Office 365 User Guide
## Contents

- Office 365 Overview ................................................................. 2
- Signing in .................................................................................. 2
- Help .......................................................................................... 2
- Email .......................................................................................... 3
- Sending an email ....................................................................... 3
- **Email Options** ....................................................................... 3
- Calendar ..................................................................................... 4
- OneDrive ................................................................................... 4
- **Create, Upload, Sync and Preview Documents** .................. 4
- Edit a Document Online ............................................................ 4
- Share a Document ..................................................................... 5
- Share a folder ............................................................................ 6
- Quickly Share a Document with Everyone ............................ 7
- Open a document on OneDrive from Office 365 Pro Plus .... 7
- **Restore an older version of a Document** ............................ 8
- Office 365 Pro Plus Download .................................................. 9
- **PC and Mac Versions** ............................................................ 10
- **Mobile and Tablet Versions** ................................................. 10
- Signing Out ................................................................................ 11
- **Further support** .................................................................... 11
Office 365 Overview
All Staffordshire University Students are provided with an Office 365 email account. This includes:

- **Outlook**: a cloud based email system with 50Gb of storage per mailbox.
- **OneDrive**: 1TB of cloud based storage with the facility to edit documents online and share documents with anyone.
- **Office 365 Pro Plus**: 5 full versions of Microsoft Office 365 Pro Plus to install on your own devices (PC, Mac,) & 5 mobile versions (phone, tablet).

Signing in
Signing in to Office 365 allows students to access Outlook Web Access (OWA), Calendar, OneDrive and the download for Office 365 Pro Plus.

To sign in go to: [www.outlook.com/staffs.ac.uk](http://www.outlook.com/staffs.ac.uk)

Help
Help is available for all the Office 365 features. Once signed into O365, to access Help click on the ? in the top right hand corner on any page. The Help is relevant to the feature you are currently accessing.
Email
Email can be accessed by clicking Outlook in the menu bar.

Sending an email
1. Create a new message by clicking + New mail
2. Enter an email address into the TO field
3. Add a Subject and content
4. Click SEND

Email Options
To edit email options, while in Outlook click on the cog in the top right corner and select Options.

Within Options you can:
- View Mailbox Usage
- Forward your email to another account
- Create rules to organize your email
- Create distribution groups
- Create a signature and edit the message format
- View which mobile devices are synced with your account
- Block or allow senders or domains
Calendar
The Calendar can be accessed by clicking Calendar in the menu bar.

OneDrive
OneDrive can be accessed by clicking OneDrive in the menu bar.

Create, Upload, Sync and Preview Documents
- To create a new document or folder click +New.
- To upload a document from your computer to OneDrive click Upload and browse to the file(s)
- To sync OneDrive with a folder on your computer click Sync
- To preview a document click on its name

Edit a Document Online
Preview the document and then from the menu choose EDIT DOCUMENT and then ‘Edit in Word Online’.
When editing a document online the changes are automatically saved. To return to Office365 click on your username in the title bar.

**Share a Document**

To share a document click the ellipses (...) next to the document to open its callout window and then click Share.

In the Share dialog box on the Invite people tab, type names or email addresses of people in your organization, or type Everyone.

Depending on the name, you may need to type only a few letters before you see the person you want. Select the person to add them to the box.

Select whether you want to grant editing or only viewing permission to invitees.

If you want, type a message to be included with an email that’s sent to all invitees. The email includes a link to the shared document.
The Get a link tab provides direct access to web links for sharing the document. Use these if you wish to embed a link to a shared document in a separate email or document that you are composing elsewhere.

Share a folder
When you share a folder, you automatically share all items in that folder. Sharing a folder provides a quick way to share many documents with other people at once, and saves you the trouble of sharing the documents one at a time.

Create the new folder by clicking +New.

Follow the same procedure described above for sharing a document.
Quickly Share a Document with Everyone
You are automatically setup with a folder called Shared with Everyone. To quickly share a document with everyone simply drag the document into this folder.

Open a document on OneDrive from Office 365 Pro Plus
OneDrive can be accessed directly from the Open and Save menus in all the Office 365 Pro Plus applications.

1. Click File > Open
2. Choose ‘OneDrive @ Staffordshire University’
3. Click Browse
4. Choose Documents and click open.
Restore an older version of a Document
Select a document by ticking it then select Manage and Version History.

Review the version history. If you wish to restore one of the versions use the dropdown menu next to the date.
From here you can View, Restore or Delete the version.

**Office 365 Pro Plus Download**
To download Office 365 Pro Plus click on the Settings cog in the top right corner and choose Office 365 Settings

Choose Software
PC and Mac Versions
For PC and Mac click install, download the small installer and then run on the machine where you wish to install Office.

Mobile and Tablet Versions
For mobile phone or tablet click on the Phone & Tablet link on the left hand side, choose your device and follow the instructions on-screen (alternatively get it direct from the app store on your device).
Signing Out
To sign out of Office 365, select the drop down menu on your account name in the menu bar and select Sign Out.

Further support
Contact the IT Helpdesk
tel: **01785 35 3700** email: **3700@staffs.ac.uk**

or visit the Microsoft O365 webpages: