

Microsoft Office 365 - overview

To access your MS Office 365 account please use the following steps:

1. Login to Moodle via URL: <u>https://cucmoodle.coventry.ac.uk/</u>, scroll down the page to access your dashboard.



2. Click on the Office 365 button. If required, you will need to log into Office 365 using your student username and password. This will then load the new web page/tab that contains all Office 365 applications.

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Original of the second sec	Apps									Install Office
Outlook OneDrive Word Excel PowerPoint OneNote Teams Sway Other install options Explore all your apps → Install a different language, the 64-bit version, or other apps available with your subscription. Install a different language, the 64-bit version, or other apps available with your subscription. Documents Image: Comparison of the provided and open New ∨	0	(w	x	P	N	T	S	Ŧ	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.
Documents Typicad and open New V	Outlook Explore all your	OneDrive $rapps ightarrow$	Word	Excel	PowerPoint	OneNote	Teams	Sway	\rightarrow	Other install options Install a different language, the 64-bit version, or other apps available with your subscription.
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 Install the Office 365 suite onto your PC/laptop to have access to these tools when working remotely from the University. Save your documents in OneDrive (cloud based) to enable access from any networked PC. Use the Office icons on this entry screen to open apps, upload or create new files.

Get back to you list of apps by using the 3x3 grid icon (top left of screen) which will present you with the list and your documents.



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4. Click on any Office app to create a new document or open an existing document. You then edit the document within the web browser window. All changes are saved automatically when connected to the internet.

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There are many more apps (e.g. video streaming, or OneNote) under the 'Explore all your apps' link.	Recommended Put frequently open this Thu at 11.42 Image: Commended Image: Commended <	You may be interested in this Moreet Moree
Install mobile Office 365 apps onto your smart phone to view/edit/create documents on the move.	Apps	ccel: Cre Microsoft PowerPol Microsoft Corporation

Sign out or edit your profile by clicking your initials on the top right of the screen.



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	Office 365 \rightarrow	
Apps		Outlook – personal emails, calendar/diary
🗹 Outlook 🏹	OneDrive	 OneDrive – personal cloud file storage with the ability to share and collaborate
Word X	Excel	Word – create, edit, share and embed documents
P PowerPoint	OneNote	• Excel – create, edit, share or embed spreadsheets
Teams S	Sway	PowerPoint – create, edit, share or embed presentations
F Frorms		OneNote – create, edit, or share your digital clippings notes/notebooks
All apps $ ightarrow $		• Sway – create, edit, share and embed engaging digital presentations/stories
Documents		• Forms – create, edit, share custom quizzes, surveys, questionnaires, and more.
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training record-Kevi livecoventryac-my.share	n epoint.com > > D	At the bottom of this menu you can also access your most recent documents or create new documents.
More docs \rightarrow		

When working remotely easily log into your Office 365 account via URL: <u>https://www.office.com</u> Use your Coventry University email and password to log into Office 365:

- USername (issued to you for all CU Coventry logins)
- firstname.surname@cucollege.coventry.ac.uk





Moodle & IT support:

For all Moodle related queries, you should first contact the Customer Service Desk (CSD) located on the ground floor at the entrance to the CU Coventry Campus. If the CSD team are unable to assist, then it could be escalated to the Technology Enhanced Learning team. The TEL team aim to resolve the issue within 24 hours.

Useful contacts to help resolve Moodle related queries:

- For <u>all</u> **password** issues visit the CSD, self-service desk in the Library or contact IT Support
- Customer Service Desk: **§** 024 7765 9710 **🖄** csd.cuc@moodle.ac.uk
- Moodle Support (TEL team):
 moodle.cuc@coventry.ac.uk
- Registry:
 [®] registry.cuc@coventry.ac.uk (if you are not enrolled on correct modules)
- IT Support: Solve 024 7765 7777 B <u>itsupport@coventry.ac.uk</u> (password issues)



