

10. What is Microsoft Office 365



What is Office 365?

Office 365 refers to a subscription plan that include access to Office applications plus other productivity services that are enabled over the Internet, such as Exchange Online hosted email and additional online cloud storage with OneDrive.

Office 365 & IT Carlow

IT Carlow is offering a **FREE** Office 365 premium subscription to each of its students upon registering in IT Carlow. The subscription will continue to be available to the students for the full duration of their college course.

With an Office 365 subscription never again miss an assignment and always have your important documents and files with you, and up to date, whether you create, edit, or share them from your PC, Mac, iPad, Windows tablet, or smartphone. Office 365 and One Drive keep your files in sync across your devices, and with just a click you can share files, by sending someone a link to a file.

What is included in an Office 365 subscription?

The office 365 subscription gives access to three main features when you use your IT Carlow credentials:

1. **Microsoft Exchange Online Email**
2. **Fully installed Microsoft Office Professional Plus 2013 on up to 5 devices**
3. **1TB - One Drive Cloud Storage**

Microsoft Exchange Online Email

Each student receives an IT Carlow Exchange Online email account, with up to 50GB of space for emails and attachments. The email address for each students is in the form: **STUDENT NUMBER@itcarlow.ie** E.g. C12345678@itcarlow.ie.



Logging Into Microsoft Exchange Online Email

- Click the **STUDENT EMAIL** link on the **BLACKBOARD** home screen or browse to <https://portal.office.com> (Fig1)
- Enter your Office 365 credentials, which are exactly the same as your IT Carlow credentials. (Fig1)

I.e. **STUDENT NUMBER@itcarlow.ie**

e.g. C00123456@itcarlow.ie.

6 digit pin number

- Click **SIGN IN** - If you can't see your email ensure that you have the **MAIL** icon selected (Fig2)

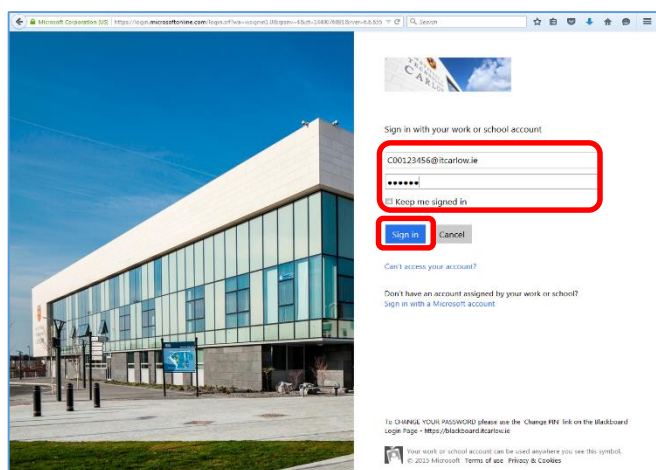


Figure 1

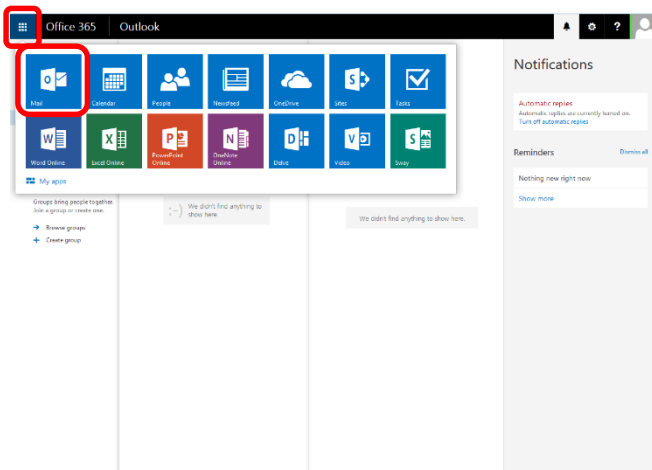


Figure 2

Fully installed Microsoft Office Professional Plus 2013:

IT Carlow's Office 365 subscription offers the facility to download and install the latest full versions of Office 2013 applications, on 5 devices like PCs, Laptops, Macs, Smartphones and tablets (iPad, Windows tablet)—so you can use all the features of Office 365 offline as well as online. Full installation includes the following applications:



How to Download Microsoft Office Professional Plus 2013 on your PC

- Firstly log into your **MICROSOFT EXCHANGE ONLINE** email account
- Click on the **COG WHEEL** in the upper right hand corner of the window and select **OFFICE 365 SETTINGS** (Fig3)
- On the next screen click on **SOFTWARE** on the left hand side of the screen (Fig4)
- Click on the **INSTALL** button (Fig5)

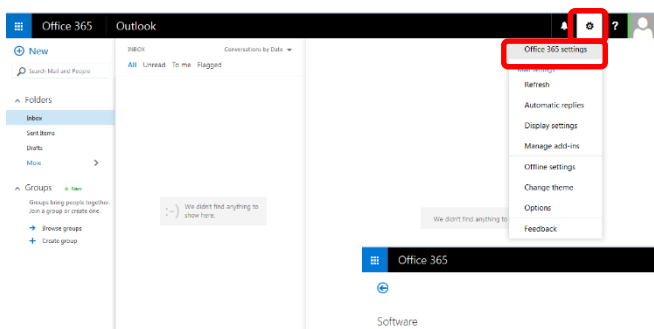


Figure 3

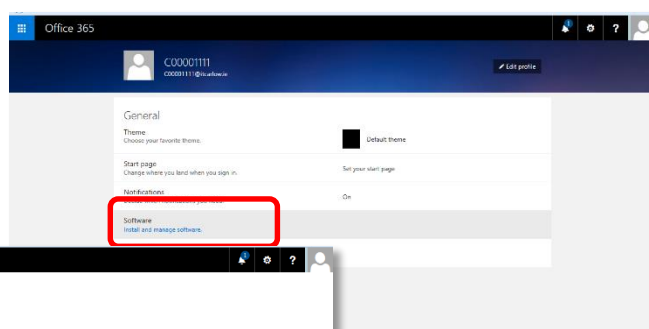


Figure 4

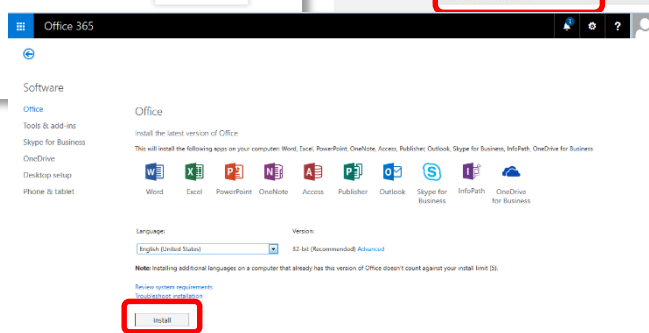


Figure 5

One Drive Cloud Storage

The Office 365 subscription will also allow each student access to **1TB** (That's 1000GB!!!) of extra online **ONE DRIVE** storage space for files and documents.



Logging into One Drive Cloud Storage

- Firstly log into your **MICROSOFT EXCHANGE ONLINE** email account
- Ensure that you have the **ONE DRIVE** icon selected (Fig6)
- On the next screen (Fig7) documents may be **CREATED, UPLOADED, SYNCED, EDITED, PRINTED** or **DELETED**

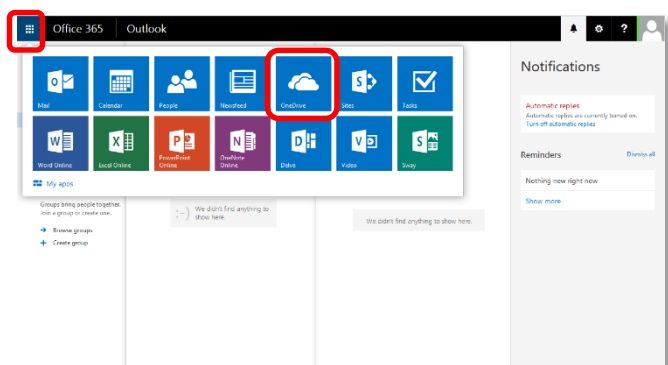


Figure 6

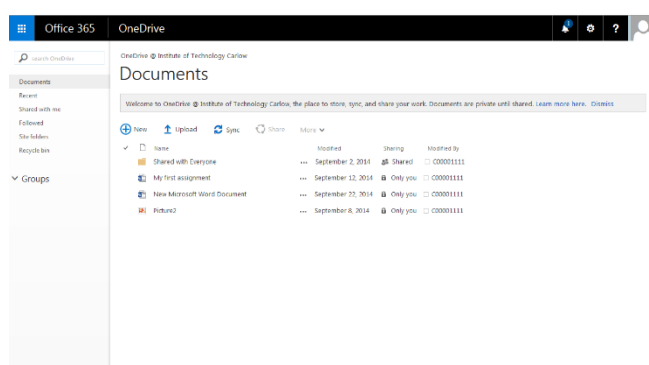


Figure 7

For further information, guides and videos on IT Carlow's Microsoft Office 365 Offer check out your Computing Services Course on Blackboard

Log into Blackboard → Click on Computing Services Course → Click on Microsoft Office 365