



Office of Information Technology Office 365 & SharePoint

All Centenary accounts now have access to the Office 365 Suite!

NOTE: Use primary email address in the format: **firstname.lastname@centenaryuniversity.edu**
(You CANNOT log into Office 365 or SharePoint using a temporary password, so it is imperative for all new account holders to activate their account by registering in the [Password Self Service System](#) prior to attempting to log in to any university systems.)

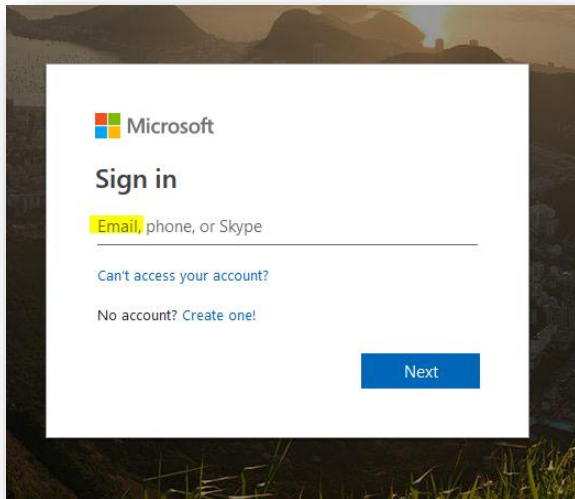
Logging In

You can choose to access the main Office 365 page or go directly to our University SharePoint portal.

Visit: <https://portal.office.com> (SharePoint Start Page)

Visit: <https://login.microsoftonline.com/> (Office 365 Start Page)

You will see the login screen:



**NOTE - You MUST use your NEW Centenary standardized email address
firstname.lastname@centenaryuniversity.edu**

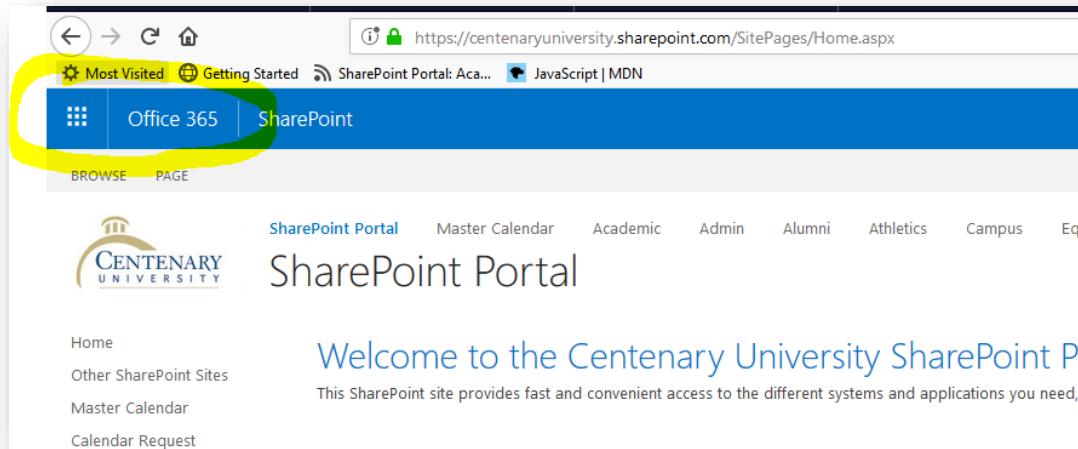


Office of Information Technology

Home Screens

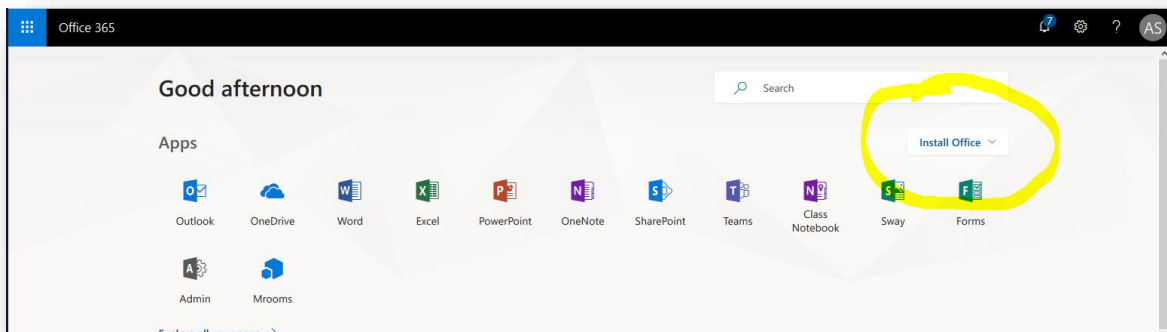
SharePoint

When you log into the PORTAL, you will see the following SharePoint Home Page. You can navigate to other sites or access Office 365 tools from here using the links.



Office 365

When you log into Office 365 directly, you will see the following Home Screen with links to the main Office 365 applications.



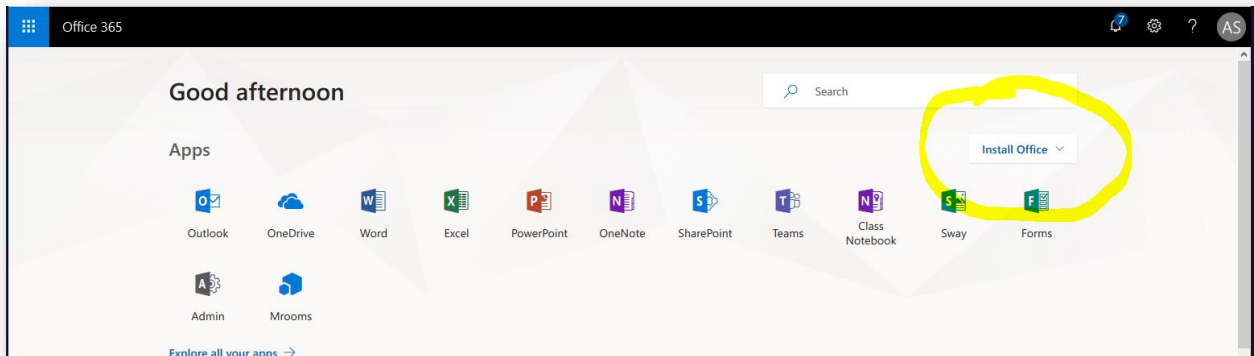
Office Software

The fulltime faculty, staff and students now have access to download the Office suite applications to their PERSONAL computer. You can download and install Office on your computer using the link 'Install Office'

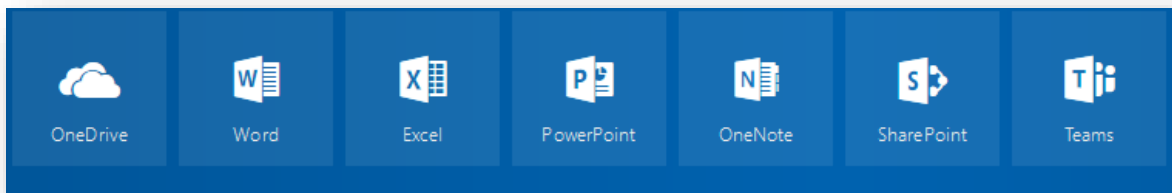
NOTE - YOU MAY NOT DOWNLOAD and INSTALL to University owned devices!



Office of Information Technology



Main Applications



One Drive – file storage for all documents in the Office 365 system

Store, sync, share, and easily collaborate on files securely with OneDrive for Business.

[See Training Video](#)

[Quickstart](#)

Word – cloud version of the software

Word Online lets you create, edit, and share Word documents in your browser from any device and work with other people at the same time.

[See Training Info](#)

[Quickstart](#)

Excel – cloud version of the software

Excel Online lets you create, edit, and share Excel workbooks in your browser. You can access workbooks from any device and work with other people at the same time.

[See Training Info](#)

[Quickstart](#)

PowerPoint – cloud version of the software

PowerPoint Online lets you create, edit and share PowerPoint presentations in your browser. You can access and deliver presentations from any device and work with other people at the same time.



Office of Information Technology

[See Training Info Quickstart](#)

OneNote – cloud version of the software

OneNote Online lets you create, edit, and share OneNote notebooks in your browser. You can access notebooks from any device. Take notes, track to-do items, and work with other people at the same time.

Class Notebook lets a teacher quickly set up a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities, all within one powerful notebook.

[See Training Info](#)

Advanced Tools and Applications

The suite contains a robust collection of tools. Not all tools are licensed for all users, and may not be available or fully functional. We HIGHLY suggest that these tools be avoided unless you are familiar with their usage and have had adequate training.

Dynamix 365

Microsoft Dynamics 365 is the new home for all your business apps. Here you'll find all your apps – from sales and service to operations and financials – along with apps that work with them from Microsoft AppSource.

Delve

Office Delve shows you personalized information from across Office 365 based on what you're working on and what's trending around you.

Sway

Sway is an intelligent app that helps you easily create an interactive web-based canvas of your ideas. Pull your content from a variety of sources with minimal effort and use the built-in layout engine to craft a cohesive look and feel that looks great on any screen.

Forms

Forms lets you create surveys, registrations, quizzes and more.

Video

Watch, upload, and share videos within your organization using Office 365 Video.

PowerApps

Instant apps with clicks, not code. Turn ideas into custom business apps - for Windows, iOS, or Android - using your PowerPoint and Excel skills. Then watch team productivity skyrocket!

Planner

Planner lets you easily build teams, share goals, and track progress to get work done together – anywhere, on any device.



Office of Information Technology

SharePoint

Collaboration and communication portal suite with extensive productivity tools. Create or follow SharePoint Online sites to help you organize information, people and projects.

[See Video Training Quickstart](#)

Teams

Simpler, more user-friendly collaboration portal. Teams is the chat-based workspace that brings together people, conversations and content so that teams work more effectively. You see content and chat history anytime in team chat or small group private chat, and have quick access to shared files and other content you need right in the app.

[See Video Training Quickstart](#)

Side Menu

At the upper left of all pages, there is a little grid icon to the left of the 'Office 365' Title.

Clicking on this icon (highlighted below) will open up the side menu shown at the right with advanced applications and tools that you may have access to.

