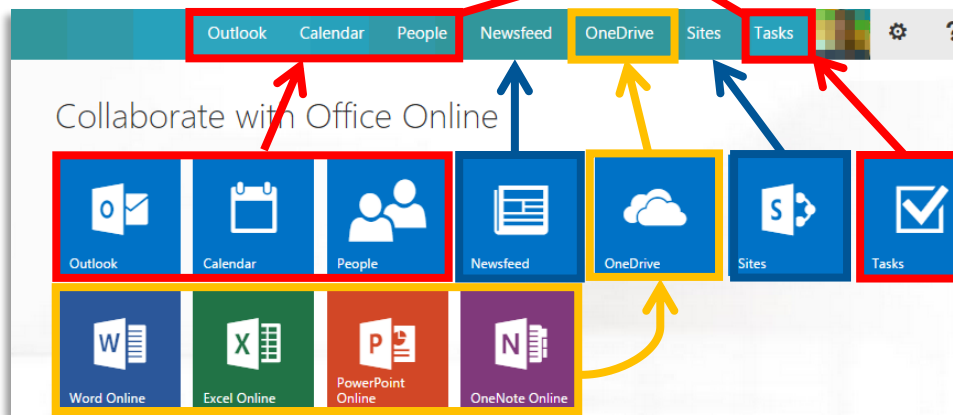
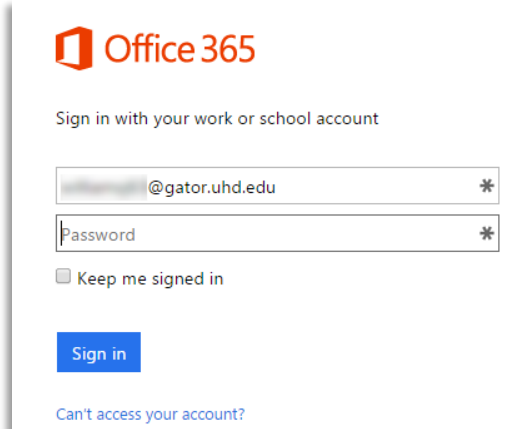


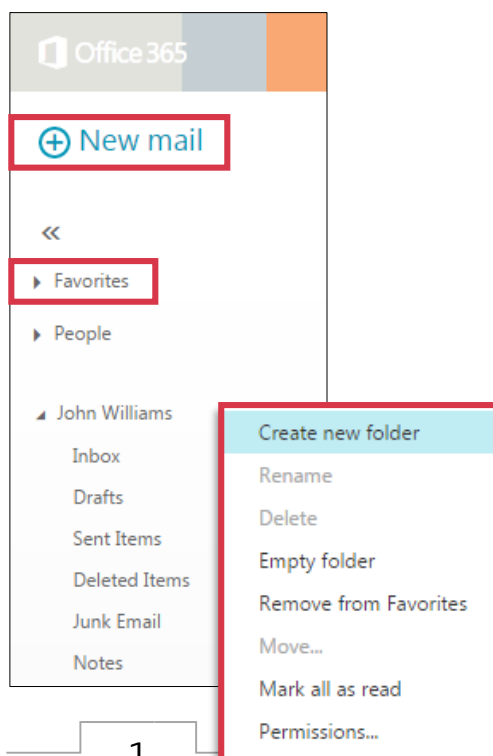
Getting Started with Office 365

1. Start by going to the URL
<http://www.uhd.edu/computing/o365.html>
2. **Sign In** with your **@gator.uhd.edu** email address and password.



3. Once signed in you'll find several apps for Outlook, Office, and SharePoint.
4. No matter where you're working in Office 365, you'll find links to these apps along the **top of the screen**.

- **Outlook apps** – Outlook (email), Calendar, People (contacts), Tasks
- **Office Apps** – Word, Excel, PowerPoint (managed in OneDrive), OneNote (works great with your mobile device)
- **SharePoint Apps** – OneDrive, Sites, Newsfeed

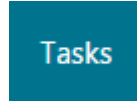
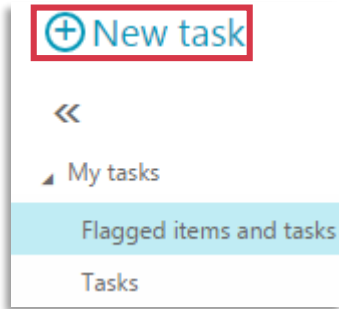


Outlook

1. To check your email, simply click the **Outlook** link.
 - Your Outlook email will function like any other webmail account you've used (Gmail, Yahoo Mail, AOL Mail).
2. To create messages, just click **New Mail** in the left menu.
3. Some unique features to the Outlook 365 menu include:
 - **Right clicking your name to Create, Delete, Rename folders**
 - Adding folders to a **Favorites** view...



- ...and viewing mail from an individual by clicking the **People** folder, then clicking a name from the list.
- Note: Students now have **50 GB** of email space!

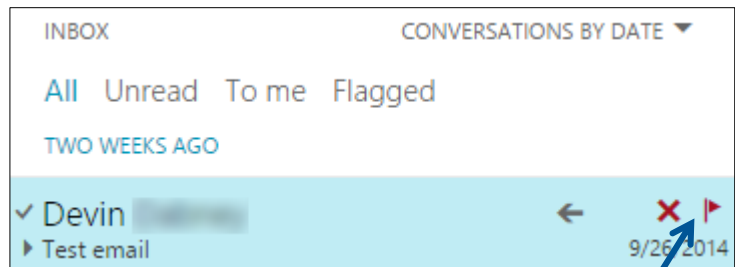


Tasks let you set notifications to follow up on important items.

1. You can **flag** emails in the Outlook app, or create **+ New tasks** in the Tasks app.

Flag from Email:

- In the Outlook app, select an email and click the **flag** icon on the far right.
- Select the follow up deadline from the menu.



✓ SAVE ✕ DISCARD @ INSERT

• Due tomorrow.

Subject:
Write follow up email to web team

Due:
Tue 10/7/2014

Show fewer details

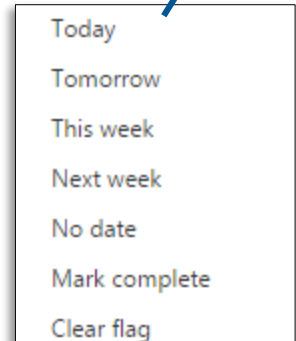
Start date: Mon 10/6/2014 Date complete: None

Status: Not started % complete: 0 Priority: Normal

Reminder
Tue 10/7/2014 8:00 AM

Repetition: Never

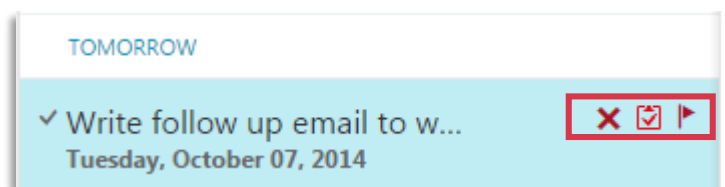
Mark private



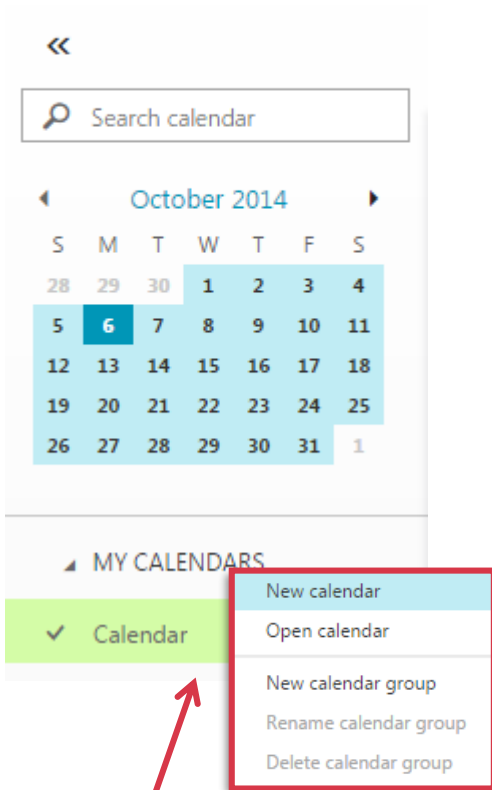
+ New Task:

- Click the Tasks app
- Click **New task** on the left menu
- Fill in the form to set a due date, reminders, and priority levels.
- Click **Save**.

2. Tasks appear in a sorted list like emails in your inbox.
3. Delete them, or mark them as Complete using the icons on the right.



+ New event



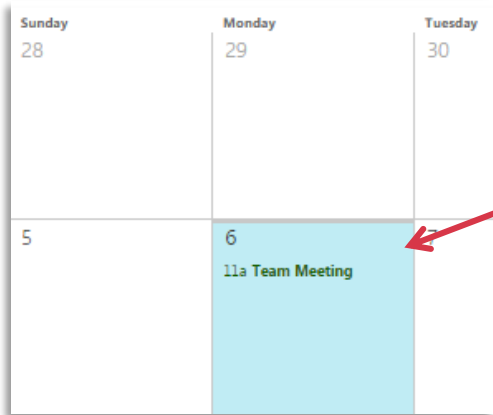
5. Note that you'll have a standard Calendar
 - Create new calendars for Home or Work by right clicking **MY CALENDARS** and clicking **New calendar**.
6. Click **Save**.

Calendar

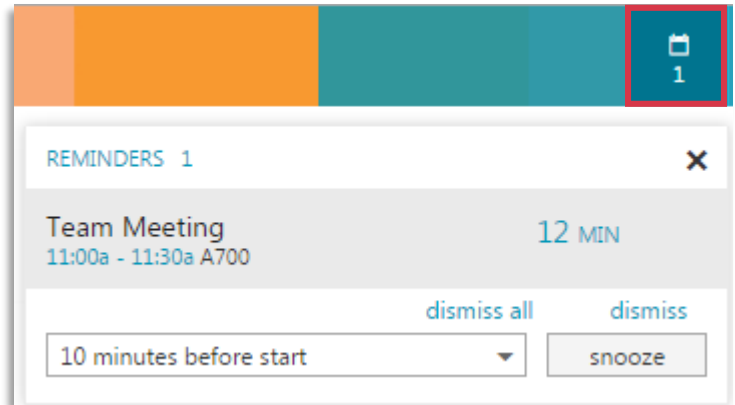
Use the Calendar to schedule events like **Appointments** and **Meetings**.

- **Appointments** serve as reminders on your calendar when you need to be somewhere, like a dentist appointment, or attend a webinar.
 - **Meetings** involve inviting others to meet in a specific place, so you'll need invite **attendees** and choose a **location**.
1. Click the **Calendar** link.
 2. Click the date where you'd like to schedule the appointment or meeting.
 3. Click **+ New Event**.
 4. Fill out the form for your event.
 - If it's a meeting, be sure to specify a **Location**.
 - **Attendees** can easily be added from your list of contacts.

The image shows an event creation form. At the top, there are buttons for 'SAVE', 'DISCARD', 'SCHEDULING ASSISTANT', and 'APPS'. The form fields are: 'Event: Team Meeting', 'Location: A700', 'Attendees: dev'. Below the attendees field, a dropdown menu shows 'Devin @gator.uhd.edu' with a search icon and the text 'Search contacts and directory'. The 'Start' field is 'Mon 10/6/2'. The 'Show as' field is 'Busy' and the 'Reminder' field is '15 minutes'. The 'Calendar' field is 'Calendar' and the 'Repeat' field is 'Never'. At the bottom, there is a checkbox for 'Mark as private'.



7. The time and title of the event will appear on the calendar date where it was scheduled.



8. If you turned on **Reminders** you'll see notifications in the top middle.
- An alert will pop out to remind you of the event at the time you chose.

Newsfeed

Newsfeed is a social feature that lets you share thoughts and pictures, and **follow** people, groups, and documents.

- Newsfeed is similar to a Facebook newsfeed where you can post and read status updates.
- Use **@** to tag people and **#** to participate in/follow trending topics.
- You can even **Like** and **Reply** (comment) on posts people make.

Share with everyone ▾

Post

Following Everyone Mentions ...

John ✕

#Office365 is a huge step forward for **#UHD** students. Don't you agree **@Devin**

A few seconds ago Like Reply Follow #Office365 ...

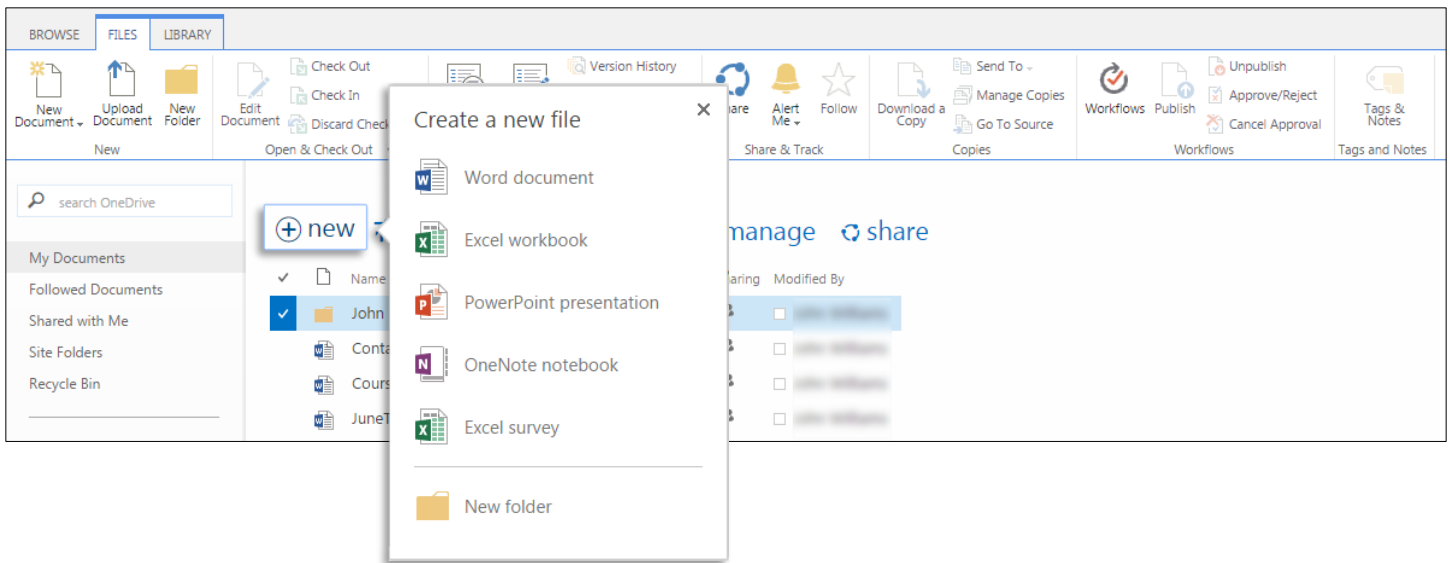
OneDrive

OneDrive is a cloud-based file management service like Google Drive.

- **Upload** and store documents directly from your computer or mobile device.
- **Create new** documents with **Word, Excel, PowerPoint, and OneNote**.
- **Share** single documents or whole folders with as many other users as you'd like.
- Store up to **1TB** of files.

1. To start, click **upload** and browse your computer for files.
 - Select one file, or upload multiple files at once.
2. Alternatively, click **new** to create files directly in your web browser.

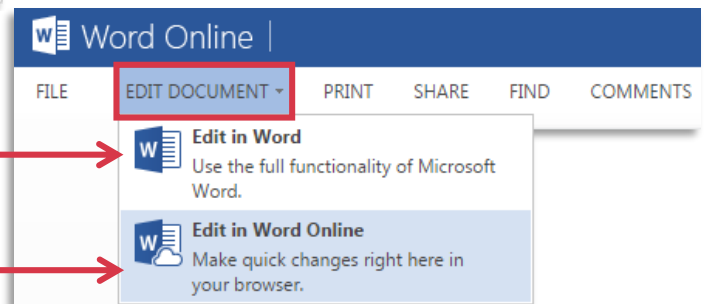




3. When you open files in OneDrive you'll have several options including **edit**, **print**, and **share**.

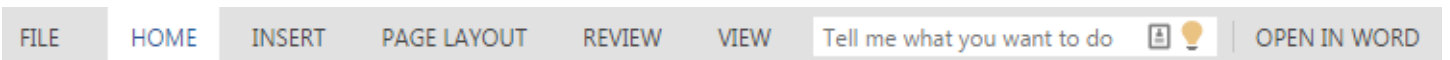
4. To edit, click **EDIT DOCUMENT**

- If you have Office installed on your local computer, click **Edit in [Office app]** to take advantage of the full application.
- For convenience, you can also **Edit in [Office app] Online** to edit in your browser.



5. Note that Office Online has limited, but highly functional tools for editing documents.

- *Ribbon Online:*

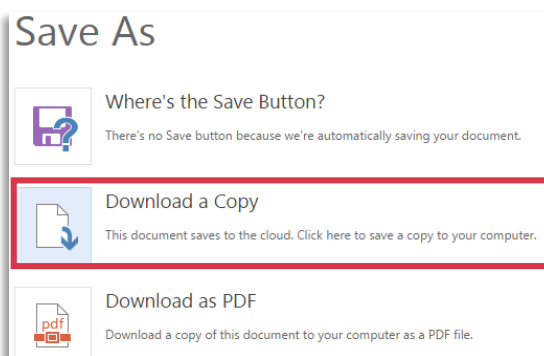
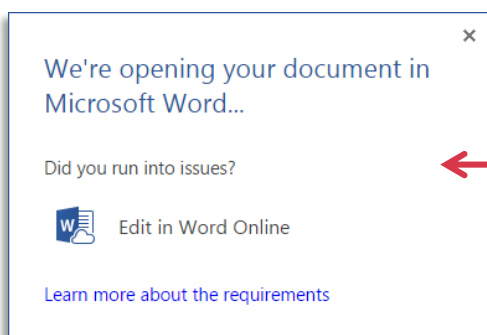


- *Compare to Ribbon in full application:*



6. If you choose to edit your document in the full application, it may take a moment to download.

7. A dialogue will open giving you the option to Edit in [Office app] Online.



8. Saving is automatic while working in Office Online, but if you'd like to save a local copy to work offline, click **FILE > Save As > Download a Copy**.

If you have any questions or comments regarding the steps outlined in this document, please contact UHD TLS Training Services by calling (713) 221-8200, or by sending an email to tlctraining@uhd.edu.