

Getting Started with Office365

WHAT IS OFFICE365?

Microsoft Office 365 is a suite of productivity tools that WCU makes available to all active faculty, staff, and students. As part of your WCU Microsoft subscription, you have access to Office apps such as Word, Excel, PowerPoint, OneNote, Outlook, and 1 TB of OneDrive cloud storage. Download to your personal device or access online via the cloud-based web portal.

DOWNLOADING OFFICE365

- You can download Microsoft Office on up to 5 personal devices.
- On your personal device visit www.office.com.
- Tap *Sign In* and enter your WCU credentials. You may also need to authorize with DUO, the two-factor authentication app.
- Tap the *Install Office* drop-down menu located in the top right.
- Choose Office 365 apps.
- Follow the screen prompts to complete the download to your device.

ACCESS OFFICE365

- Access the web-based version of all of the Microsoft apps from anywhere on any device.
- Visit the [Office 365 Portal](#) > login with your WCU credentials and authorize with DUO, the two factor authentication app.
- You will be brought to your Microsoft homepage.
- Click on the waffle icon in the top left of the page to access all the Microsoft apps.



INTRO TO ONEDRIVE

- OneDrive is a cloud-based file storage system that can be used as a simple file management system to access your files from any location on any device or as a collaboration tool to share files and work jointly with others.
- To get started visit [Intro to OneDrive](#)
- Files created in OneDrive will autosave to the server as you work and save in the cloud.
- To access these documents on your specific device, tap the Sync icon. The OneDrive client on your computer will open. Choose which files you want to download and sync so you can access even if you're offline. **Only do this if you want the file save locally to your device.
- To share files, right click on the file > select *Copy Link*. To change the default share setting tap Anyone with the link can edit. From here you can unselect allow editing, select the date you would like the link to expire, add a password, and block downloading.