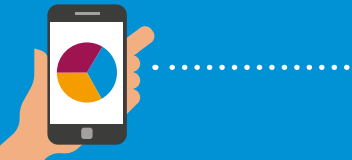


WORKING TOGETHER WITH OFFICE 365

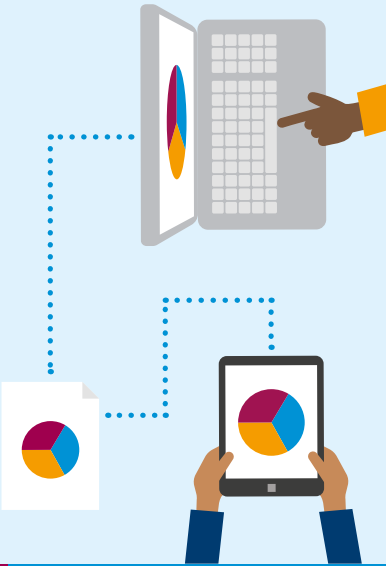
How O365 can help you



WELCOME TO OFFICE 365

We want all staff to benefit from Office 365. This leaflet will tell you about the main apps in O365 and how to get online. There is more information and support on the ICT web pages.

Office 365 allows users to always work with the latest version of the Microsoft Office suite anywhere, anytime and in real time. It's free to all Imperial staff and students.



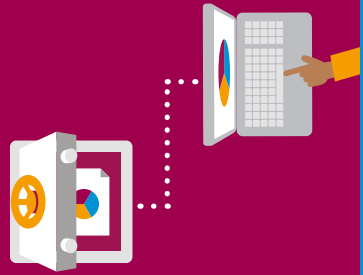
Office 365

WHAT O365 OFFERS YOU

O365 is the full suite of Microsoft programmes which cover all your office and study needs. In addition to the usual Microsoft Office apps, such as Word, Excel, PowerPoint and OneNote, Office 365 also offers additional collaboration and communication tools such as Teams and Yammer. You can use it across all your personal devices so you can work from whichever device you wish.

SECURITY

Office 365 offers the strongest security. Our data and intellectual property is extremely valuable and we need to know the platform we use is secure. All Microsoft's data services are GDPR compliant and meet the highest standards of security.



STORAGE AND THE CLOUD

O365 stores all data in the Cloud. This offers a huge amount of storage and enables you to open files from multiple devices.

OneDrive for Business provides each user with up to five terabytes of free storage. This is equivalent of 200 days of video, 2,500 movies, 1.5m photos, or 85,000 hours (over nine years) of music. So no more worries about full storage.

More information and help is available through the ICT web pages where you can find useful videos and blogs. Also find your local O365 champion who can help you.



EMAIL AND DELVE

Email for all Imperial staff and students is already on O365 and so you already get full online access.

Delve
If you are looking for something but can't remember which note or document it was in, then Delve is for you.

Delve searches through all your Office 365 content and finds everything with that reference in it. That includes all content you can see privately, content which is shared with you, or publicly available material on SharePoint.



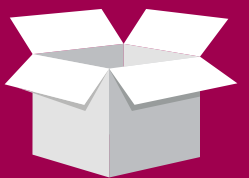
TEAMS

Teams is a secure, shared workspace for conversations, file storage, real time collaboration on shared documents and shared events. You can share documents and files with others, be they internal to Imperial or external. Teams allows you and others to edit together in real time, or separately, with no more hassle of version control.

ONEDRIVE FOR BUSINESS

These are your cloud-based storage folders. You can set them up as personal – so only you see them, or shared – so you and others can work together and see the same files.

You control the settings for who can see your work, so you can share it with one other person or as many people as you like.



YAMMER

Yammer is a communications and social network platform. Stay in touch with others, start conversations, share and collaborate within groups organised by structure, topic or project. Set up public and private groups securely.



Yammer Groups can be:
Public – seen and joined by any authenticated Yammer member. Administrators can remove group members but all content is public and can be viewed, or

Private – you can request to join a private group or be added directly by an administrator of the group. Content is private and restricted to group members.



SKYPE CALLS

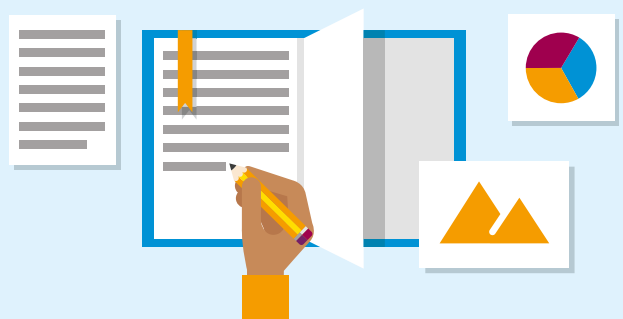
Skype for Business allows you to join meetings remotely, and hold meetings without everybody being in the same room. You can also share files and instant messages as well as phone calls via Skype.



ONENOTE

OneNote is your digital notebook, allowing you to write, collate and share notes across all your devices. You can also search more easily for particular notes.

There is also OneNote Class Notebook, which allows you to set up OneNote for your class, and share notes more easily between teachers and students.



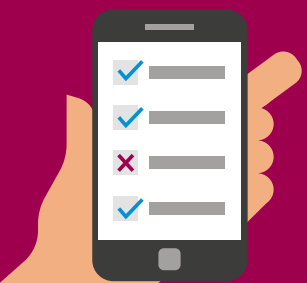
SHAREPOINT

Sharepoint helps you share and collaborate with colleagues internally and externally. Much like an intranet, you can set them up for entire departments or small groups, and easily store and share documents on your Sharepoint site.



FORMS

Use Forms to create quizzes, polls and surveys and see the results as they come in. It makes organising events much quicker and simpler.



FOR MORE INFORMATION

Search '365 support' in Imperial website

Or contact ICT

In Person:
08:30–18:00
Monday–Friday
in the Library
(excluding College closure days)

By phone:
+44 (0)20 7594 9000
or 49000 from a
College telephone

LOGGING IN TO OFFICE 365



Getting into O365 is easy, you already are! However most people just stick to using email and miss out on all the other programmes. Here is how to log on to the full suite of programmes; Word, Teams, Yammer and Sharepoint, plus many many more.

1 Open a web browser
(Internet Explorer, Edge, Chrome, Firefox or Safari)

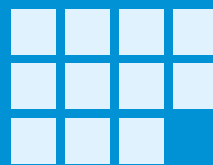


2 Go to office.imperial.ac.uk

3 Enter your username@ic.ac.uk
(note, not @imperial.ac.uk)



4 It'll then ask for your College password, so enter that.



5 And you're in! Now you'll see a screen with all the main applications laid out.



6 If you can't see what you are looking for then check the "Explore all your apps" option.



7 Download to your desktop the applications you'll use most, like Office and Teams. For College built PCs – ICT will upload these automatically as an opt-in.