



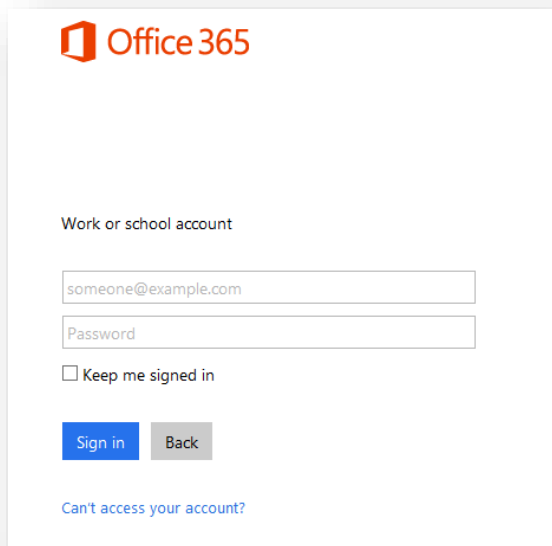
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Office 365

We are excited to announce that all Centenary community now has access to the Office 365 Suite! This includes all Office applications EXCEPT email and calendar, which will be part of the next stage of implementation. NOTE – All users now have a primary email address in the format firstname.lastname@centenaryuniversity.edu

Logging In

1. Visit: <https://portal.office.com> or <https://login.microsoftonline.com/>
You will see the login screen:

A screenshot of the Office 365 login page. At the top left is the Office 365 logo. Below it is the text "Work or school account". There are two input fields: the first contains "someone@example.com" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom are two buttons: "Sign in" (blue) and "Back" (grey). At the very bottom is a link that says "Can't access your account?".

Office 365

Work or school account

someone@example.com

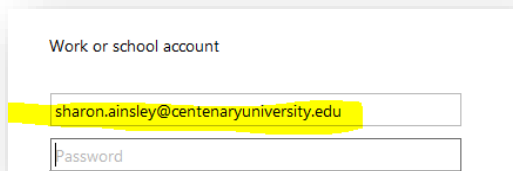
Password

Keep me signed in

Sign in Back

Can't access your account?

You will use your NEW Centenary standardized email address and your Centenary account password, then click the 'SIGN IN' button.

A screenshot of the Office 365 login page, similar to the one above, but with the email address field highlighted in yellow. The email address "sharon.ainsley@centenaryuniversity.edu" is entered in the field.

Work or school account

sharon.ainsley@centenaryuniversity.edu

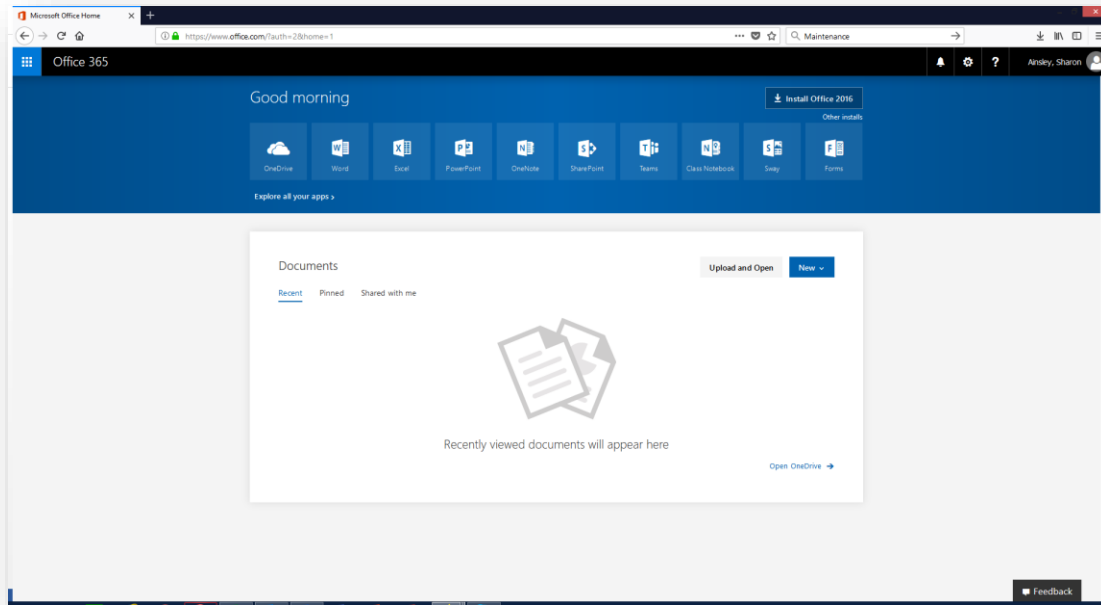
Password



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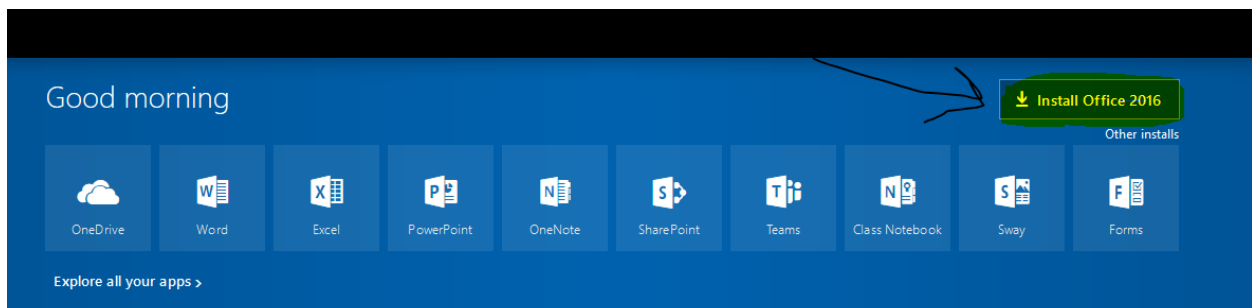
The Home Screen

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



Office 2016

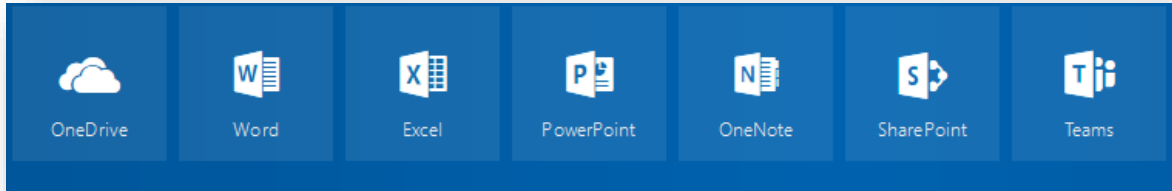
The fulltime faculty staff and students now have access to download the Office 2016 applications to their PERSONAL computer. **PLEASE DO NOT DOWNLOAD and INSTALL to University owned devices!**





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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. You can access your documents 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.

[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.

Staff Notebook cultivates and manages educator organization and collaboration. With this app, a school leader (i.e. principal) or administrator can quickly set up a personal workspace for every staff member or



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teacher, a content library for shared information publishing, and a collaboration space for everyone to work together, 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.

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](#)



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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, 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.

