Office 365

Basic Outline of *What* it can do with it and *Why* you should use it

I know you all got the message about your new email, but hopefully you had an opportunity to become familiar with Office 365 that came with the new email! There are many benefits that this addition brings and I hope that you consider using them. Everyone -- students, faculty and staff -- has or will have Office 365 shortly, which comes with unlimited storage and networking capabilities. In Sociology we didn't have a network server, but now we do have a server with Office 365 (*securely hosted by Microsoft*) which will simplify file sharing -- no more need DropBox, USB drives, Google Drive, etc. Your files can be accessed from your phone, tablet and any computer to which you sign on to Wayne Connect with your Access ID and password.

So in the event you are one of those people who forward your Wayne email to another email client and don't give it a second thought, you may wish to reconsider using the Outlook webmail because of its abilities to interface with the provided software, calendar and contacts.

Below is a summary of some of the features of Office 365:

**OneDrive**

- Secure — with *unlimited* storage.
- No need for DropBox, GoogleDrive or USB's. Create folders and upload documents with the ability to share with select persons or groups.
- Access your files, email on any computer or device by logging in to WayneConnect via your access ID and password.
- Collaborate on documents. Permit editing under the share options – automatically redlines the document and notes who made the latest revisions with the ability to edit in email. You may edit a document simultaneously with others and the revisions will show up on your document with the editor's name and notations. Can be a very powerful tool – especially between advisor and student.
- Share files, folders, postings; no need to email large files -- just upload and share.
- You won't have the concern of whether you saved the latest version of a document on your laptop, desktop or USB drive.
Basically this is a network that is backed up and secure. Your computer hard drive can fail. At least your important data should be saved to OneDrive with Only You as the default access. Therefore, you need not worry about losing documents or information.

Calendar

- Ability to invite and add items to calendar through your email
- Share calendars
- I will share a Sociology calendar online that will enable you to view availabilities to reserve the conference room (faculty only) and see upcoming deadlines for Call for Papers, events, etc.

Email

- It is the web-version of Outlook and has most features. Depending on your previous email client, you may have to import your distribution lists and/or contacts (not hard, see me if you need help). If you used Outlook previously you can access previously saved emails and/or folders too, a small modification necessary. If you used Wayne Connect email previously, then you should have your old information.
- I highly recommend that you use the Microsoft Outlook app on your phone/tablet and you can access your emails, calendar, contacts, and files (and Dropbox, Google Drive).
- **Do not use the Wayne app to access your email** on the phone or tablet. It takes too long and it is not necessary. There is quick, easy access (with notifications, if desired) with the Microsoft Outlook app. Tom Heft (our IT expert) can help you set it up on your phone or tablet.

Here is what the app looks like:
Contacts

- All university directory contacts and resources are already loaded, so that is nice. Add your own contacts. You can limit your search to your own contacts rather than including the university directory, if you prefer.

Other Software Applications

- Everyone has Word, Excel, PowerPoint, OneNote and more MS apps. Students will have access to all these so therefore you can have continuity in the work they submit.
- If you use the Word, Excel, PowerPoint, etc. web versions (meaning the Office 365 versions), then your documents are automatically saved to your OneDrive. You can keep them private or share.