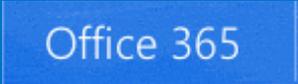




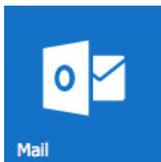
Office 365

NSCAD students will now have access to Microsoft cloud based apps through Office 365. Students will be able to use these apps to access their emails, store data, connect with the NSCAD community and work on assignments with the online Microsoft Office suite.

Browse and learn about each of your Office 365 apps listed here with a brief summary of their functions or go directly to the Help Sheet which will show you how to use a few important apps.

You can view and access all of these apps whenever you click on the  icon on the top left corner of your screen.

Mail



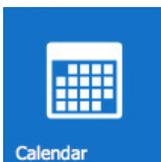
Access your NSCAD email account.

Tasks



Create a handy tasks list or see a list of the items that you have flagged in your Mail.

Calendar



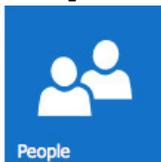
An online personal calendar where you can add important dates and events which you can share with other users.

Delve



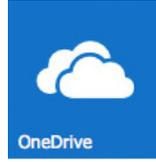
Manage and share your documents that have been saved to One Drive or discover what others have shared.

People



Manage your email contacts and groups.

OneDrive



1 terabyte of online storage per student.

Newsfeed



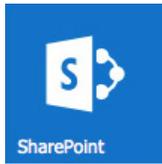
View or follow conversations that are happening between your peers.

Video



Upload, share and play videos.

SharePoint



Intranet site for your teams. You can use it as a secure place to store, organize, share and access information.

Yammer



Social Network for the University.

Word



Online Microsoft Word: Can be used anywhere to create and edit text documents online.

Power Point



Online Microsoft Power Point: Can be used anywhere to create and edit slide presentations online.

Excel



Online Microsoft Excel: Can be used anywhere to create and edit spread sheets online.

OneNote



An online digital notebook that you can use anywhere for capturing, storing and sharing all kinds of information.

Forms



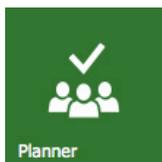
Create and assess online forms, quizzes and surveys.

Sway



A digital story-telling app that you can use to create and share interactive presentations, reports or personal stories.

Planner



Organize your group projects by assigning specific tasks to people and setting deadlines.



Office 365

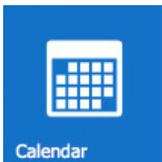
HELP SHEET

INDEX

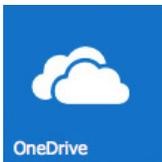
Click on the icons to go
to the Help Sheet



MAIL TUTORIAL



CALENDAR TUTORIAL



ONE DRIVE TUTORIAL



HELP TUTORIAL



MAIL

access your NSCAD email account

HOW?

Sign in with your full email address and password (including the "@nscad.ca")



Work or school, or personal Microsoft account

someone@nscad.ca

Keep me signed in

Sign in

Can't access your account?

FOLDERS

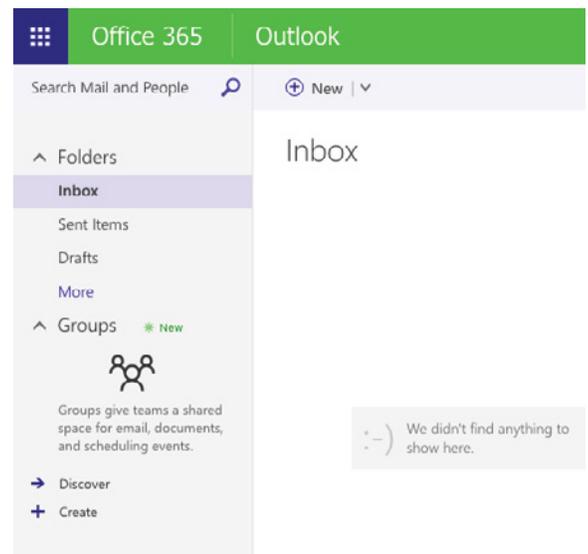
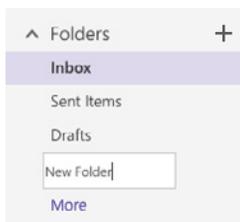
Inbox: Where you receive incoming emails.

Sent Items: Keeps a record of sent emails.

Drafts: Where partially composed emails are kept for future editing.

Create a Folder:

You can create new folders to better organize your emails, just click on the + symbol to create and name a folder and drag and drop your emails in it.



GROUPS

You can join/create groups with whom you can share documents, emails, have conversations or schedule events.

Click Discover to browse available groups

Click Create to create your own group



CALENDAR

Use your personal calendar to keep track of deadlines, events and class schedules.

Use the icon to either create a new calendar event, email message or birthday event. This will prompt you to enter all of the event details. Once done, click on save to complete the entry.

You can also double-click on individual dates on the calendar itself to make a note for an appointment, meeting or plan.

ADD CALENDAR

Use the icon to overlay a Holiday Calendar or Secondary Calendar under the *My Calendars* section.

SHARE

Use the icon to share your calendar online with other Office 365 users in order to share important dates and events. Calendars shared with you will appear under the *Other Calendars* section.

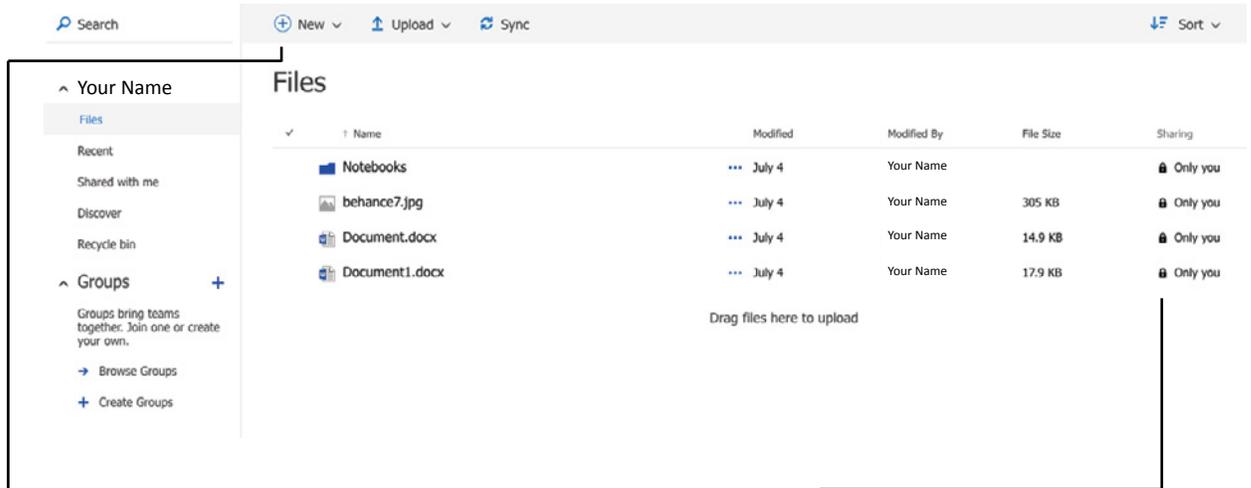
PRINT

Use the icon for a printed copy of your calendar.



ONE DRIVE

1 TB of online storage which you can use to store your documents, images and files.



To create new files, click **New** and select whatever tool (Word, Excel, PowerPoint) you wish to use. To add an existing file from your computer, click on **Upload** and select your desired files.

The *Sharing* column indicates who can see your file. The default is *Only you*, but you can modify this by clicking it and selecting *Invite People*. This will enable you to select people to view or edit your file online.

Files

You can view all of the files that you have stored. This is where you will be able to find all of your ongoing work saved from online Word, Excel and Power Point.

Recent

Shows you only the most recent files that you have been working on.

Shared with Me

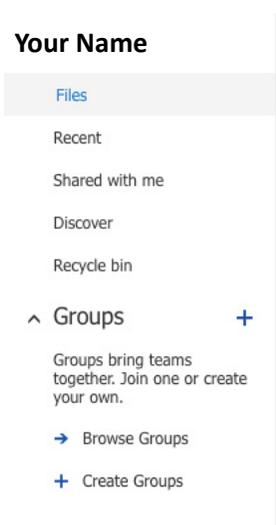
You can view only the files that others have shared with you.

Discover

Discover files that are trending around you.

Recycle Bin

See the items that you have deleted.





ACCESSING OFFICE 365 "HELP"

For any trouble shooting or for extra help and tips, you can access the *help* section of Office 365:

