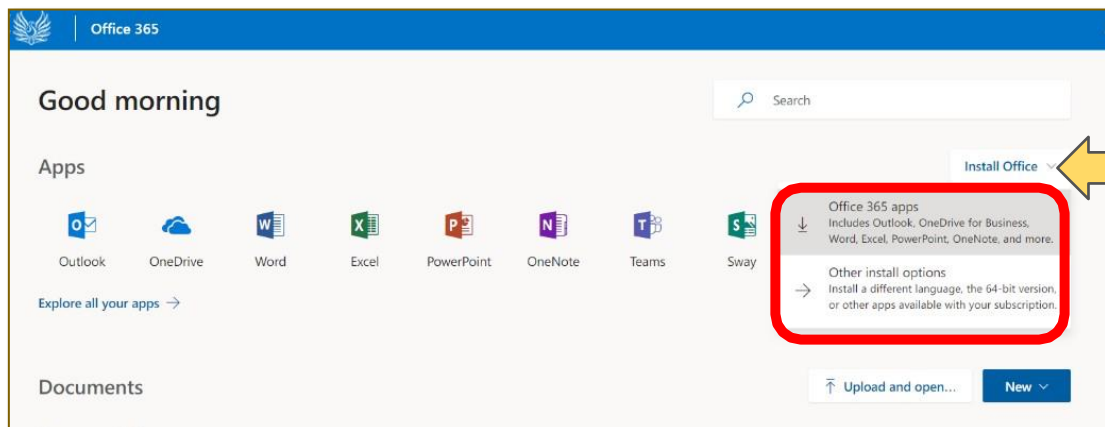


Microsoft Office 365 - overview

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

Login to Office 365 via URL: <https://login.microsoftonline.com> - username@cusuni.coventry.ac.uk

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.

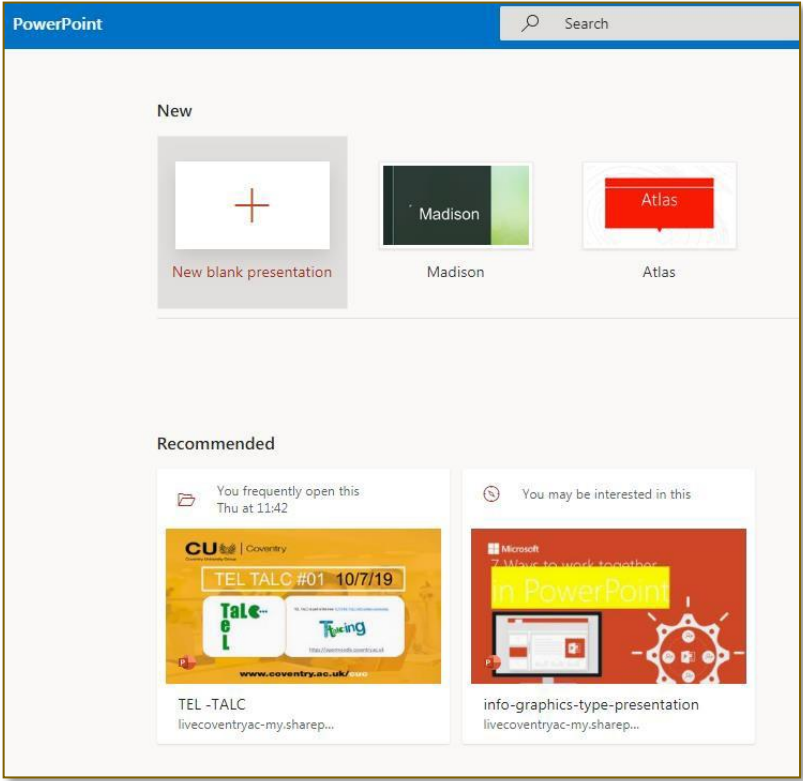


1. Install the Office 365 suite onto your PC/laptop to have access to these tools when working remotely from the University. Save your documents in OneDrive (cloud based) to enable access from any networked PC. Use the Office icons on this entry screen to open apps, upload or create new files.
2. Get 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.

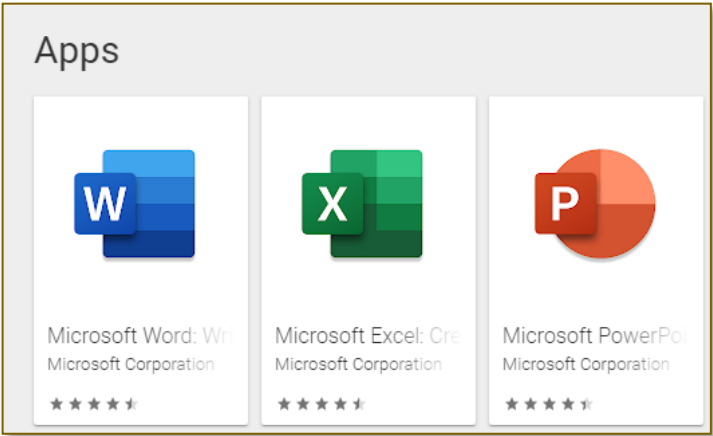


3. Click on any Office app to create a new document or open an existing document. You then edit the document within the web browser window. All changes are saved automatically – when connected to the internet.

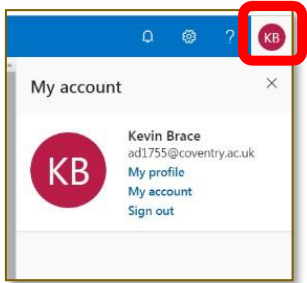
There are many more apps (e.g. video streaming, or OneNote) under the 'Explore all your apps' link.



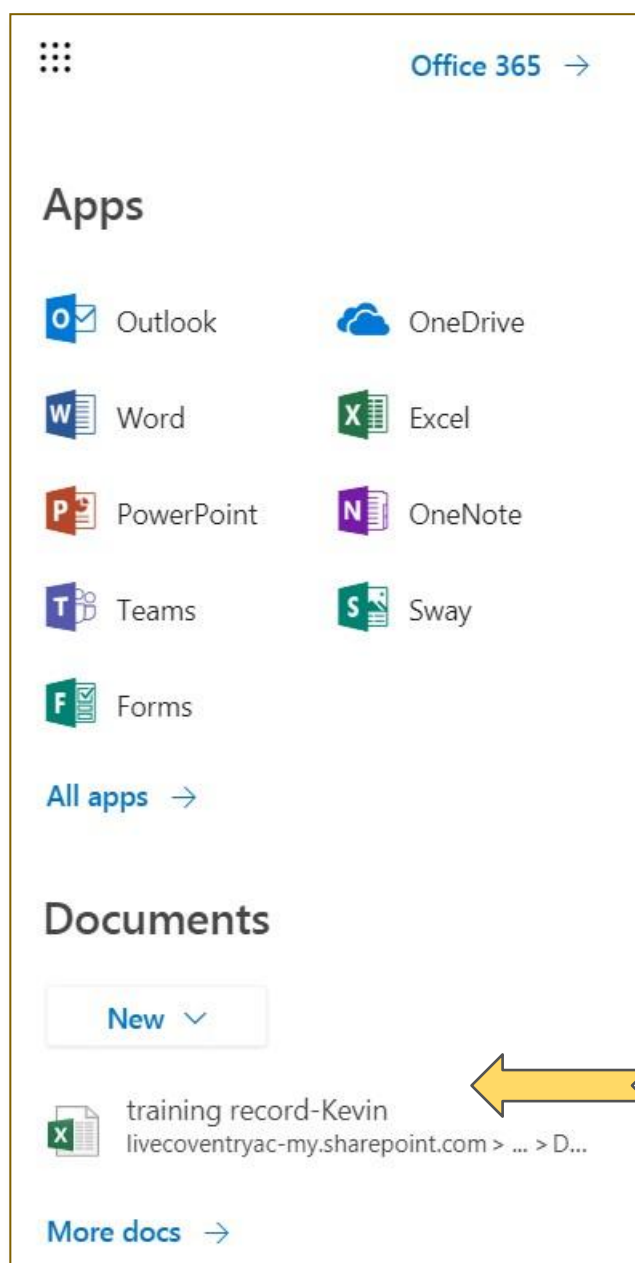
Install mobile Office 365 apps onto your smart phone to view/edit/create documents on the move.



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:

- a. username (issued to you for all CU Coventry logins)
- b. username@cusuni.coventry.ac.uk