## **Microsoft Office 365**

## **About:**

### What is Office 365?

Office 365 is a web-based subscription service that gives you anywhere-access to MS Office tools and applications, such as Word, Excel, Access, Publisher, PowerPoint, Outlook, Skype for Business and OneDrive.

#### What can I do with it?

- Work from anywhere using your PC, Mac or mobile device
- Collaborate on project documents with OneDrive, file sharing is fast and simple and users can access files from almost anywhere
- Host online conference meetings with real-time note taking, screen sharing and HD video conferencing
- Access, edit and share Word, Excel and PowerPoint documents from your mobile device using Office 365 Apps

### What else should I know?

- All current registered students and faculty/staff have an Office 365 account. NOTE: Office 365
  accounts expire after graduation or college transfer for students and retirement or departure for
  faculty/staff
- You may register up to 5 devices for local personal use of the Office 365's suite of applications
- Office 365 is easy to set up and receives automatic updates
- Office 365 has built-in anti-malware protection a virus checking for your cloud file's protection
- Files can be saved online in OneDrive
- With OneDrive, you can store and access files from anywhere, and set permissions so that you can control who accesses and edits what
- Round-the-clock IT-level web and phone support is available from Microsoft
- Guaranteed 99.9% uptime

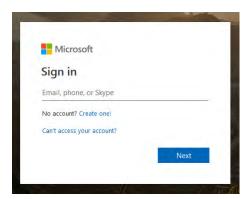
For additional assistance with Microsoft Office 365 or login help, contact the IT Helpdesk at <a href="helpdesk@farmingdale.edu">helpdesk@farmingdale.edu</a> or 631-420-2754.

# Signing In:

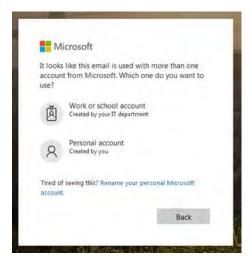
## Accessing your Office 365 account

If you are a current student or faculty/staff member, logging into your account is really easy:

- Navigate to the Office 365 login page by typing <a href="https://www.farmingdale.edu/office365">https://www.farmingdale.edu/office365</a> in the address bar on your web browser.
- On the Office 365 sign in page, type in your Farmingdale email address where it says *Email, phone, or Skype*. This will forward you to the Farmingdale State College sign in page.



• If you get the below, select Work or school account.



• Enter your credentials and click Sign in.



# **Using Office 365 Products:**

## Install/Use options

Office 365 provides you a number of ways to access the MS Office applications. Office can be installed on your computer, opened through your web browser, or accessed from your mobile device.

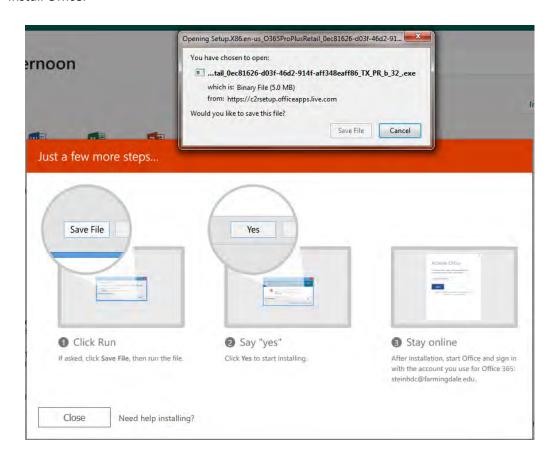
Note: Office products that can be opened through the web is limited to OneNote, Word, PowerPoint, Excel, and OneDrive.

## Install Office on your computer

• If you would like to install office on your desktop, sign in to Office 365 and click **Install Office** (circled below).

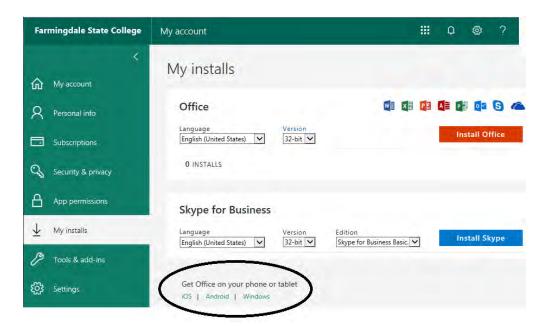


• The next page will provide the installer file and directions. Follow the directions on the page to install Office.



### Install Office on your mobile device

- To install Office on your phone or tablet, sign into Office 365 and choose Install Office.
- Choose... Other install options.
- On the left hand side, click on *My installs*.
- Under Get Office on your phone or tablet (circled below), choose iOS, Android or Windows.



- This will then open a window that displays instructions for your particular device. Follow the instructions to complete the setup.
- You should now be able to access your account from your mobile device. When prompted, enter in your credentials.
- If you already have the Apps (Word, Excel, PowerPoint, OneDrive) installed on your device, just sign in with your Farmingdale email and you will be re-directed to the Farmingdale sign in page.

#### Use Office from the Web

- To use the Office applications from the web on your device, sign in to Office 365 at <a href="https://www.farmingdale.edu/office365">https://www.farmingdale.edu/office365</a> and choose any of the Office product tiles from the Office 365 home page.
- Clicking on one of the Apps will load that application in your browser.

