

Office 365 Applications



Tri-C Faculty User Guide

What is Office 365

Office 365 allows a user to access any of the Microsoft office products through a web browser on any computer with internet access.

Features:

1. Office 365 allows the sharing of documents so that more than one collaborator can work on a document at the same time without overwriting other work.
2. Through OneDrive, files and documents can be stored and grouped for easy access from any device with internet access.
3. All of the data/files are stored in the cloud, meaning you can access any work with your login on any device including classroom computers, laptops, smart phones and tablets.

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Getting Started

Logging in

There are several ways to log in to Office 365:

Option 1 – through my.tri-c

1. Go to <https://my.tri-c.edu/>
2. Select the Office 365 Icon



Option 2 – go directly to Office 365

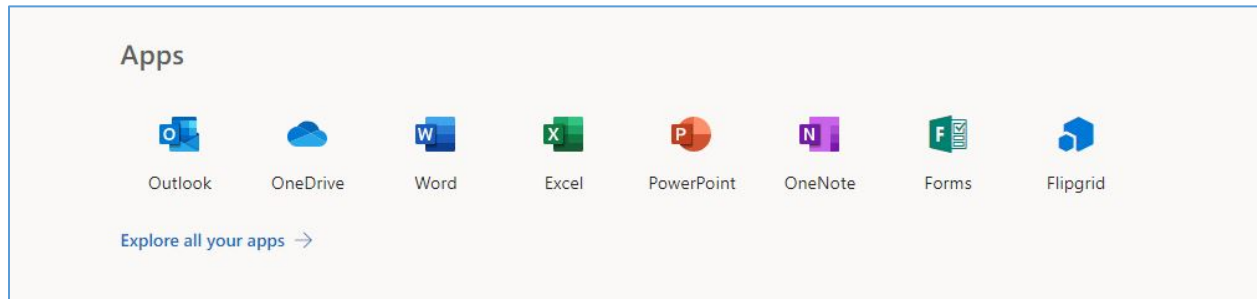
1. Go to <https://www.office.com>
2. sign in using your tri-c email address and password

Option 3 – log in through your Office 365 Outlook account.

1. Go to <https://my.tri-c.edu/>
2. Select the Employee email icon
3. At the top left corner of your email screen, there's an icon that has 9 dots formed into a square, it is called the App Launcher. Select the app launcher to see all of the Office 365 applications.



Applications



Select the applications that you want to use from the list at the top of the page. For more application options select “Explore all your apps”

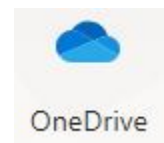
Outlook

Outlook is the application to access your emails.



OneDrive

OneDrive is the storage area where all of your created documents and files are located.



You can create folders to group together and organize documents, PowerPoints, etc.

Word

Microsoft Word is an application to create text documents.

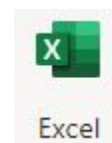
Note: Office 365 has less functions than the desktop application.



Excel

Excel is a spreadsheet program. Spreadsheets show values arranged in rows and columns.

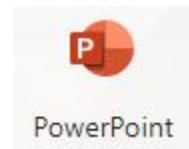
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PowerPoint

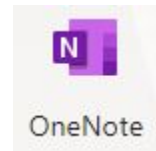
PowerPoint application uses slides to convey information.

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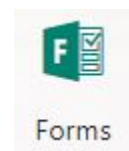
OneNote

OneNote is excellent for multi-user collaboration tool. Notes can be handwritten or typed, can include drawings, screen clippings and audio commentaries. Notes can be shared between OneNote users.



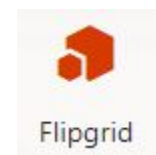
Forms

Create surveys, quizzes or polls.



FlipGrid

Video discussion board tool, where students can use webcam videos to discuss course content.



Additional Apps, Part of Outlook:

Calendar

Add all of your events, schedule meetings and share meeting invites



People

A list of your contacts



Tasks

Create and manage tasks



To Do

Manage, prioritize, and complete tasks

