Office 365

A Basic Guide

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Table of Contents

Introduction	2
Signing in	2
Installing the Office Apps	3
Changing the Office 365 Theme	3
Adding or Changing Your Picture	4
Launching an App	6
Using the Online Apps	7
Word Online	7
PowerPoint Online	8
Presentinga PowerPoint from a Web Browser	9
Excel Online	10
Saving a Local Copy	11
Closing an App	12
Outlook Web App	13
Checking Mail	13
Outlook Calendar	13
Outlook People (Formerly Contacts)	13
Outlook Tasks	14
OneDrive	14
SharePoint	15
Sharing Files from an Office Desktop App	15

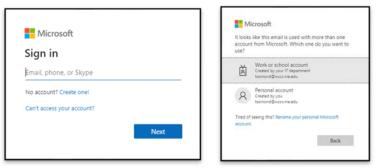
Introduction

Office 365 is a package of productivity software and related services that are available over the internet (cloudbased services). Included is the full Microsoft Suite, OneDrive for Business, Skype for Business, OneNote, SharePoint and other services.

Signing in

The Office 365 website is the gateway to access the Microsoft online web apps as well as your personal OneDrive (cloud storage).

- 1. Open your preferred web browser and navigate to Office 365 Login | Microsoft Office
- 2. At the Welcome to Office Screen select Sign In.
- 3. Type your full WCCC email address at the Sign in screen, select Next, then ensure you select the Work or



school account option.

4. At the Washington County Community College login screen type in your school password and press Sign in.

Washington County Community College
Sign in with your organizational account tosmond@wccc.me.edu Password
Sign in
© 2016 Microsoft

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Ð	Recommended				>
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Figure 2

Installing the Office Apps

Office 365 gives users the ability to install the Office apps on up to five devices. These devices can be either PC or Mac. This should not be used for university-owned faculty/staff machines.

1. In the Office 365 landing page, click on the Install Office apps button and then select the Office 365 option. The website will provide you with the appropriate version of Microsoft Office for your operating system.

III Office 365		P Search			D ? (10)
n I	Good afternoon				Install Office
 ⊕ 	Recommended			Ŧ	Office 365 apps Include: Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
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Figure 3

2. An install file will download, launch the file to begin installation. Follow the install wizard to complete this process.

Changing the Office 365 Theme

Office 365 gives users the ability to customize their theme.

1. Click on the gear icon in the upper right corner. The Settings drop-down menu will appear.



Figure 4

2. On the settings drop-down menu, you will see some of the most popular themes that you can select from. To view more themes click on the **View all** option. More themes will appear

Setting	js		×
Themes			
	Office	*	1
			a.fr
View all			

Figure 5

3. Select your desired theme from the list and it will be applied automatically.

Adding or Changing Your Picture

Through Office 365, you can add your picture, so it will appear in Outlook and while using Skype for Business.

1. On the Office 365 landing page, click the **My account** icon. This will either be your image or initials in the top-right corner of your screen.



Figure 6

2. In the **My accounts** pane, click on the image or initials to change the photo. The **Change your photo** window will appear.



Figure 7

3. In the Change your photo window, click the Choose File button.

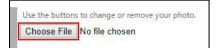


Figure 8

4. In the **Open** window, navigate to and select the image you wish to use and then click the **Open** button.

🜍 Open				ē	×
\leftarrow \rightarrow \checkmark \bigstar 🔚 \flat Thi	s PC > Pictures >		マ Ö Search P	ictures	Q
Organize 👻 New folde	r			• •	?
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E Desktop					
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b Music					
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File na	me: wookie.jpg		✓ Image F	iles	\sim

Figure 9

5. Click the Save button.



Launching an App

Office 365 has many online apps that will allow you to work on your files in the cloud. Some of these apps include Microsoft Word, Excel, and PowerPoint. You can launch these apps in one of two ways:

1. From the landing page, click the icon of the app you wish to launch. If you are not on the landing page, click the Office 365 home button on the top of the screen.

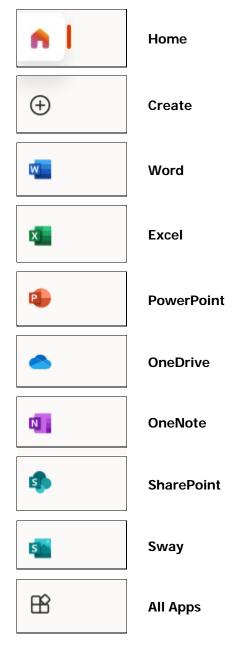


Figure 11

Note: To see all the Office 365 apps available, select All apps

	Office 365 \rightarrow
Apps	
Outlook	OneDrive
Word	Excel
PowerPoint	0neNote
SharePoint	s 📓 Sway
All apps $ ightarrow $	

Figure 12

Using the Online Apps

The Online apps are scaled-down versions of the full Office suite. Please note that not all features will be available in the online versions of the applications.

Word Online

- 1. From the Office 365 landing page, click on the **Word** icon.
- 2. Click on either New blank document, a template or a file listed under the Recent heading.

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New blank document	General notes	APA style paper	MLA style paper	Open house flyer	Bold monogram resum

Figure 13

- 3. The file can now be edited in the Word Online app. There is no need to save the file as the file will automatically save to your OneDrive.
- 4. To rename the document, click on the title at the top-left of the screen and type the new file name. Press the **Enter** key.

File Name		
Document		.docx
Location		
P Ada	ns, Wilson* > Documents	



Note: Some documents will open in view mode. To edit these documents in Word Online, click the **Edit Document** button in the ribbon and then click **Edit in Browser**.

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de	🖌 Edit Document 🔻	🖶 Print	Share
	Edit in Word Use the full func Word.	tionality of Mi	crosoft
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PowerPoint Online

- 1. From the Office 365 landing page, click on the **PowerPoint** icon.
- 2. Click on either New blank presentation, a template or a file listed under the Recent heading.

New			New presentations save	ed to: 📤 OneDrive 🛛 Hide themes 🗠
+	MAKER GALLERY DESIGN	FUTURE CELESTIAL DESIGN	TRAVEL CROP DESIGN	FINANCIAL PARCEL DESIGN
New blank presentation	Maker Gallery design	Future Celestial design	Travel Crop design	Financial Parcel design
				More themes $ ightarrow$

Figure 16

3. The file can now be edited in the PowerPoint Online app. There is no need to save the file as the file will automatically save to your OneDrive.

4. To rename the presentation, click on the title at the top-left of the screen and type the new file name. Press the **Enter** key.

PowerPoint Presentation - Saved V	
File Name Presentation	.pptx
Location	
Adams, Wilson* > Documents	
🕤 Version History	

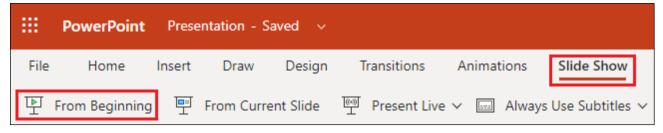
Figure 17

Presenting a PowerPoint from a Web Browser

Microsoft provides users the option to run a PowerPoint presentation from the web browser. This means that you can make a presentation on a machine that does not have PowerPoint installed.

Note: To use this effectively, the file must be saved on your OneDrive.

- 1. From the Office 365 landing page, click the **PowerPoint** icon.
- 2. Open the PowerPoint presentation you wish to run.
- 3. Click the **Slide Show** tab in the ribbon and then click the **From Beginning** icon in the **Start Slide Show** group.



Excel Online

- 1. From the Office 365 landing page, click the **Excel** icon.
- 2. Click on either **New blank workbook**, a file listed beneath the **Recent** heading, a template to find your file.

lew				New workbooks saved to: 🥧	OneDrive Hide templates ~
+	Take a tour	Insury 2015			
New blank workbook	Welcome to Excel	Any year custom calendar	Personal monthly budget	Simple service invoice	Agile Gantt chart
					More templates $ ightarrow$

Figure 19

3. You can also find your file via the **More in OneDrive** link at the bottom of the page.

More in OneDrive	\rightarrow	
	Feedback	•

Figure 20

4. If you are opening a file from OneDrive, you may have to click the **Edit Workbook** button and then click **Edit in Browser**.

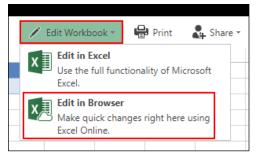


Figure 21

5. The file can now be edited in the Excel Online app. There is no need to save the file as the file will automatically save to your OneDrive.

6. To rename the workbook, click on the title at the top-left of the page, type the new file name and then press the **Enter** key.

Excel Book - Saved v	
File Name	
Book	.xlsx
Location	
Adams, Wilson* > Documents	
Version History	

Figure 22

Saving a Local Copy

There will be times when you are working on a file in the cloud, but wish to have a copy saved to your local machine as well. The process to save a local copy is the same for Word Online, Excel Online and PowerPoint Online.

1. If you are not already editing the document, click the **Edit in Browser** button in the **Edit Document** dropdown menu.

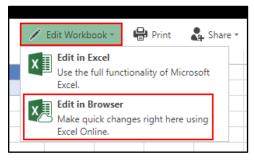


Figure 23

2. Click the File tab in the ribbon.



3. Click Save As and then click the Download a Copy button.

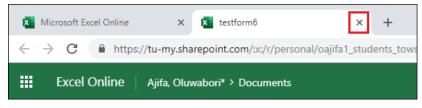
Info New		Where's the Save Button? Click here to learn about saving in Excel Online.
Open		Save As Save a copy online.
Save As Print		Rename Rename this workbook.
Share About		Download a Copy
Help		Download a copy to your computer.
	XO	Download as ODS Download a copy of this workbook to your computer as an ODS file.

Figure 25

4. The file will save to your downloads folder.

Closing an App

When working on a document in one of the Microsoft Online apps, the file will automatically save. To close the app when you are finished working, simply close the tab in your internet browser.



Outlook Web App

The Outlook web app creates a user experience similar to the local version of Outlook.

Checking Mail

- 1. From the Office 365 landing page, click on the **Outlook** icon.
- 2. The Outlook web app will open in a new tab.

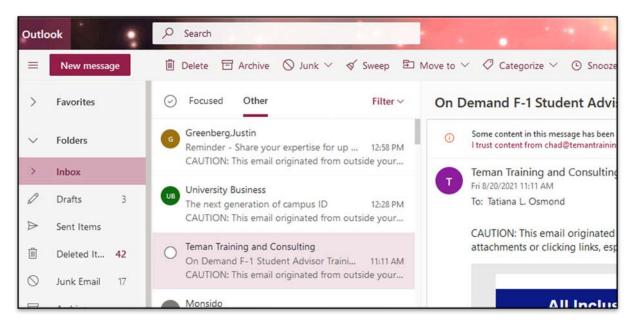


Figure 27

Fa

Fold

1 Drat

3. To return to Office 365, use the app launcher or close the browser tab.

Outlook Calendar

- 1. Click the Calendar icon in the upper-left corner of your Outlook web app screen.
- 2. The calendar will open within the same browser tab.
- 3. To return to Office 365, use the app launcher or close the browser tab.

Figure 28



Outlook People (Formerly Contacts)

1. Click the **People** icon in the upper-left corner of your Outlook web app screen or you may find it on the upper left side of your screen.

- 2. The People screen will appear in the same browser tab.
- 3. To return to Office 365, use the app launcher or close the browser tab.

(Outlook	Task	(S
		1.	Click on the Paper Clip icon in the upper-left corner of your Outlook web app screen.
	and the second	2.	This options let's you search for just the attachments within your mailbox.
	2 = New	3.	Click on the Checkmark icon to go to the To Do page.
	> Favorit	4.	The To Do screen will appear in the same browser tab.
P	Folder:	5.	To return to Office 365, use the app launcher or close the browser tab.

Figure 30

OneDrive

Inbo

Draf

OneDrive is Microsoft's service for hosting files in the "cloud". This service is available for free to everyone at Towson University. OneDrive offers users a simple way to store, sync and share all kinds of files. Each individual receives 1TB of storage space. This storage can be accessed from your web browser.

- 1. From the Office 365 landing page, click on the **OneDrive** icon.
- 2. The **OneDrive** file view will open in a new browser tab.

::: OneDrive		🔎 Search			
Adams, Wilson*	+ New \sim	⊤ Upload ∨ 📿 Sync 🖧 Aut	tomate 🗸		
🗅 My files					
🕄 Recent	Mufiles				
g ^R Shared	My files				
Recycle bin	Ď	Name \vee	Modified \vee	Modified By \smallsetminus	File size \vee
Shared libraries		Book.xlsx	5 days ago	Adams, Wilson*	7.81 KB
OTS Training File Share		Document.docx	5 days ago	Adams, Wilson*	10.8 KB
	•	Presentation.pptx	5 days ago	Adams, Wilson*	27.0 KB
		Signing in with SSO.docx	November 16, 2020	Adams, Wilson*	111 KB

Figure 31

3. To return to Office 365, use the app launcher or close the browser tab.

SharePoint

SharePoint is a web-based program tied into Office 365 that serves as a hub for sharing information, storing files and group collaboration.

- 1. From the Office 365 landing page, click on the **SharePoint** icon.
- 2. The SharePoint sites you follow will appear in a new browser tab.

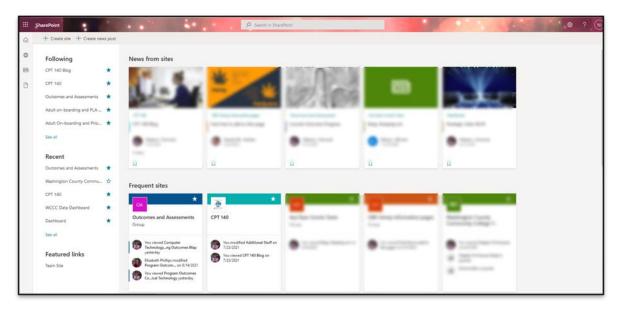


Figure 32

3. To return to Office 365, use the app launcher or close the browser tab.

Sharing Files from an Office Desktop App

Send link	×
Anyone with the link can edit >	
To: Name, group or email	\mathcal{O} \sim
Message	
	Send
™	
Copy link Outlook	

Sharing a document you have created in an Office app is easy with your OneDrive. This process is the same from any Office app including Word, Excel and PowerPoint.

- 1. Click the File tab in the ribbon.
- 2. Select Share.
- 3. Decide which level of sharing you want to give.
- 4. Invite people to the document by adding their name, group or email.
- 5. Provide a message.
- 6. Click the Send button.