Office 365

Learning Your Way Around O365

On November 20, 2015 we brought up Office 365 for the District Staff. You will find that for the most part, it really isn't that much difference when using Word or Excel, etc. The biggest changes are using Outlook email (instead of Groupwise email) and Skype for Business instead of Messenger. Another big change is the introduction to OneDrive and cloud based services. This document will help show you some of the bigger changes.

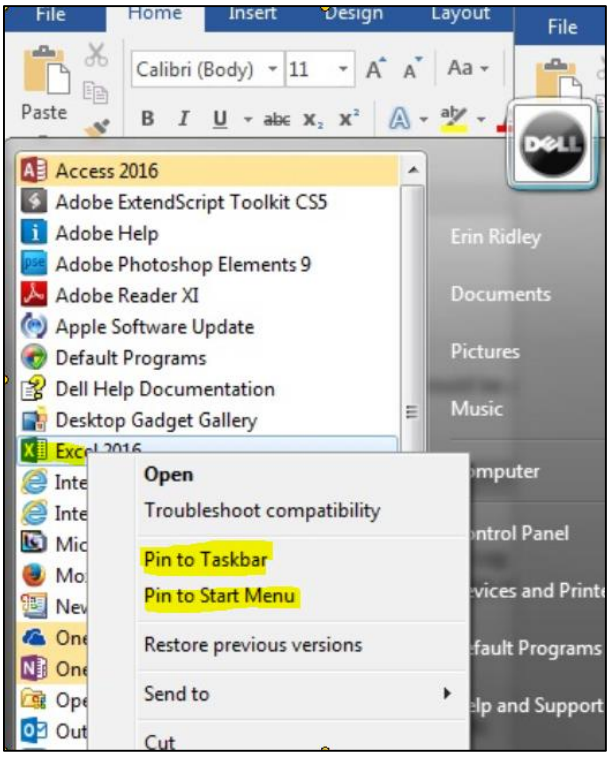
LOG IN / OPENING PROGRAMS:

Log into your PC as you normally would.

You will notice that there **aren't any desktop icons** for the Office products. **To open Word, Excel and Outlook, etc**., click on the **START button** in the bottom left corner. Click on ALL PROGRAMS. Find the program you want to open.

***HINT**: Once you find the program you want to open you can "PIN" it so that it is always listed in the top of the start menu, or an icon always shows on the task bar at the bottom of the screen. To do this:*

- *Point to the program you want to pin and RIGHT CLICK.*
- *Select "Pin to Taskbar" to pin the icon to the bar at bottom of your screen.*
- *Select "Pin to Start Menu" to pin the program to the top of the start menu so that it is always listed there.*



OUTLOOK 2016

Outlook is our new email and calendaring program.

Password: Your email password your AD password, which is the same password that you log into your PC with. If you change your PC password – it will automatically change the password for your email.

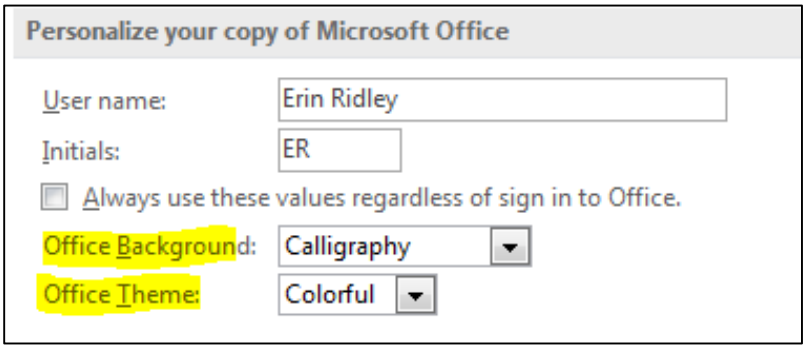
CUSTOMIZING OUTLOOK:

The first thing you'll want to do is customize (or set up) your defaults/options.

Click on **FILE**, then **OPTIONS**.

1. Under the **GENERAL** category you will find the following options:

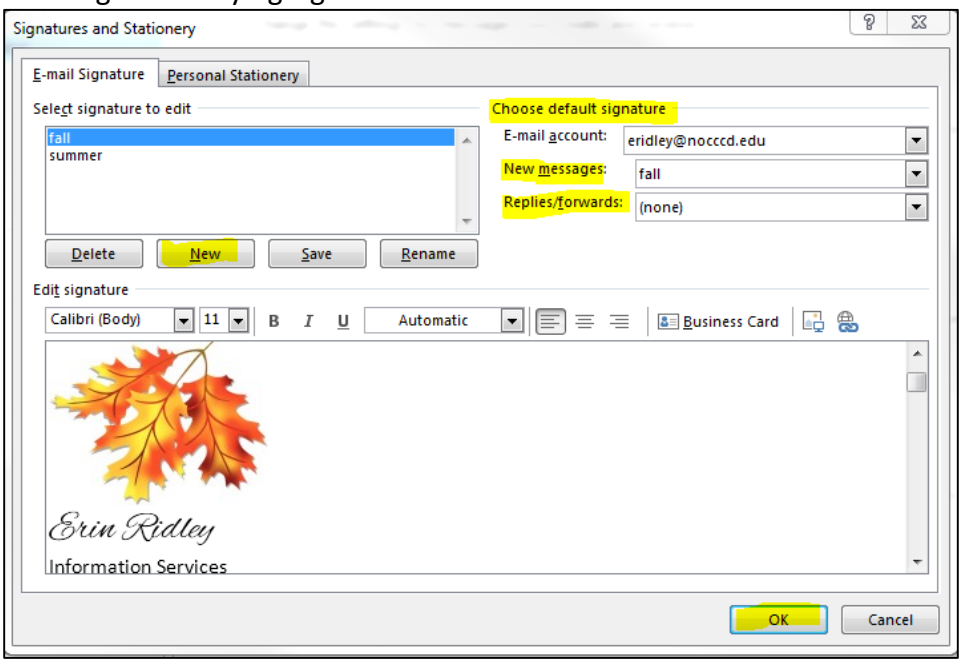
    a. You will find some office backgrounds and themes here.



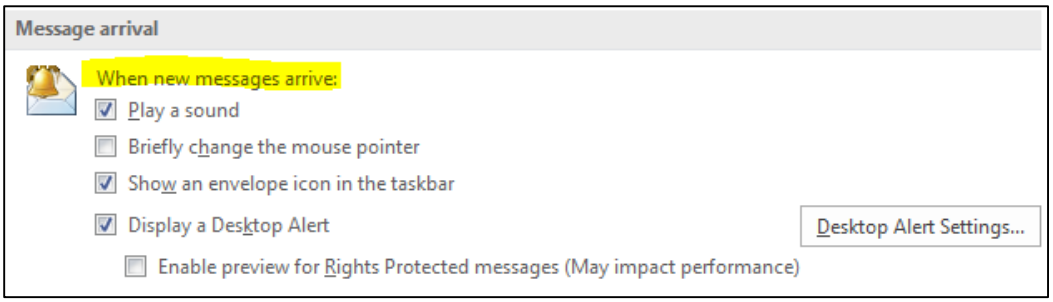
2. Under the **MAIL** category you will find the following options:

    a. If you like to check spelling before sending an email, the option is here.

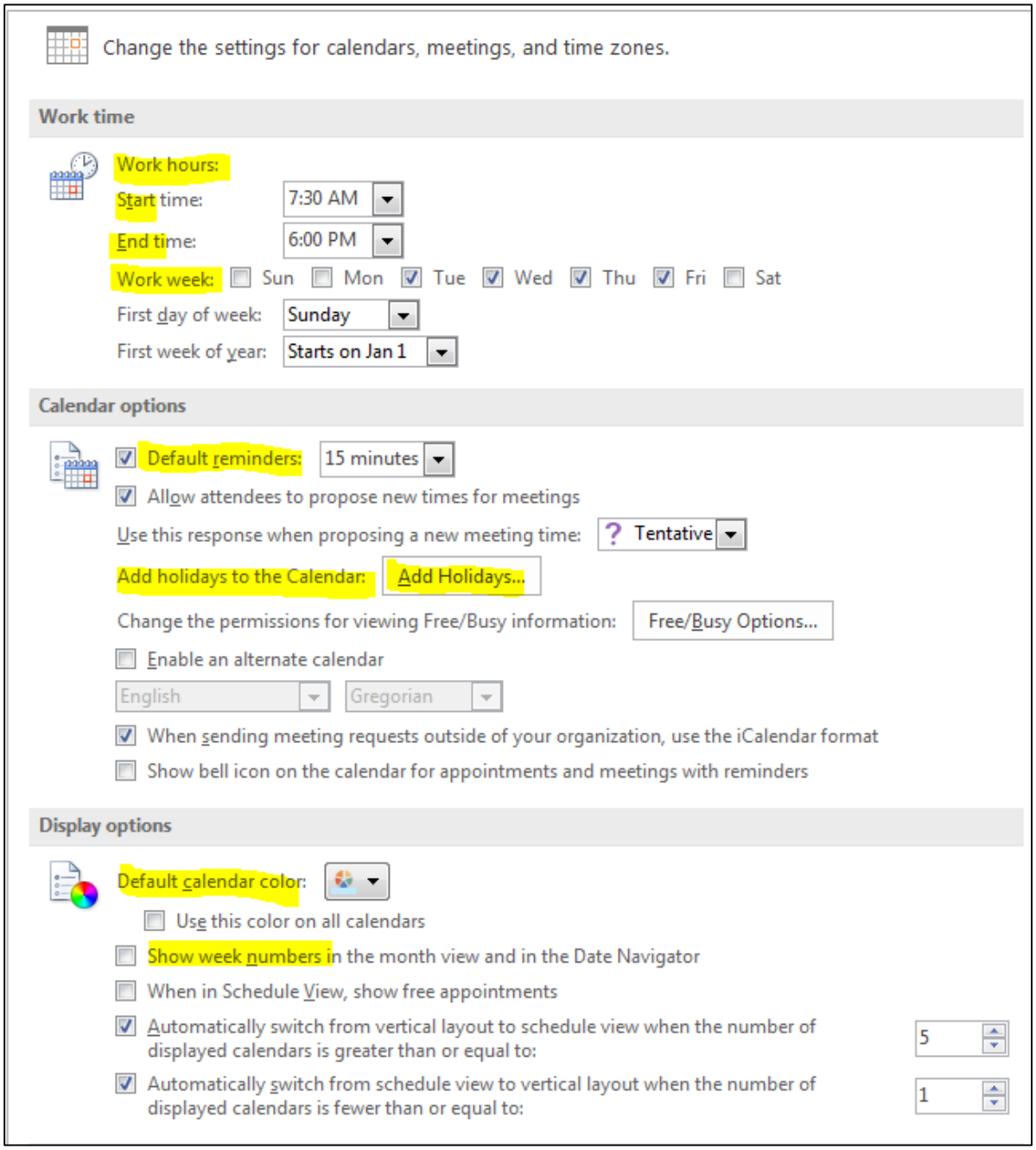
    b. Creating or modifying signature



c. Message arrivals: You can select what you want to happen when a new message is received (play a sound, display an alert, etc)



3. Under the **CALENDAR** category you will find the following options:
   a. You can set the work day start and end times, how often reminders will pop up, you can even add holidays to your calendar!



MAILBOX SIZE, ARCHIVING and SECURITY:

There is a big change in regards to mailbox size and archiving. Everyone will get a **50 gig mailbox**! You don't have to worry about running out of room anymore. Because the mailboxes are so large, there isn't a need for archiving.

When we cutover to Outlook, your current mailbox as well as your archive will be brought over into Outlook.

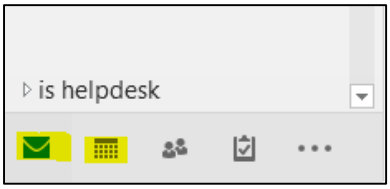
Security is very different in Outlook. In GroupWise, our email was stored on a server in the computer room. Outlook email is stored in the "cloud", which of course, if not in our computer room! Cloud storage is outside the District, on some server somewhere. Because of this, there are some precautions that you want to take in regards to what you send via email. **You never want to send email that contains confidential information, such as any email or documents that contain a social security number!**

If you have a document that has personal information in it and you need to share it with members of your staff the best thing to do is to save it on the shared drive. You can then send an email to your staff saying that the document is located <here>.

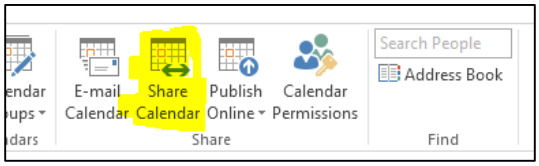
If you have a document that contains confidential information and you need to send to someone outside the District offices, you can contact someone in IS to help you figure out the best way to send it.

SWITCHING BETWEEN YOUR EMAIL AND CALENDAR:

Switching back and forth between your calendar and email is easy. Just click on the appropriate icon located at the bottom left of the screen:

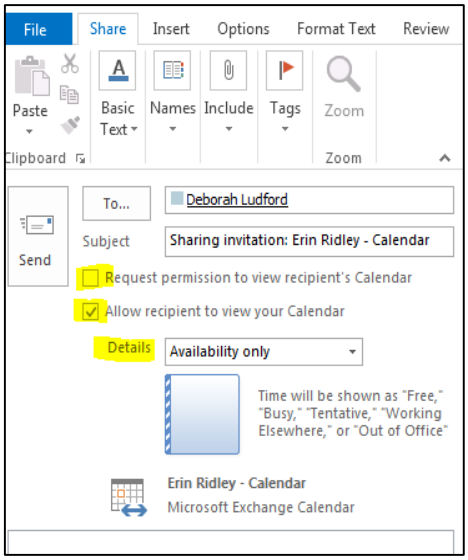


SHARING YOUR CALENDAR:



• Open your calendar.

• Click on the SHARE CALENDAR icon located in the "ribbon" (toolbar).



• A special email "sharing invitation" will open. Enter in who you are sharing your calendar with.

• Check "Request permission to view recipient's calendar" is you want to be able to view someone's calendar.

• Check "Allow recipient to view your calendar" to give permission to someone.

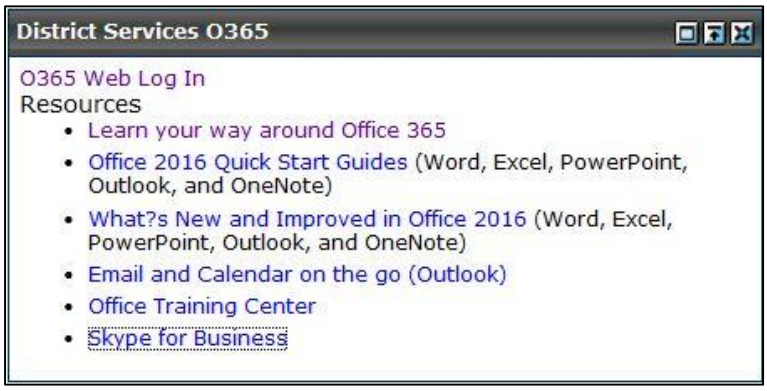
• In the "Details" section you can give someone:

- Availability only (let's them look but not update)
- Limited details (includes the availability and subjects of calendar items)
- Full details (includes the availability and full details of calendar items)

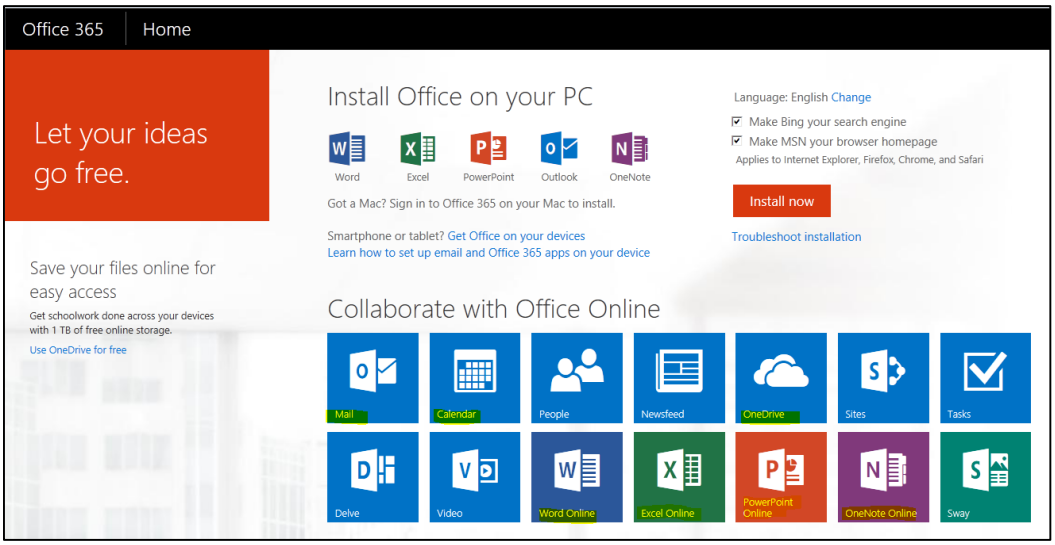
• Click on SEND.

OFFICE ONLINE including EMAIL, WORD, etc:

The link for the web version of Outlook and the online version of Office products is available in myGateway.

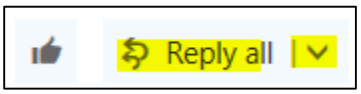


- Sign into **myGateway**
- Click on the **Employee tab**
- Look for the channel called "**District Services O365**"
- Click on the "O365 Web Log In" link (https://login.microsoftonline.com/)
- It will take you to a log in screen. Use your email address and your AD password (the same password you use to boot your computer).
- Once you have signed in you will see a screen that shows you **tiles of all the Office Online products**, including web versions of Outlook, Word, Excel, etc:
- Each of the tiles is labeled so you can easily choose what program you want to open.
- Click on the tile labeled "**MAIL**" to get into your mailbox.

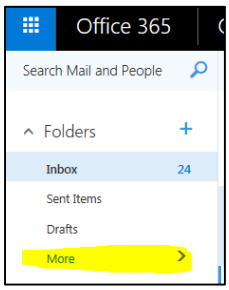


Once in your web email:

- Click on an email and you will see it in the viewing panel to the right.
- In the upper right of the email you can reply all, or click on the down arrow for more options.



- Under FOLDERS on the left side, you can click on MORE to see your other folders.

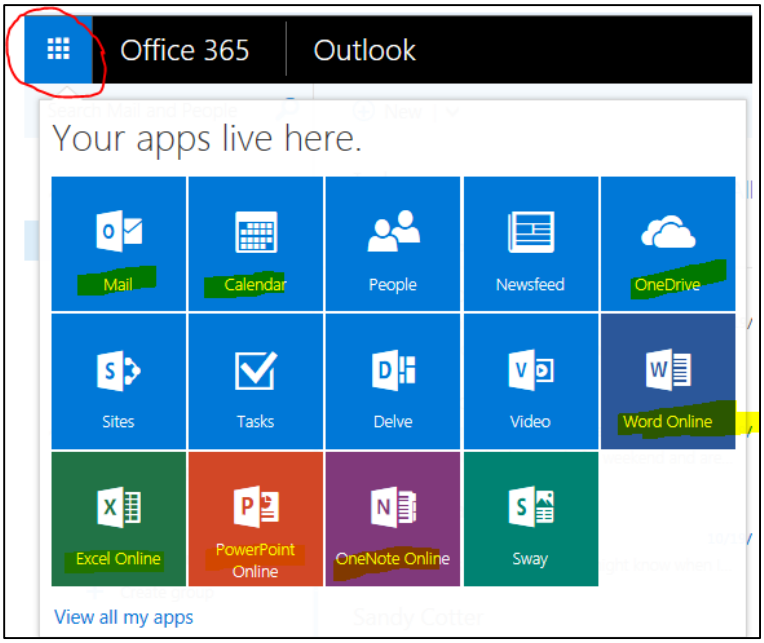


GROUPWISE ARCHIVE:

If you had email that was archived in Groupwise, that will all be brought over and placed in a folder called "Groupwise Archive".

• If you want to **get into another Office app**, click on the little button with little squares to bring up a list of apps.

• You'll notice that there are tiles labeled "Word Online" and "Excel Online", etc. If you click on any of those tiles it will open a web based version of the application.

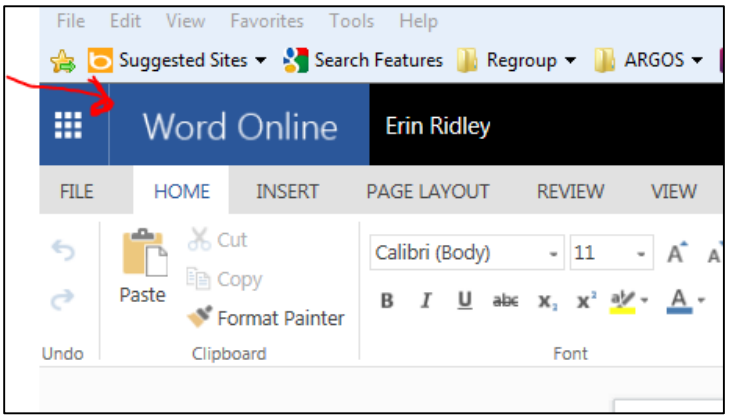


These are <u>not</u> the same as opening the application that is installed on your hard drive!

• There may be some features that are not available in the web based version.

• Documents that are created in the web based version are stored in the cloud! There are security risks when storing things on the cloud that you will want to consider.

• You can always tell when you are in the ONLINE version of the appilication because it will say it:

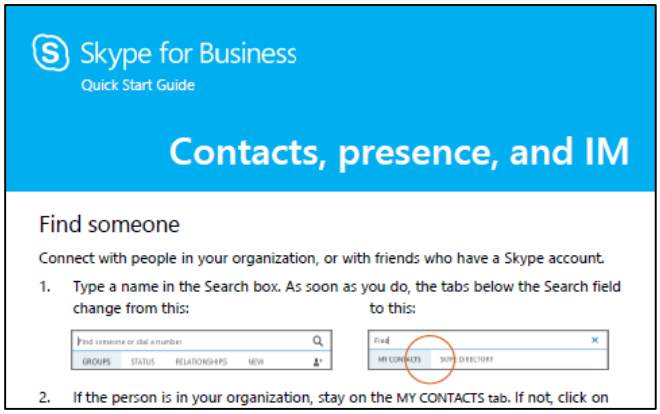


SKYPE FOR BUSINESS:

Skype for Business, aka O365 Messaging replaces GroupWise Messenger.

• Sign into Skype using your email address and your AD password (the password you use to boot up your computer).

• Here is a PDF that will show you how to use Skype, add a contact, send a message, etc.
http://www.nocccd.edu/pdfs/SkypeQuickStartGuide.pdf



RESOURCES:

There are a ton of resources available to you! In the myGateway channel referred to at the beginning of this document, there are several great resources listed for you. *(Press Control and Click on the link below to be taken to that page on the internet)*

Microsoft has a lot of great documentation just a click away!

- Learn Your Way Around Office 365
- Office 2016 Quick Start Guides (Word, Excel, PowerPoint, Outlook, and OneNote)
- What's New and Improved in Office 2016 (Word, Excel, PowerPoint, Outlook, and OneNote)
- Email and Calendar on the Go (Outlook)
- Office Training Center

Can't find what you are looking for? If you can't find it you know that someone has also been in the same situation. So, when in doubt **– GOOGLE IT!** You will find lots of examples, documentation, youtube videos, etc., that can show you exactly what you are looking for!