCATOR COMMUNITY

- ☆ Join the [Microsoft Community](https://education.microsoft.com) – to learn new skills, discover classroom activities, and earn certificates at <https://education.microsoft.com>



CONTACT US:

OFFICE 365 TRAINING AND SUPPORT

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Office 365

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ABOUT OFFICE 365:

OFFICE 365 APPS

Outlook:

Outlook lets you use your email account from any web browser. You can customize the look of your inbox and messages, control how messages are processed and stored, and create rules to manage incoming mail.

OneDrive:

Store, sync, share, and easily collaborate on files securely with OneDrive for Business.

Word:

Word Online lets you create, edit, and share Word documents in your browser. You can access your documents from any device and work with other people at the same time.

Excel:

Excel Online lets you create, edit, and share Excel workbooks in your browser. You can access workbooks from any device and work with other people at the same time.

PowerPoint:

PowerPoint Online lets you create, edit and share PowerPoint presentations in your browser. You can access and deliver presentations from any device and work with other people at the same time.

OneNote:

OneNote Online lets you create, edit, and share OneNote notebooks in your browser. You can access notebooks from any device. Take notes, track to-do items, and work with other people at the same time.

SharePoint:

Create or follow SharePoint Online sites to help you organize information, people and projects.

Teams:

Teams is the chat-based workspace that brings together people, conversations and content so that teams work more effectively. You see content and chat history anytime in team chat or small group private chat, and have quick access to shared files and other content you need right in the app.

Sway:

Sway is an intelligent app that helps you easily create an interactive web-based canvas of your ideas. Pull your content from a variety of sources with minimal effort and use the built-in layout engine to craft a cohesive look and feel that looks great on any screen.

Forms:

Forms lets you create surveys, registrations, quizzes and more.

Flow:

Make simple workflows that automatically carry out tasks between your apps, files and data.

Calendar:

Use your calendar to create and track appointments and meetings. You can create multiple calendars, link to other people's calendars, and share your calendar with others in your organization.

People:

Use People to manage your personal contacts and to view any address books that have been set up for your organization.

Tasks:

Tasks lets you keep track of things that you need to do, but don't necessarily want to put on your calendar.

Newsfeed:

Post a comment in the SharePoint Newsfeed to start a conversation with everyone in your organization or just a small group of people.

Project:

Project Online enables organizations to execute structured enterprise projects efficiently and also objectively prioritize project portfolio investments.

Yammer:

Yammer is a private social network that helps you and your company stay on top of it all. Yammer allows you to get connected to the right people, share information across teams and organize around projects so you can go further – faster.

Planner:

Planner lets you easily build teams, share goals, and track progress to get work done together – anywhere, on any device.

Power BI:

Power BI transforms your company's data into rich visuals for you to collect and organize, so you can focus on what matters to you. Stay in the know, spot trends as they happen, and push your business further.

PowerApps:

PowerPoint Online lets you create, edit and share PowerPoint presentations in your browser. You can access and deliver presentations from any device and work with other people at the same time.

PowerStream:

Unleash the power of video in your business to inform, inspire and connect your employees. Stream is a powerful way to deliver information to employees, in any context. Stream makes it easy to upload, organize and share videos across the entire company. Create your company's presence on Stream in just a few minutes, and consolidate and organize all of your videos in one easily searchable destination—it's hassle-free and always on. Increase collaboration, consumption, and participation by letting anyone in the company upload and share videos. Industry-leading encryption provides peace of mind while customizable privacy settings ensure the right people are seeing your videos. Built for organizations of all sizes, Microsoft Stream makes videos work for you.

Dynamics365:

Microsoft Dynamics 365 is the new home for all your business apps. Here you'll find all your apps – from sales and service to operations and financials – along with apps that work with them from Microsoft AppSource.

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