Office 365 OWA

Cloud Productivity Application Suite
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Contents
Introduction ................................................................................................................................. 3
Objectives ................................................................................................................................. 3
Prerequisites ............................................................................................................................ 3
Accessing Office 365 ................................................................................................................ 4
Office 365 Start Page ................................................................................................................ 5
  The Navigation Bar .................................................................................................................. 5
  The App Launcher .................................................................................................................... 5
  Start Page Quick Link ............................................................................................................ 7
  Notifications .......................................................................................................................... 7
  Settings ................................................................................................................................... 7
  Help ......................................................................................................................................... 10
  My Accounts .......................................................................................................................... 11
Install Office ............................................................................................................................. 11
Application Quick Launch ......................................................................................................... 12
Document Quick Access ........................................................................................................... 12
Support Contacts ...................................................................................................................... 13
Introduction

Office 365 is a cloud application productivity suite from Microsoft. It includes all the familiar office applications such as Outlook, Word, PowerPoint, Excel and others as a web application allowing access across multiple devices. The Office 365 tenant provided by USG for Students, Faculty, and Staff at ABAC also includes five concurrent installs of the desktop Office suite. Students and Faculty may use these downloads on personal devices as long as they are affiliated with ABAC. Office 365 Email is the official email communication for ABAC.

Objectives

The following objectives are covered in this document

- Know how to access Office 365
- Be familiar with the layout and ability to navigate the user interface (UI)
- Configure email and OneDrive
- Configure user settings
- Create documents online
- Share documents with other users
- Ability to download and install Office to personal devices.
- Know how to log off and secure your account

Prerequisites

The following list any requirements that are needed before you begin this training guide.

- Have a computer with Chrome or Firefox installed
- Set up your MyABAC account
Accessing Office 365

Office 365 credentials are linked to ABAC username and computer login. Your credentials are automatically saved and updated through MyABAC (Centrify). To quickly access Office 365 simply login to your MyABAC account and click the icon for ABAC OFFICE 365 EMAIL.

Figure 1- MyABAC (Centrify) Highlight Office 365

You will be redirected to the sign in page and automatically logged on.

Figure 2- Auto Login
Office 365 Start Page

When you login to Office 365 by default your **START PAGE** is set to the office 365 homepage themed with ABAC colors. Both the theme and the default landing page can be changed in the settings explored in a latter section. There are four elements that make up the Office 365 start page.

**The Navigation Bar**

Throughout Office 365 the **NAVIGATION BAR** is a constant feature allowing you to quickly move from one application to another.

**The App Launcher**

This 3 by 3 grid of squares, resembling a waffle, is your **APPLICATION LAUNCHER**. This is your guide through the various apps in Office 365.
Clicking the **APP LAUNCHER** will expand a menu of your apps similar to the start screen in Windows 10. This application home is completely customizable. You can click and drag to change the order of the apps. Other functions are available by clicking on the **THREE DOTS** that appear in the upper left corner of an app icon when hovering with a mouse.

![App Launcher Menu Expanded](image)

**Figure 6**- App Launcher Menu Expanded

One useful feature in the app menu is the ability to pin commonly used apps to the **NAVIGATION BAR** for quick access. You can pin up to three applications to the Navigation Bar.

![Navigation Bar with Apps Added](image)

**Figure 7**- Navigation Bar with Apps Added
Start Page Quick Link
When in Office 365 you may need to return to the START PAGE. This can be achieved quickly by clicking the OFFICE 365 LOGO on the NAVIGATION BAR.

![Office 365 Start Page Quick Link](image)

Notifications
The NOTIFICATIONS ICON resembles a bell. It indicates any new notifications in Office 365 with a small numbered dot in the upper right corner.

![Notification Icon with Active Notification](image)

Clicking on the NOTIFICATIONS ICON will display a list of the notifications that are quick links. You might notice your first notification is to set your time zone. This can be achieved by clicking the notification or in settings.

![Notifications Drop Down Menu](image)

Settings
The gear or SETTINGS ICON will bring up a menu of all the settings in Office 365.

![Settings Icon](image)
Here you can search for a specific setting using the **SEARCH BAR** and a link to that setting will be provided.

You can also change a few features such as your **THEME**, your **START PAGE**, toggle **NOTIFICATIONS** and change your **PASSWORD**. Each of these settings (save password reset) opens a pull-down menu where you make your selection and click Save to keep your settings.
If this is your first time in Office 365 you will need to set your **LANGUAGE AND TIME ZONE** for some of the notification and mail features to work correctly. Click on the drop-down arrow for **LANGUAGE AND TIME ZONE**. Then make your selections and click **SAVE**.

Other **APPLICATION SETTINGS** can be accessed from here as well. These app settings open up a new left-hand pop-out to modify settings.
Each of these **APP SETTINGS** menus is packed with various ways to modify and personalize your Office 365. Below is an abbreviated list of where some of the more requested features are located.

- **OFFICE 365**- Change personal info and contact details, Office installs
- **MAIL**- Automatic processing (rules, out of office and reply settings), mail forwarding, attachment preferences, email inbox layout, email signature
- **CALENDAR**- Appearance (public work schedule), event processing, notifications, publishing
- **PEOPLE**- connect to social networks, import contacts
- **YAMMER**- Control profile and access to ABAC social network

**Help**

Microsoft provides a myriad of resources for users inside office 365. Look for the **HELP ICON** on the **NAVIGATION BAR**, it’s a question mark.

![Figure 16- Help Icon](image)

Clicking on the **HELP ICON** gives you access to those resources from a drop-down menu.

![Figure 17- Help Menu](image)

- **HELP**- Repository of training and help guides on all apps in Office 365.
- **FEEDBACK**- Give your suggestions on improvement to Microsoft.
- **COMMUNITY**- Forum to discuss Office 365 with other users.
- **LEGAL**- Acceptable Use Policy, Terms of Use, Privacy and Trademarks
- **PRIVACY AND COOKIES**- Privacy Notice
My Accounts

The final item on the **Navigation Bar** is the users profile name and profile picture called the **My Accounts Icon**. By default, ABAC uses your given name for your profile name.

By clicking on the **My Accounts Icon**, a drop-down menu will appear where you can modify information shared with the ABAC community (**About Me**), and update your profile picture (click the **Picture Icon**). This is also where you navigate to **Sign out** of Office 365.

**Install Office**

Included in Office 365 is the ability to download 5 concurrent copies of the latest versions of Microsoft’s Office Suite. This can be downloaded and used on any of your devices (laptop, home desktop or mobile device) while you are affiliated with ABAC. Simply click on the **Install Office 2016** button on the **Start Page**. Previous version can be installed by clicking the **Other Installs** link.
Application Quick Launch
When on the START PAGE you have quick access to your Office 365 applications with the APPLICATION QUICK LAUNCH ICONS. Simply click on the icon for the product you wish to access and you are on your way.

![Application Quick Launch Icons](image)

Figure 21- Application Quick Launch Icons

Document Quick Access
At the top of the START PAGE you will find a greeting and a DOCUMENT SEARCH BAR. This allows easy access to any files stored in Office 365’s cloud solution OneDrive.

![Document Search Bar](image)

Figure 22- Document Search Bar

You can also access your recent files and folder at the bottom of the START PAGE.

![Recent Documents](image)

Figure 23- Recent Documents
Support Contacts

At ABAC our goal is to provide you with the tools and resources you need to educate your students. If you need additional support or training please contact us.

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