Office 365

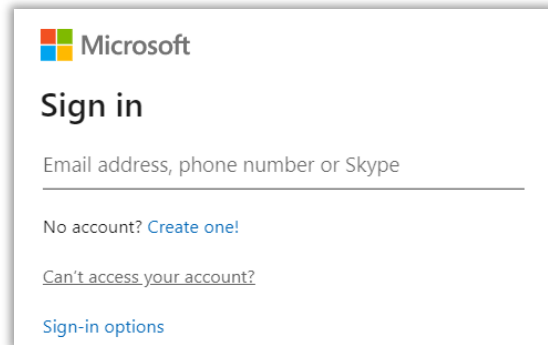# Microsoft Office 365 - overview
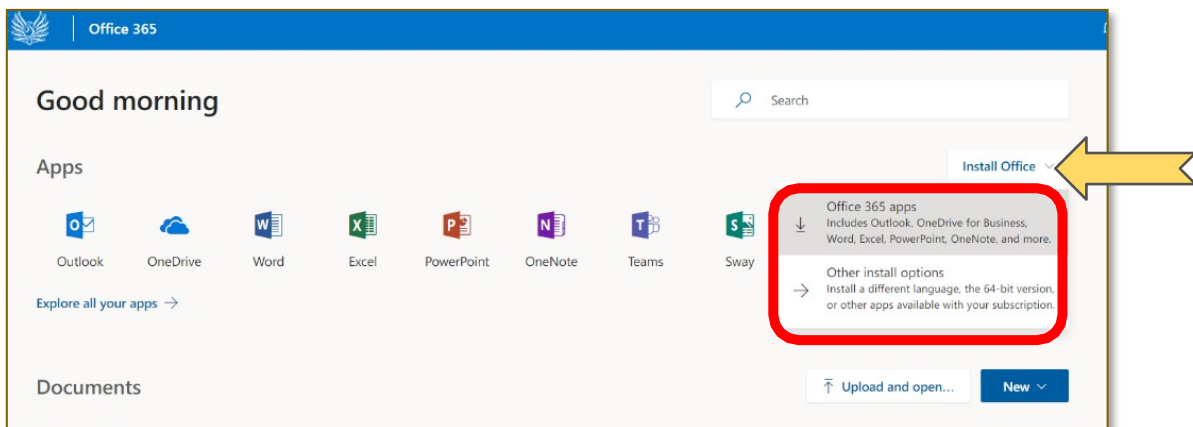
To access your MS Office 365 account please use the following steps:

1. Login to Office 365 via URL: https://www.office.com/

Your Office 365 account is online (cloud), which means you can save and edit important files from any networked PC. Saving and editing files online (in the cloud) eliminates the need to transport files around on a USB drive.

Microsoft

Sign in

Email address, phone number or Skype

No account? Create one!

Can't access your account?

Sign-in options

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.

Office 365

Good morning

Apps

Install Office ⌄

Outlook   OneDrive   Word   Excel   PowerPoint   OneNote   Teams   Sway

Office 365 apps
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.

Other install options
Install a different language, the 64-bit version, or other apps available with your subscription.

Explore all your apps →

Documents

↑ Upload and open...   New ⌄

3. 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.

Moodle Quick Gui   ✕   Microsoft Office

← → C   🔒 https://www.office.com/ap

Coventry University | Office 3
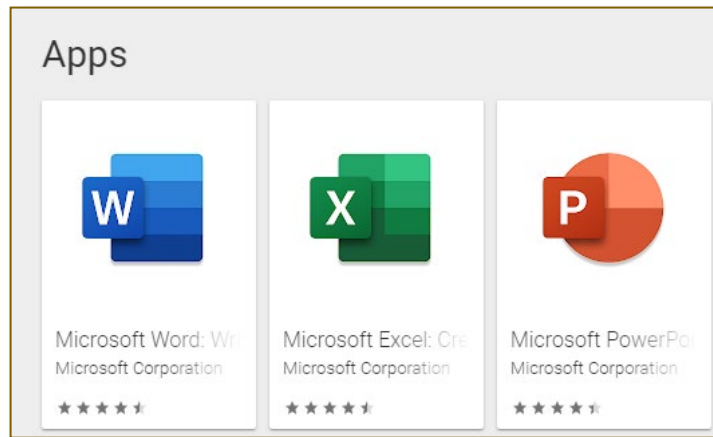
OneDrive
Store your files in one pla

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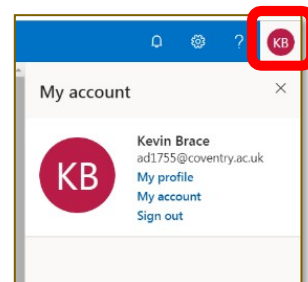

There are many more apps (e.g. video streaming, or OneNote) under the 'Explore all your apps' link.
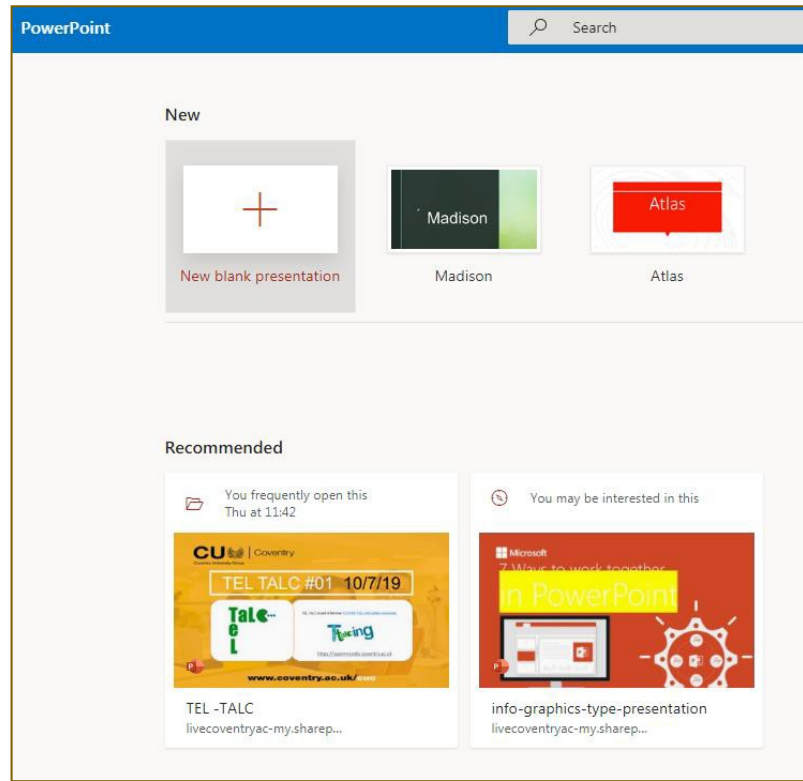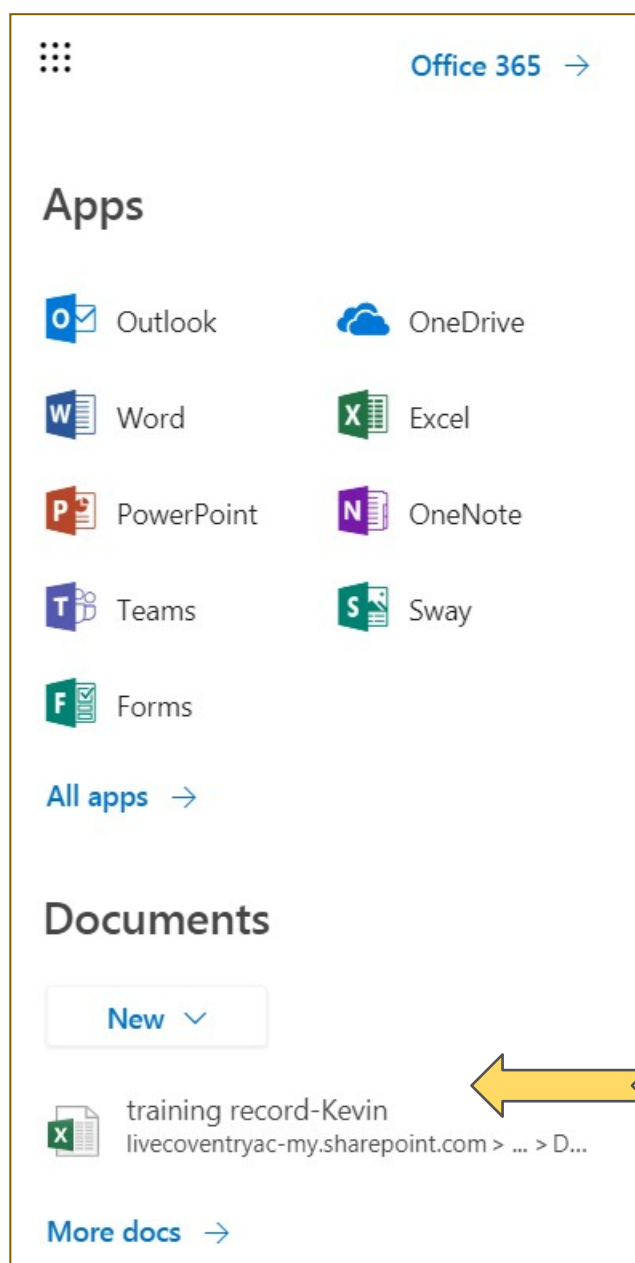

Install mobile Office 365 apps onto your smart phone to view/edit/create documents on the move.

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

Overview of common Office 365 apps

- **Outlook** – personal emails, calendar/diary

- **OneDrive** – personal cloud file storage with the ability to share and collaborate

- **Word** – create, edit, share and embed documents

- **Excel** – create, edit, share or embed spreadsheets

- **PowerPoint** – create, edit, share or embed presentations

- **OneNote** – create, edit, or share your digital clippings notes/notebooks

- **Sway** – create, edit, share and embed engaging digital presentations/stories

- **Forms** – create, edit, share custom quizzes, surveys, questionnaires, and more.

At the bottom of this menu you can also access your most recent documents or create new documents.

When working remotely easily log into your Office 365 account via URL: https://www.office.com

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 all **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: ☎ 024 7765 7777   ✉ itsupport@coventry.ac.uk (password issues)