

INSTRUCTIONS AND TRAINING MATERIALS FOR OFFICE 365



Step 1: Go to the Intranet

Step 2: Click on OIT, and arrow down to Microsoft Office 365

INSTRUCTIONS AND TRAINING MATERIALS FOR OFFICE 365

OIT

Microsoft Office 365

Microsoft Office 365 ProPlus

Download MS Office productivity software on up to 5 personal devices

As part of Toulouo Colleges Microsoft Office campus agreement, Microsoft Office 365 ProPlus through the Microsoft Student Advantage program is available free to current Toulouo College students, faculty and staff. This account is associated with the school and is available for student and employee personal or academic use.

When registering, you must use your Toulouo College email address.

Here's what you do to get Office for free:

1. Click on [MS Office 365 ProPlus](#)
2. Enter a valid school-provided email address and the same password you use to log on to networked PCs or any computer on campus.

Here's what qualified students and employees will receive:

- The latest versions of Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Access and Publisher. Note: MS Access, OneNote and Publisher are Windows programs and, therefore, installable only on Windows OS systems.
- Installation on up to five PCs or Macs, and Office apps on other mobile devices including Windows tablets and iPad®
- 1 Terabyte of OneDrive cloud storage – * See additional information below.
- Office Online

You can use the plan until you are no longer employed or enrolled at Toulouo College.

Available products include Word, Excel, PowerPoint, Access, OneNote and Publisher.



Step 3:

Notice the important information about **Installing Microsoft Office 365 Pro Plus**. *Note: These instructions are only available on the Intranet.*

Create documents, anytime, anywhere, on all of your devices.

- Word**
- Excel** Use Excel spreadsheet software to create tables, calculate and analyze data, and produce visual graphs of your data.
- PowerPoint** With MS Powerpoint, create impressive, professional-looking presentations.
- Access** Use MS Access to create databases to store and track just about any kind of information, such as contacts, responses, or processes. Access templates have built-in tables, queries, forms, and reports that are ready to use.
- OneNote** With MS OneNote, organize all your notes in one place. With OneDrive, have access to these notes from any and all of your devices where you have OneNote installed.
- Publisher** With MS Publisher create documents with image appeal. Publisher is perfect for creating flyers, newsletter and more.

Helpful Resources

Here are some helpful resources that you can send your users to when they start using Office 365 and Office 365 ProPlus:

- [Get started with Office 365](#)
- [Install Office on your PC or Mac with Office 365](#)
- [Frequently Asked Questions](#)

* OneDrive cloud storage

In particular, Toulouo College does not authorize you to use the OneDrive account to store the following types of data, under any circumstances:

Step 4:

Use the Scroll bar and Click on **Get Started with Office 365**

Microsoft

Office Products Templates Support

Apps Install Account Training Admin

Office 365 admin

Common management tasks for Office 365

Apply To: Office 365 Admin

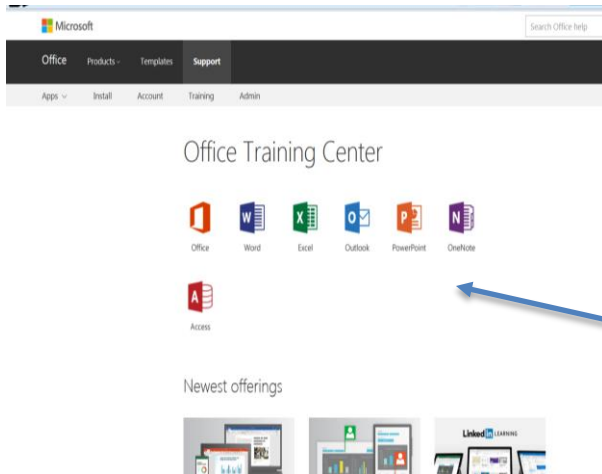
Quick links for the most common admin tasks in Office 365.

General	Email	OneDrive for Business
Add a user	Add a new employee to Office 365	Get the OneDrive for Business Sync Client
Reset admin password	Video: Import email into Office 365	Get started with the Sync Client
Reset user's password	Automatically diagnose and fix Outlook issues (English only)	Set up OneDrive on an iPhone or iPad
Remove a former employee	Fix email messages when they won't send	Let users to share files externally
Find and fix domain or DNS issues		
Cancel your subscription		

Step 5:

Click on the **Training** Tab

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Step 6:

Click on the icon you need for additional resource materials such as: lessons, videos, etc.,

Example of training materials in MS Word

