**Welcome to the SoN Instructional Design Team's Training on Microsoft Office 365!**

To access this HYPERLINKED doc, go to <http://go.rutgers.edu/xspocpbn>

**FAQ's:**

**How do I access O365?**

* Rutgers Connect / O365: [connect.rutgers.edu](http://connect.rutgers.edu)



* Learn more about Rutgers Connect from [OIT](https://oit.rutgers.edu/connect)

**What is O365?**

* Cloud based suite of tools to enhance your workflow and productivity.

**What are the most common applications within O365?**

* Mail
* Calendar
* [OneDrive](https://onedrive.live.com/about/en-us/)
	+ Word
	+ Excel
	+ PowerPoint
	+ [OneNote](https://support.office.com/en-us/article/What-is-OneNote-be6cc6cc-3ca7-4f46-8876-5000f013c563)
* [Forms](https://support.office.com/en-us/forms)
* People
* [Planner](https://www.chorus.co/filters/news/what-is-office-365-planner-a-beginners-guide/)

**How do I locate the O365 apps?**

1. Log in to your [connect.rutgers.edu](http://connect.rutgers.edu) account using your email address (net id @sn.rutgers.edu) and password
2. Click the app launcher in the top left



1. You should see O365 apps available to you 
* Activity: Log into your Connect Account

**What can I do in my One Drive?**

* Create files (Word Docs, PowerPoints, Excel Spreadsheets)



* Create and Organize Folders
* Backup files from your desktop, thumb drives, external drives, etc.
* [Sync](https://support.office.com/en-us/article/Set-up-your-computer-to-sync-your-OneDrive-for-Business-files-in-Office-365-23e1f12b-d896-4cb1-a238-f91d19827a16) files in the Cloud to your desktop
* File actions and information



* Activity: Access your OneDrive, create a "Practice Folder," and create a "Practice Doc" inside the "Practice Folder"

**How do I collaborate on files and set sharing permissions?**

* Access sharing setting from OneDrive



* Change Sharing Permissions to VIEW access only



* Uncheck Allow Editing (optional – Select People in RU for bulk setting)



* Activity: Share "Practice Doc" with 2 people sitting near you. Give 1 person ONLY VIEW access, and give the other person EDIT access.

**How do I access my** [**Outlook email, Calendar, OneDrive, Word, PowerPoint**](https://products.office.com/en/business/office-365-mobile-apps-for-business)**, etc. on my** [**mobile device**](https://products.office.com/en-US/business/mobile-productivity)**?**

* On Android, go to Google Play Store, and download each app individually.



* On iOS, go to iTunes and download each app individually.

**What does it mean to** [**sync**](https://support.office.com/en-us/article/Set-up-your-computer-to-sync-your-OneDrive-for-Business-files-in-Office-365-23e1f12b-d896-4cb1-a238-f91d19827a16) **filed from OneDrive to my Desktop?**

* Make edits to files on your desktop that automatically save and are stored in the Cloud