

Office 365 Overview

With Office 365 through OSU, you get the latest version of Office and OneDrive storage.

Here's how it works: You get the latest version of the Office apps to install on your home PC or Mac. You are allowed 5 installs. SSB Support will take care of this upgrade on your OSU desktop computer.

Because it works with all your devices, you can start creating on your PC or Mac on campus, review it on your tablet, and then finish up on your home computer.

All this is possible because you can save your files to the cloud on OneDrive and get to them from anywhere.

Store any type of file, including images, spreadsheets, presentations, and more. Office 365 comes with mobile versions of Office for all your devices. It's the Office you know and love, available to use from anywhere.

Here are some of the apps that come with Office 365:



Calendar

The Outlook calendar synced to your Office 365 calendar for use on any device.



Class Notebook

This is a notebook you can use in and for the classroom.



Delve

Discover (shared) documents others are working on.



Excel

The online version of Microsoft's spreadsheet program.



Forms

Create polls, quizzes, and surveys.



Mail

The online version of your Outlook mail.

	Microsoft Educat...	Discovering, highlighting, and enabling innovation and achievement among students, teachers, and schools.
	Newsfeed	Keep up with what is happening in your organization.
	OneDrive	File storage across your computers and devices.
	OneNote	Use to gather notes, drawings, recordings, and screen shots. Share and collaborate.
	People	Your Outlook address book in the cloud, accessible from anywhere.
	Planner	Planner helps your team create new plans, organize and assign tasks, share files, and get progress updates.
	PowerPoint	The online version of Microsoft's presentation program.
	SharePoint	Use SharePoint to access and create collaborative group sites.
	Staff Notebook	Create a notebook you can use with your staff.
	Sway	Sway lets you create and share interactive reports, presentations, newsletters, school and work projects, and more.
	Tasks	Your Outlook task list synced in the cloud.



Video

Watch, upload, and share videos within your organization.

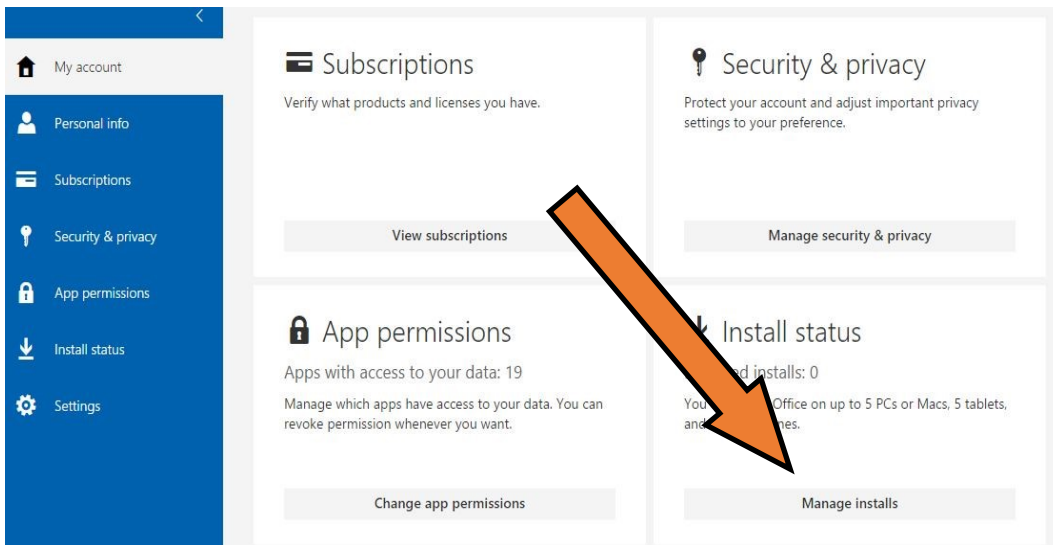


Word

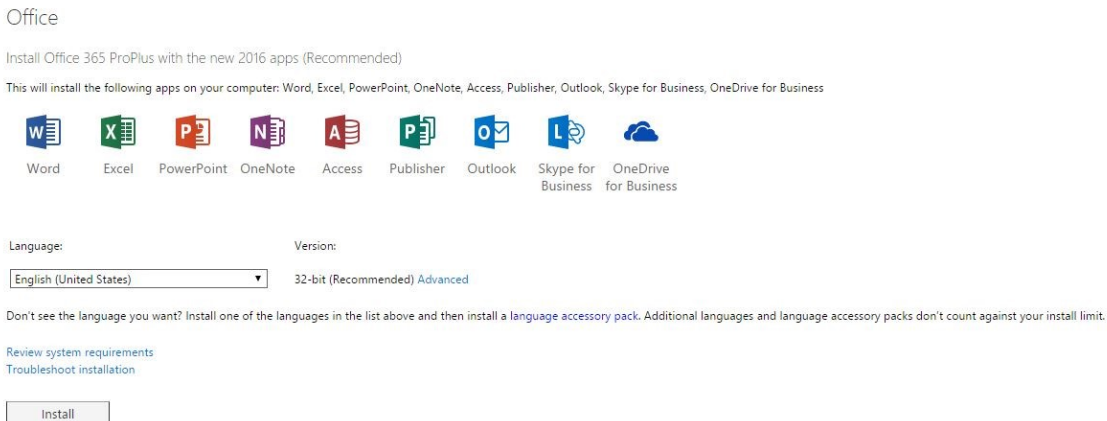
The online version of Microsoft's word processing program.

Installing Office 365 Applications on your Home PC or Mac

Login to cowboymail.okstate.edu. At the top right you should see the head shot icon or image for your account. Select it, then select View Account. Select Manage Installs.



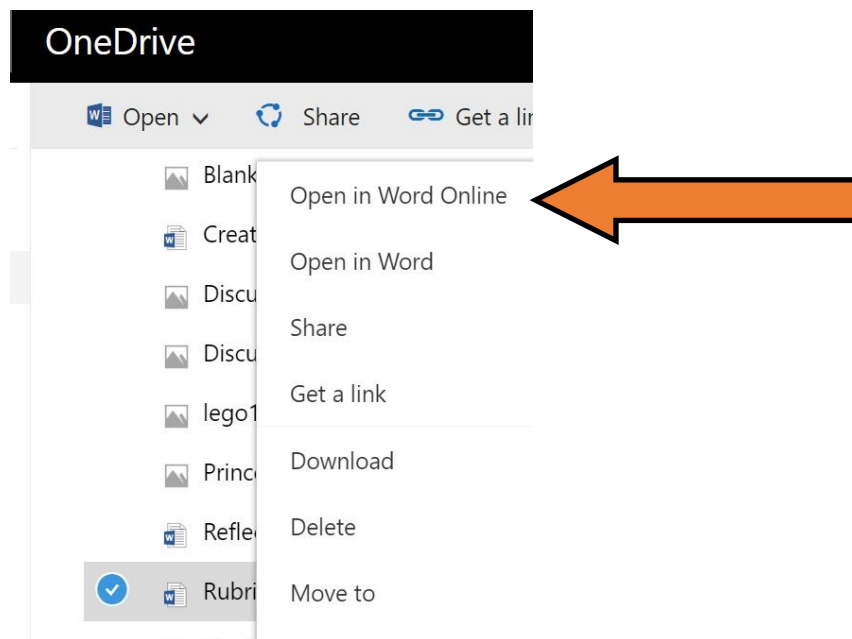
Then select Install Desktop Applications. When you see a screen like the one below, Click the Install button and follow the prompts to install the Microsoft 365 applications on your home computer.



Office 365 Apps Versus Office Online Apps

Office Online provides you with the ability to edit files in your web browser. This may be useful when working on a device that does not have the installed full-featured Office 365 applications. The online versions of Word, Excel, PowerPoint, and OneNote don't have all the features of the Office 365 applications installed locally on your computer, and there will be some complex documents that you can't open with them, but they have enough tools for everyday document creation and editing.

If you need to open a file in an Office Online application, log into your [OSU OneDrive](#) in a web browser. Select the file you wish to open and right click. Select the online version of the application needed to open the file. See the example below showing how to open a Word document in Word online for editing of the document directly in the web browser.



For additional information about Office 365, visit [Microsoft's website](#).