

# Office 365 @ EIT

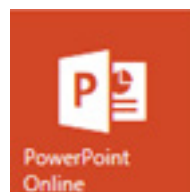
## What is it?

Office 365 is a package provided by Microsoft. It offers access to several Microsoft Office Online software applications and cloud storage called OneDrive. It allows you to create, edit and delete online documents 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. It is accessible on and off campus and can be used to collaborate with other students when working on group assignments.

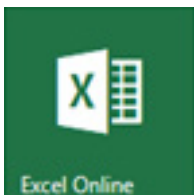
## You will have access to the applications below:



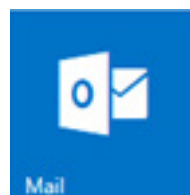
Microsoft Word Online



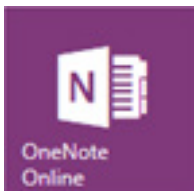
Microsoft PowerPoint Online



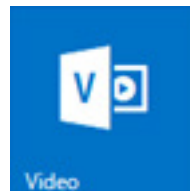
Microsoft Excel Online



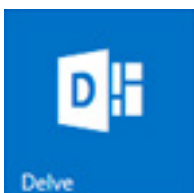
Microsoft Outlook Online



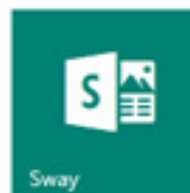
Microsoft OneNote Online



Video Online



Office Delve



Office Sway

## 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 Online Word, PowerPoint, Excel, Outlook, OneNote, Video, Sway and other applications. These offer basic features and unfortunately not all functionality is the same as the Office package.



Want more information?  
**974 8000 ext 6045**  
twist@eit.ac.nz

## 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 OneDrive account and vice versa. You have access to 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.



Want more information?

974 8000 ext 6045  
twist@eit.ac.nz