

## Be Awed by Office 365

You know we use Microsoft Office 2013 installed on school computers running Windows. However, did you know we can use Office 365 on Chromebooks, iPads, Android tablets and smartphones? Even home computers?! If you want to edit a document with a colleague you need to use Google Docs, right? Not necessarily. Learn about the collaborative aspects of Office 365.

<https://www.youtube.com/watch?v=m0SlrBhk4Xs>

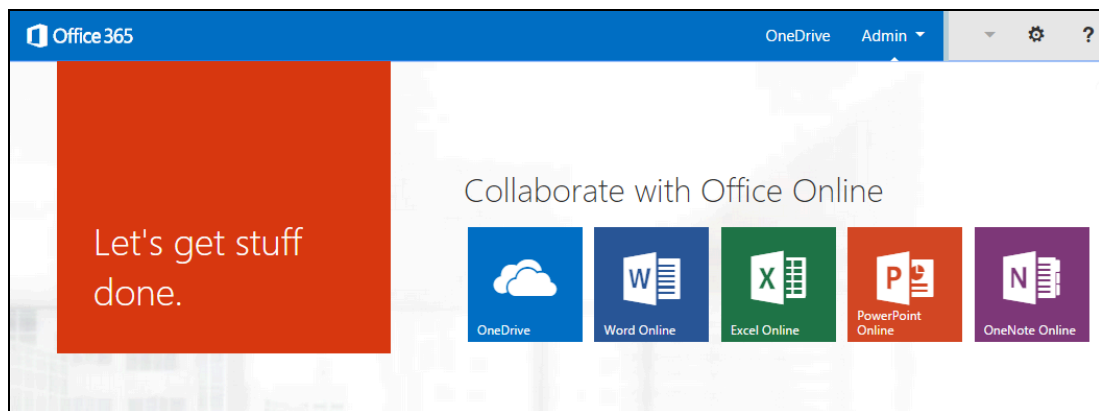
## Sign into Office 365 - 3 Choices

[portal.office.com](https://portal.office.com)

Faculty Page

Student Page

Your login is your email and your **computer** password.



## Start with Word Online

How does it compare to Word 2013?

Create some text; insert a picture

Title it; everything auto saves

Where? OneDrive.

Share it with someone

Then take it to Word 2013

## Take a Look at Excel Online and PowerPoint Online

### OneNote Online

Similar to OneNote 2013

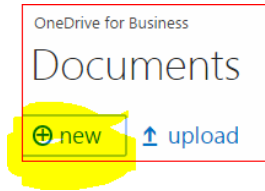
What if you want to create a new notebook and share it for editing or for viewing?

Easier to create a OneNote notebook in OneDrive and then share it.

## OneDrive

Looks a lot like Google Drive

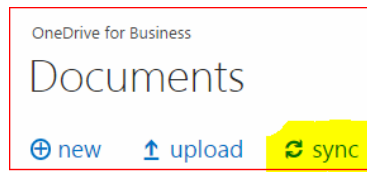
Create new docs with the “new” button



Including OneNotes and surveys

This is where to create a new OneNote notebook to share in the clouds...

### Notice the “sync” button



This installs a OneDrive application your computer

You could move all of your files to the cloud...

This is **OneDrive for Business!**



## Other Features of Office 365

You can install Office on up to five computers

You have Office Mix which is a PowerPoint add-on

## Bonus Item

Office Sway