

Office 365 @ EIT



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OneDrive Navigation
OneDrive @ EIT



Want more information?
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Office 365 @ EIT

What is it?

Office 365 is a package provided by Microsoft. It offers access to several Microsoft Office Online software applications and cloud storage called OneDrive. It will allow you to access, create, edit and delete documents online without the use of a USB drive or hard drive. OneDrive is a cloud file storage which allows you to store, sync and share files to others. This is accessible on and off campus and can be used to collaborate with other students when working on group assignments.

You will have access to the applications below:



Microsoft Word 2013



Microsoft PowerPoint 2013



Microsoft Excel 2013



Microsoft Outlook 2013



Microsoft OneNote 2013

What are Office 365 packages?

You can create, edit and delete documents that have the same features and functions that are in Office 2007, 2010 and 2013. You may access these packages on and off campus via your internet browser.

At EIT you will have access to Word, PowerPoint, Excel, Outlook and OneNote (although not all functionality is the same as the Office package).

What is OneDrive?

OneDrive is a cloud file storage which allows you to store, sync and share files to others. This is accessible on and off campus and can be used to collaborate with other students when working on group assignments. You may store up to 7 Gigabytes of information to your drive.

Are there limitations with Online Office?

There are some features that you will not have access to using these packages. Your H: Drive will not be synced to your account and vice versa. Only Microsoft Word 2013, Microsoft PowerPoint 2013, Microsoft Excel 2013, Microsoft Outlook 2013 and Microsoft OneNote 2013.

How can you access Online Office and OneDrive?

It is accessible from the MyEIT student portal.

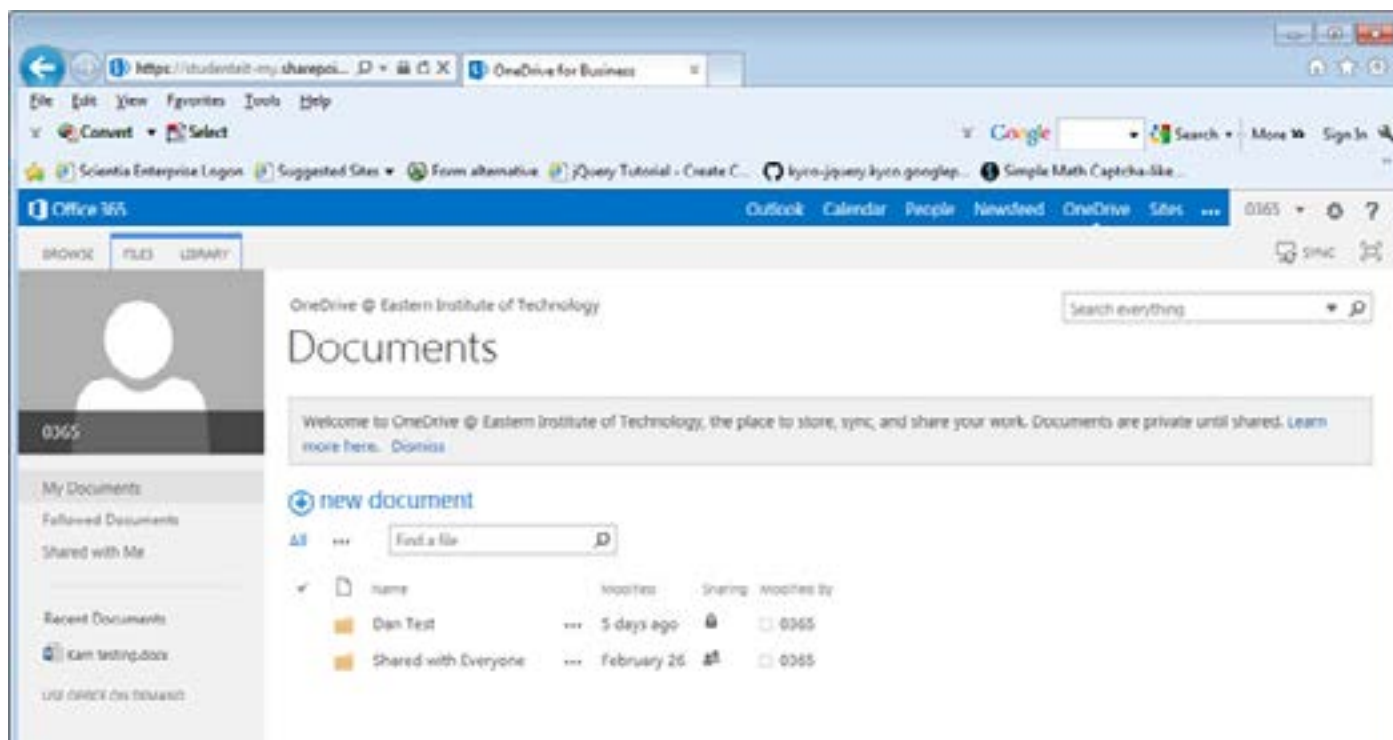


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Office 365 and OneDrive Navigation

Once you have logged in and clicked on OneDrive you will see your Office 365 account.



The top navigation bar shows different links that you can access. These are:

- Outlook – access your EIT student webmail account.
- Calendar –access your student webmail calendar.
- People – lookup other EIT student emails.
- Newsfeed – share your ideas and documents to others.
- OneDrive – access your cloud storage drive.
- Sites – a list of useful EIT links and documentation about Office 365 and OneDrive.

Once you have clicked on each of these you will see other tabs that will allow you to navigate and use each of the above.



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OneDrive @ EIT

What is it?

OneDrive is a cloud file storage which allows you to store, sync and share files to others. This is accessible on and off campus and can be used to collaborate with other students when working on group assignments. You may store up to seven Gigabytes of information to your drive.


What you can't do?

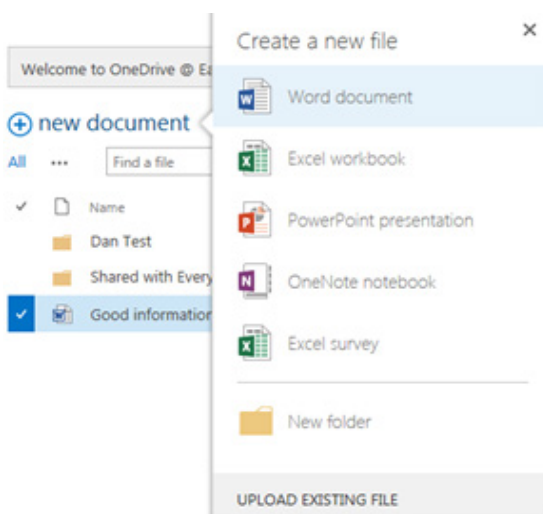
- Sync automatically between your OneDrive and H: Drive, home computer drive or USB.
- Store more than seven Gigabytes of data.

What is the difference between your H: Drive and OneDrive?

Your H: Drive is only available if you log into the EIT computers or student farm. Whereas, your OneDrive account can be accessed on and off campus from the MyEIT page. OneDrive is available for you to use while you are studying at EIT and when you leave.

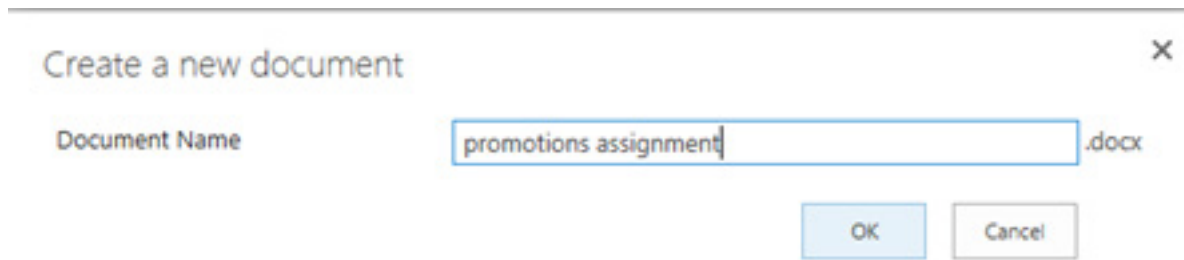
Create a new document?

1. Click on the OneDrive tab.
2. Click the  symbol and click on the document you want to create.

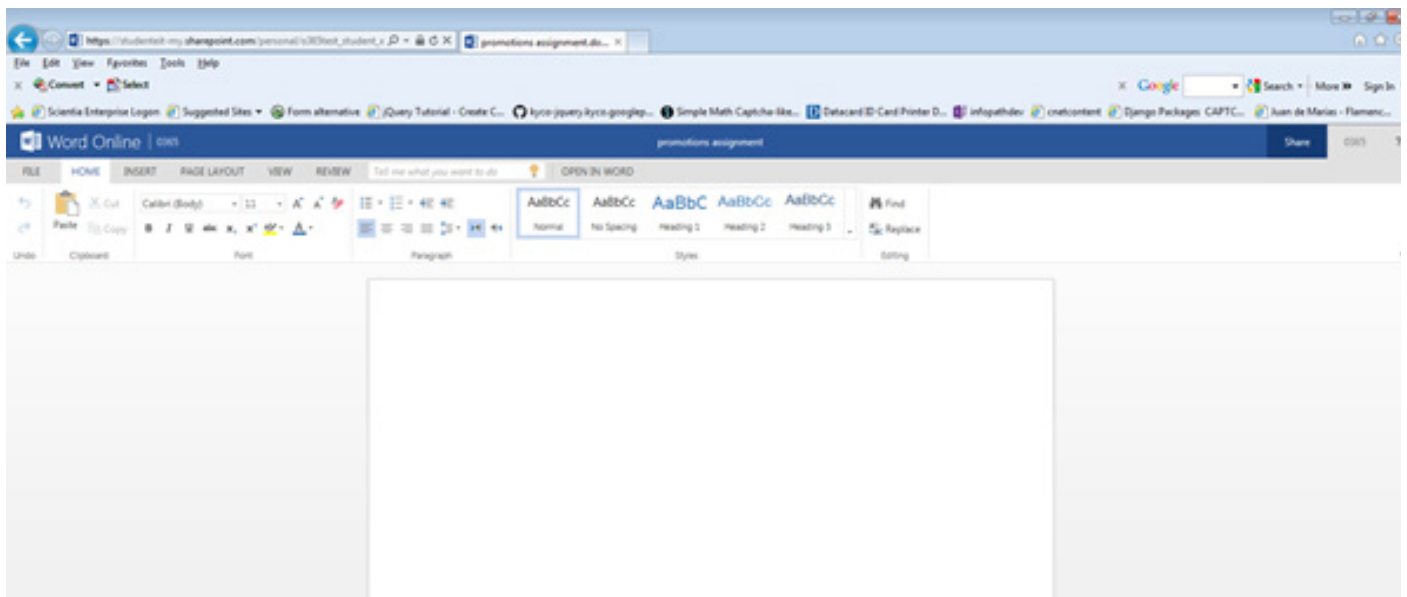


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- Enter in the name you want to title your document. Click OK.



The online package will open your document. It will look similar to the below screen:



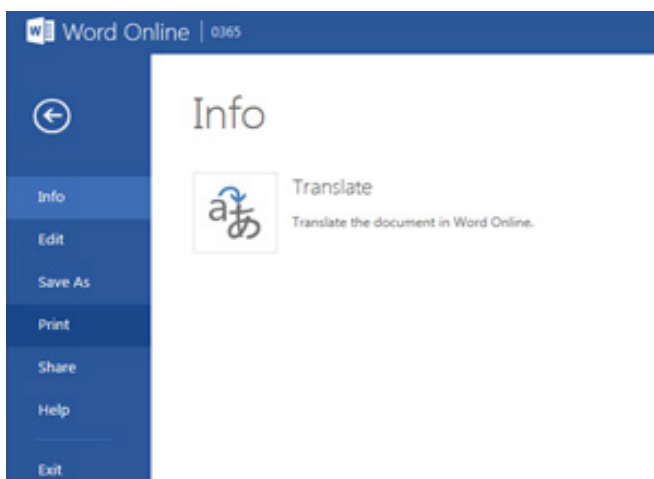
You may insert new pages, format text and create a header and footer. These versions do not have all the functionality that the desktop version of Microsoft Office has.

As you work on your document, Office Online will automatically save it to your OneDrive account.

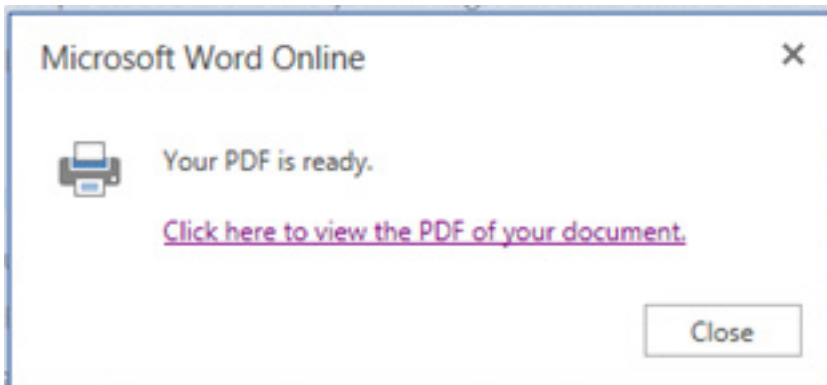
Can I print from OneDrive?

You can print your documents from your OneDrive account.

- Go to the OneDrive tab.
- Click on the document.

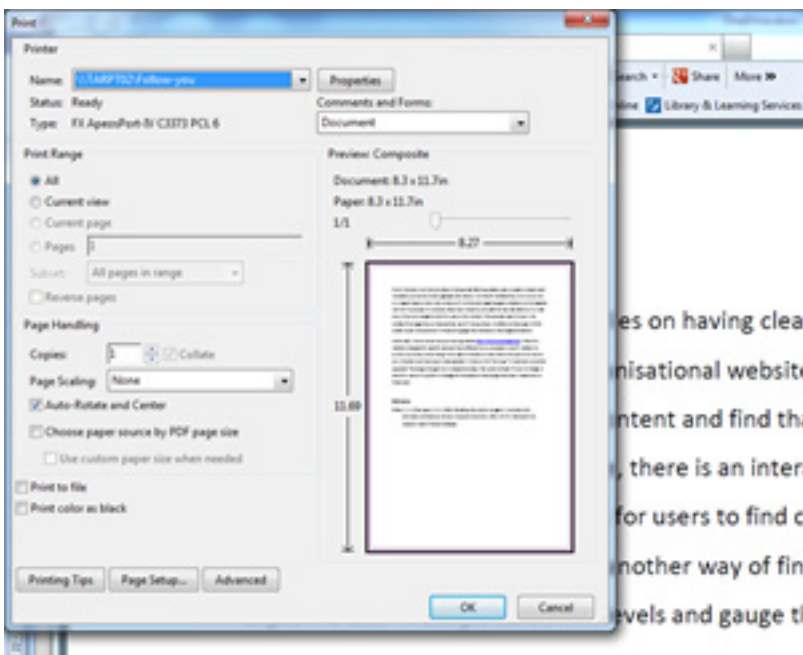


4. Click "Print to PDF". Your document will convert to a PDF that will bring up a pop up. Click "Click here to view the PDF of your document".




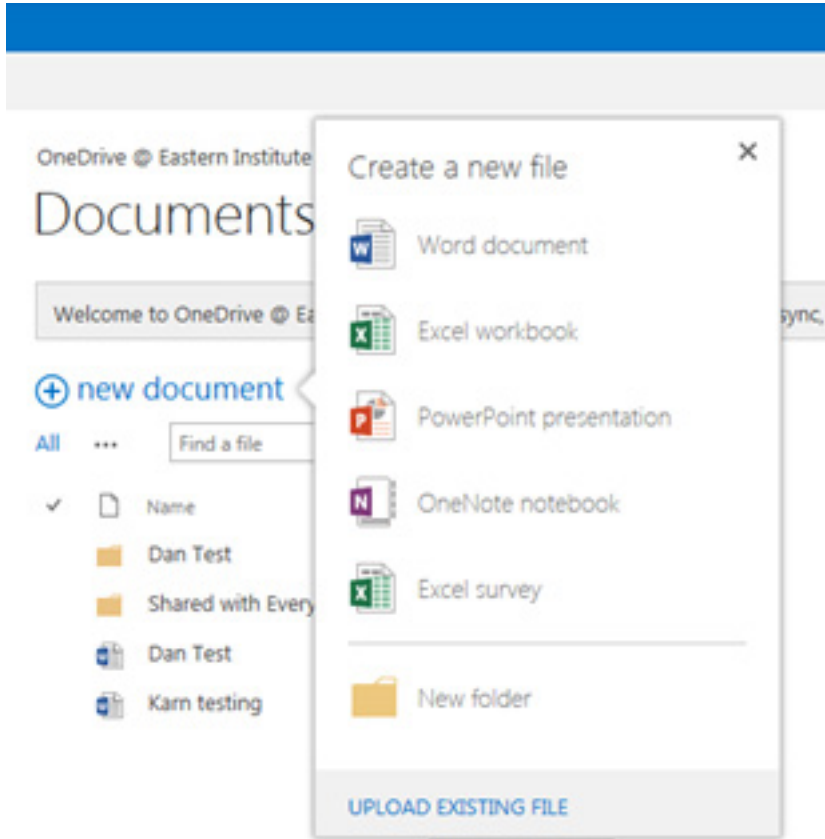
5. A PDF version of your document will appear and the print box. Select your print settings and click print. Once printed, close the PDF file.

Note: Your document will still be on your OneDrive account.

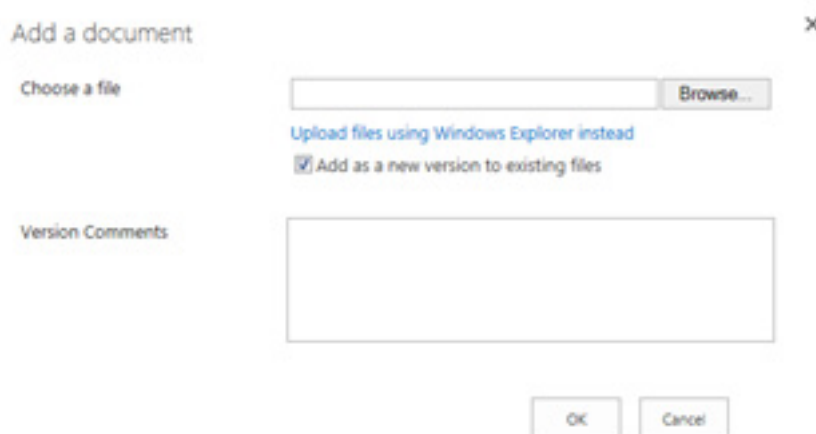


Upload a File from your H: Drive or USB device?

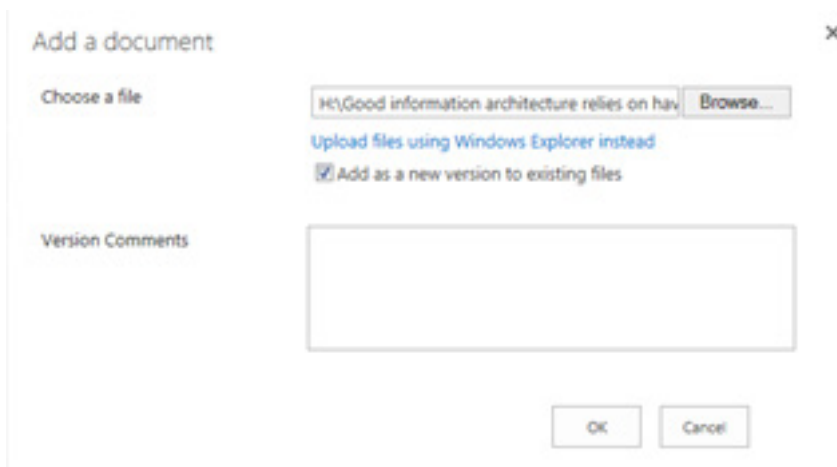
1. Click on the OneDrive tab.
2. Click the  symbol and click "UPLOAD EXISTING FILE".



3. Click "Browse..."



4. A screen will appear. Browse to either your H: Drive, home computer drive or USB and click on the file you want to upload.

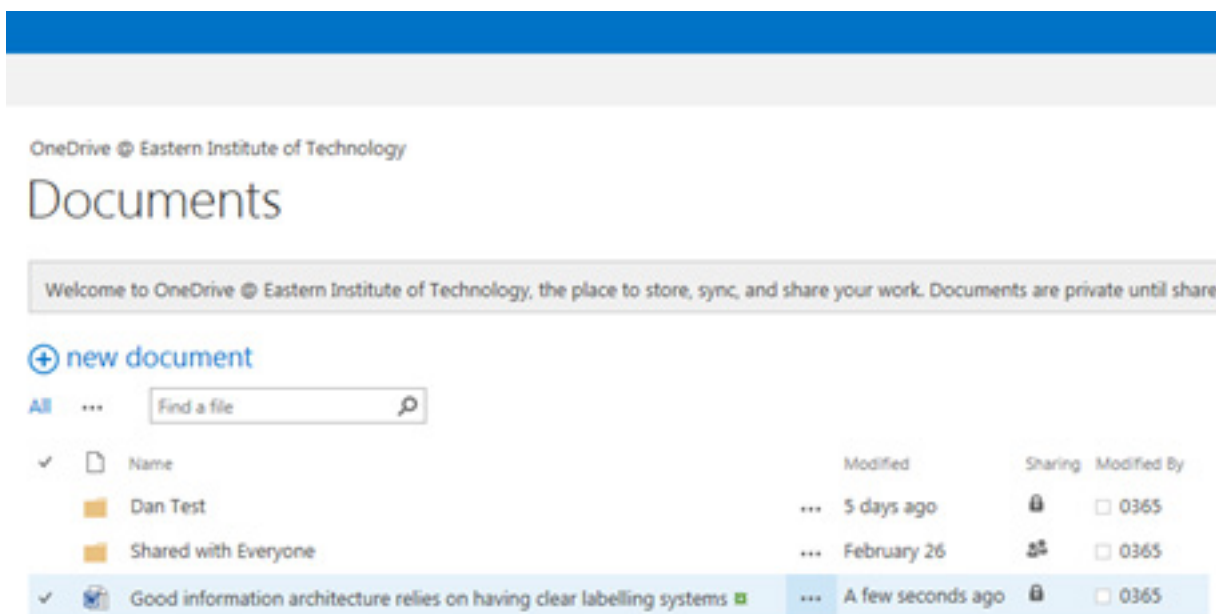



NOTE: Office Online only has Word, Excel, PowerPoint and OneNote if you wish to edit these documents.

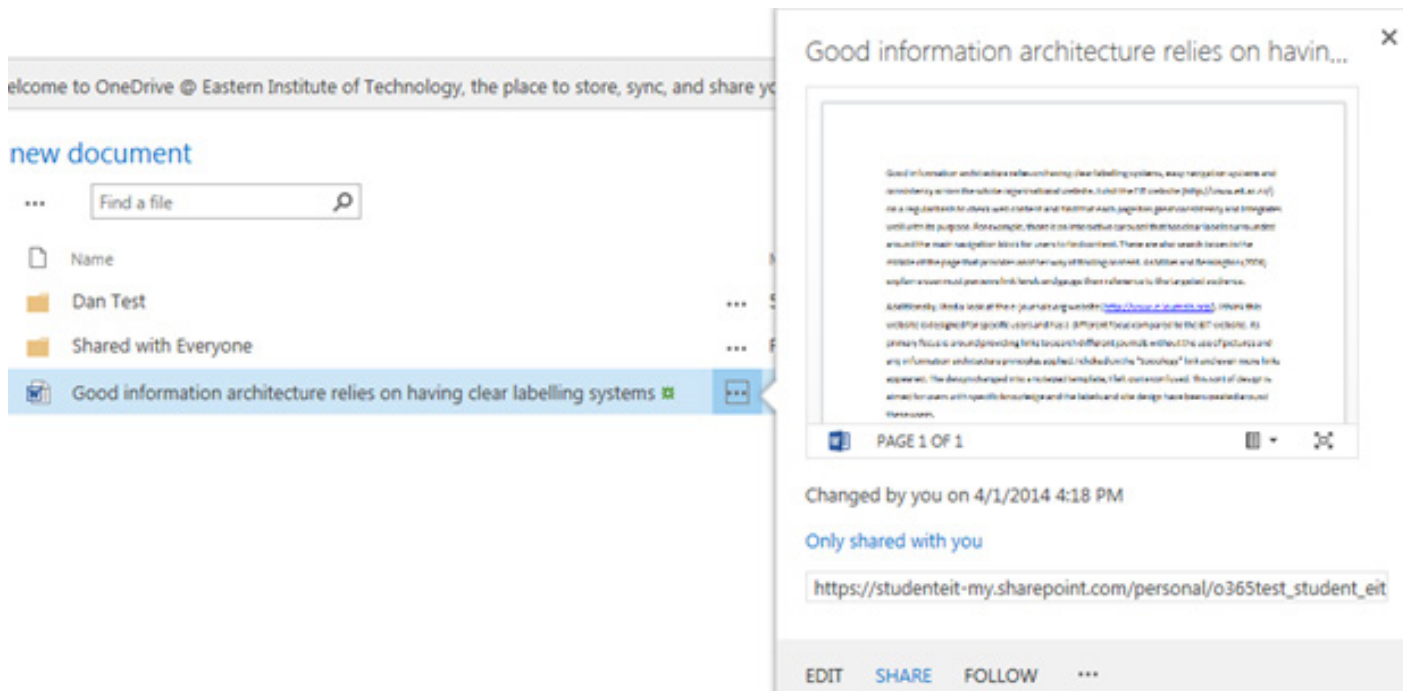
5. Click OK to upload your file. You will see your file will be saved to your OneDrive account.

How do you share a document with another student?

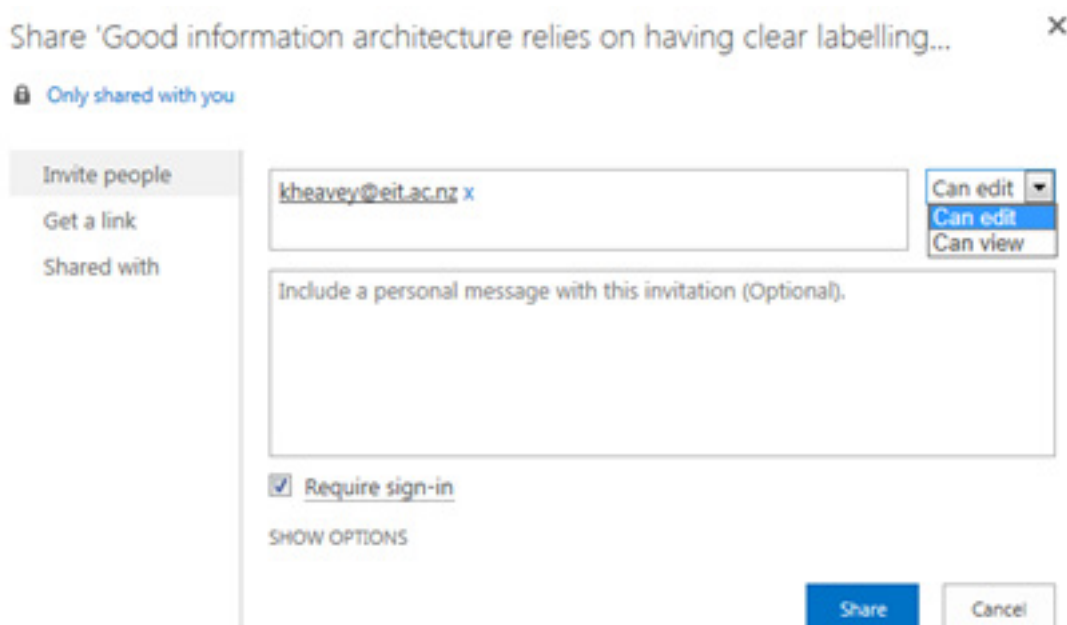
1. Once you have created or uploaded your document, click the tick symbol in the left hand side.



2. Click the  button. You will see a preview of your document with other options below.
3. Click "SHARE".

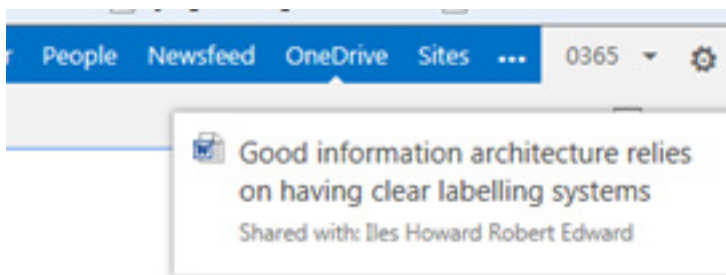


4. Click into the box that shows "Enter names, email addresses or Everyone" and type in the student webmail email addresses you want the document shared with.
Note: ONLY EIT student email accounts will work.
5. Choose if you want the person(s) to View or Edit the document. By default, the people you send the document to will be able to edit it.

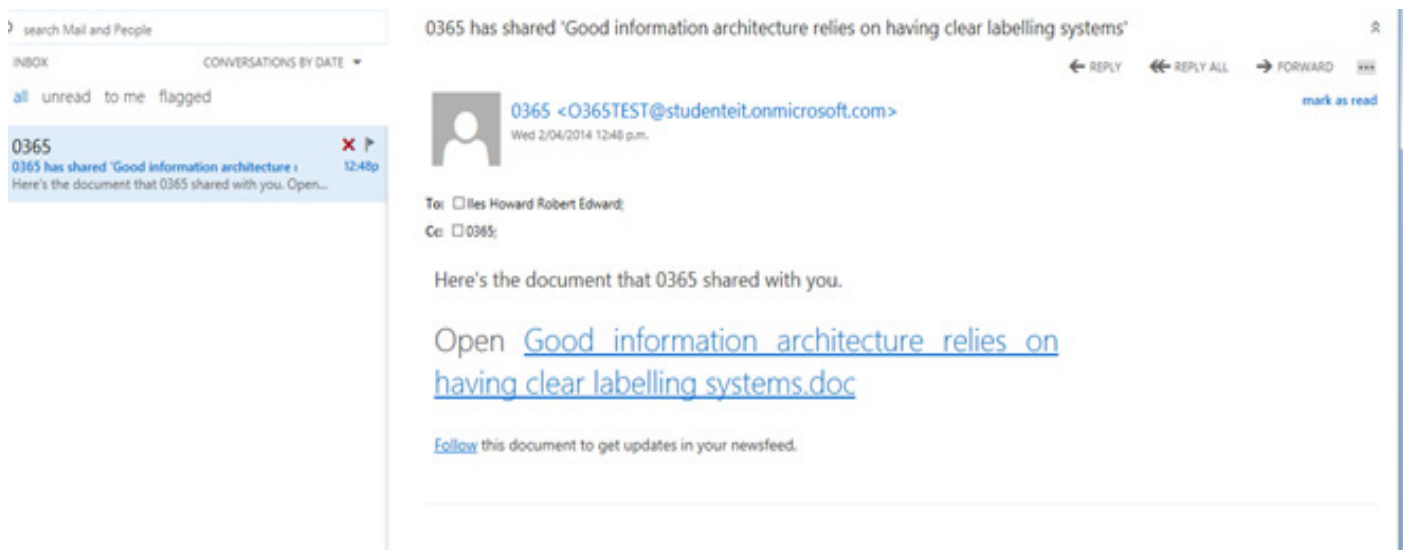


6. If you want to type in a message click in the below (personal message) text box and type. Click Share.

7. A message will appear saying the document has been shared. Each of them will receive an email to say the document has been shared with them.



8. The sender (you) will also be sent an email confirming that you have sent it to the people you wish to share your document with. Once you click on the document you will be able to edit with other students.



To follow updates that have happened with your document you can click on the Follow link. This will subscribe your account that will tell you what changes have happened. To see these changes click the NewsFeed tab at the top navigation bar.

