

Office 365

Quick Guide © Best Practices

- Log in via the Employee tab in MyPortal
- Choose App you want to use
- Navigate to different apps with the Services icon.



File Storage

You can store and organize files in OneDrive, a cloud-based storage system accessible from anywhere. As Office 365 evolves, more tools will become accessible. For now, you can upload multiple files, but not folders.

1. Click on the OneDrive icon.
2. Click the upload button or drag your file(s) from your hard drive into the OneDrive window.

To stay organized, you can create folders within OneDrive.

1. Make sure no files in your drive are selected.
2. Click the "New" button near the upper left corner and select "Folder."

Upload up to 100 files at once. Max single file size is 10 GB



File Sharing

Invite people to view or edit the documents stored in OneDrive.

1. Click the option dots next to the file name and select Share. ***
2. Type in the email address(es) you want to share with. Select whether they can view or edit the file.
3. Click Share.

Get a link to your file that you can share with others.

1. Click the option dots next to the file name and select Get a Link.
2. Select the type of link you want. (View Link – No Sign-in Required allows people without Microsoft Office to view your files online.)

OneDrive is not designed to be a collaboration space for students

Please use your campus' Course Management System for student collaboration.



Collaboration

Shared files with edit privileges can be worked on simultaneously in Office Online.

1. Click on the file you want to edit/work on. It will open in the respective viewer (Word/ Excel/Power Point).
2. Click the "Edit" pull down menu at the top of your screen.
3. Select the Edit In online option.

A real-time version of the document will be saved as you make edits.

If you want to collaborate online, focus on content first. You will likely need to bring your file into the desktop version of Office at the end to make stylistic changes.

Not all features are available in Office Online, especially Word. See chart below.



Security

Always make sure to **log out of Office 365 and MyPortal and quit** your browser when you're done using Office 365.

If you don't quit your browser, there is a chance that someone will be able to access your account. On a Mac, you need to go to the Firefox pull-down menu and select "Quit" – closing the window does not quit the application.

If you have Office 2016 (desktop version), you'll be able to sign into 365 and communicate with OneDrive when you save/edit documents on your desktop version. You should not log in from the desktop version on a shared computer.

It is critical that you quit out of your browser on classroom/ shared computers.

Desktop Version vs. Online Version

Microsoft Word has the most significant differences between the online and desktop versions. You will have difficulty editing documents online if they contain certain stylistic elements (see chart). Excel and PowerPoint have fewer differences. Always check your files in the online version to make sure all elements are retained before editing online.

	Desktop Version	Word Online	Word Application (for tablets)
Styles	X	X	
Drawing Objects	X		X
Text Boxes	X		X
Insert Pictures	X	X	X
Equation Editor	X		
Charts/SmartArt	X		
Macros	X		
Insert Comments	X	X	X

Download the Apps

You can download Office 365 on your tablet or phone and have real-time access to your OneDrive account. Choose Office 365 for Business as the type of account when you initially log on. Use your CWID@fhda.edu and MyPortal password to log in.