

AskOtago | Uia Ōtākou

Office 365 - Learning Lab

TRAINING MODULE – STUDENT BOOKLET

TRAINING MODULE OVERVIEW	
PURPOSE	To download and install Student Office 365
OUTCOME	You will be able to understand some features of Office 365.....
OWNER	Student IT Contact us... Phone: 034795170 Facebook page and chat: www.facebook.com\u005Cuostudentit Web: www.otago.ac.nz/studentit
REVISION	5/02/2020



Free Office 365

All current Otago university students are able to download and install **Office 365** on up to FIVE of their own devices!

To download and install Microsoft Office 365:

(Log in to your Student Webmail at otago.ac.nz/studentmail)

1. Click on **Office 365** in the top right-hand corner
2. Click **Install now** to download the installer
3. Save the installer and then run it. If you can't find the installer it should be wherever your downloads normally save to
4. Activate your copy of **Office** by entering your student email address (e.g. `bonja007@student.otago.ac.nz`) and use your student email address and password to sign in

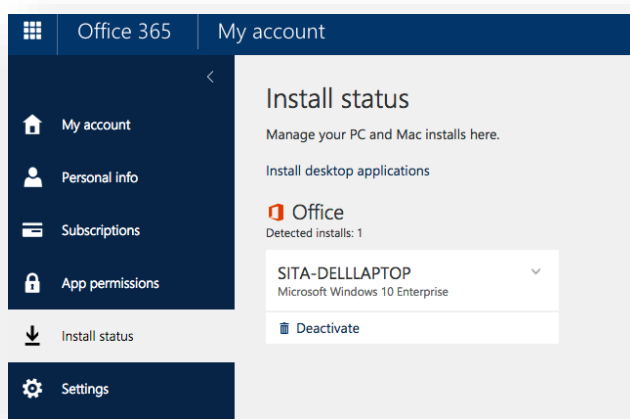
View and manage the devices you have installed Office365 onto

You are able to install **Office 365** on 5 devices. If you run out of installs, you can view and deactivate installs via your Office 365 online account (if required).

To view the installations you have made:

1. Log in to your Student Webmail at otago.ac.nz/studentmail
2. Click on the cog icon at the top right hand side of your screen
3. Choose **Office 365 settings** from this menu
4. Click on **Install status** from the menu that runs down the left hand side of your window.

If you require to deactivate an install, locate the name of the device and choose the **Deactivate** option below it



Office 365 Online

Office 365 can be used online – without needing to install it on a device. You can use it within your student mail account. You have a one stop shop of goodies available for your use while you are studying at the university.

This includes:

- Your email account (come to our Learning Lab course on this)
- 1TB OneDrive online storage
- Office 365 Online – online versions of **Word, Excel**, etc
- Ability to download a copy of Office 365 onto your own devices (up to 5)

Notes:

Within your student email account you also have access to online versions of **Word, Excel, PowerPoint**, etc.

To create a new **Microsoft Office** online document, click on the tiles icon and choose the file type you would like.

The options available to you within the **Microsoft** online document are much the same, although limited in comparison to the documents that can be created with the standard version of **Office**.

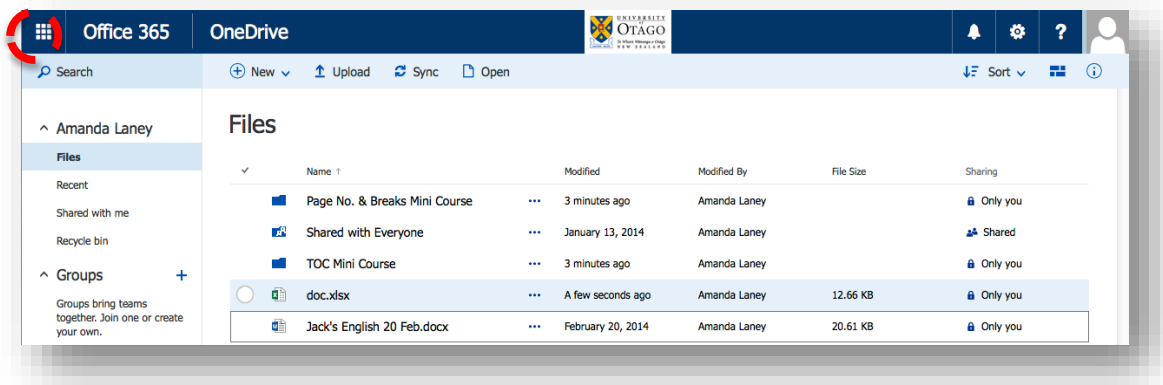
While you create the document, it is saving everything to **the OneDrive** as you go. So, if you quit out of the browser by accident, or if your battery dies on your laptop, your work is safe and sound!

OneDrive (within StudentMail)

The University of Otago offers one terabyte of FREE online storage for every student through **Microsoft OneDrive**.

This is a great backup area for while you are studying. The files you upload or save to this area are available to you anywhere that has an internet connection.

To get to **OneDrive** within your student email, click on the tiles icon in the top left corner and choose the **OneDrive** option.



In the menu along the top, you are able to create a new Microsoft Office document and upload documents you have already created into this area.

You can also add files to this area by logging in to the Student Desktop and saving to the **OneDrive** location there:

- Drag and drop into the **OneDrive** folder (O:), or
- **File > Save as > choose OneDrive – University of Otago** as the location

You can open the files within this area by clicking on the name of the file.

If you require options for the file before opening it, click on the tick box beside the file (to see the menu along the top – below) *or* click on the three dots to the right of the file name.

You can also get to OneDrive from your student desktop, click on the file icon beside the start menu – OneDrive is located in the left-hand menu under **Computer**.

Collaborate on documents for group assignments using OneDrive!

One very awesome feature within **OneDrive** is that you are able to share documents with other people so that you are able to work on them together. This is great for any group assignments that you have. We will be running a Learning Lab on this in the near future!