



The Lincoln University Office 365 Program

The Lincoln University is excited to announce that Microsoft Office 365 has been released to all registered Graduate and Undergraduate students through the Microsoft Student Advantage program. Below you will find information we hope will help you to take full advantage of this service. If you find you are in need of further assistance with your Office 365 subscription please contact the IT Helpdesk at x8134 and please indicate that your issue or question pertains specifically with Office 365.

What is Office 365?

Office 365 is a cloud-based Microsoft productivity suite that provides access to Microsoft services and software such as Word, Excel and Powerpoint over the Internet. You can access Office 365 through a web browser or on a mobile device such as an iPad, iPhone, Android, or Windows Phone.

How will I log into Office 365?

You will log into the service by going to <http://portal.office.com>. If this is your first time logging into your Office 365 account please refer to the email you received which contains your login credentials.

What Software and Services are available with Office 365?

Office Online: These are the browser based versions of Word, PowerPoint, Excel and One Note. They allow you to create, view and edit files on any device or within a web browser. This service is available as long as you are an enrolled student at The Lincoln University.

One Drive for Business: This is an online file storage and sharing solution that is tightly integrated with the Office 365 suite. Onedrive for Business provides you with up to 1TB of storage space that can be accessed from your computer, internet browser or the Onedrive for Business mobile app. You can easily save files to your OneDrive and then share them as needed wherever you may be! This service is available as long as you are an enrolled student at The Lincoln University. It is highly recommended that prior to graduation that students move all saved files from their Onedrive for Business space to either another online cloud based storage account or to their local computer.

Office ProPlus: Students will be able to download the full Office suite on their various devices. You can install the software on up to 5 different devices! This software is available as long as you are an enrolled student at The Lincoln University.

Supported Devices

Links for support devices are listed below that will provide further information concerning the apps available for your particular device. Specific installation information for some devices

can be found in further sections of this document.

iPhone / iPad

<http://products.office.com/en-us/mobile/office-iphone>

<http://products.office.com/en-us/mobile/office-ipad>

Android Phone / Tablet

<http://products.office.com/en-us/mobile/office-android-phone>

<http://products.office.com/en-us/mobile/office-android-tablet>

Windows Phone / Tablet

<http://products.office.com/en-us/mobile/office-windows-phone>

<http://products.office.com/en-us/mobile/office-windows-tablet>

PC

<http://products.office.com/en-us/compare-microsoft-office-products>

Mac

<http://products.office.com/en-us/compare-microsoft-office-products>

Office 365 Apps (Android)

Install Office 365 Android apps (available from the Play Store) to your Android phone so you can create, edit or view existing Word, Excel, and PowerPoint documents.

To install Office 365 apps, do the following:

1. On your phone, go to the Play Store.
2. Search for *Office 365*
3. *Choose from one of the available Microsoft Office apps*. Please verify that the app you choose is designed to work with an Office 365 subscription.
4. *Select Install*.
5. On the App permissions screen, select *Accept*.
6. After installing the app, open it on your device.
7. On the *Use Terms* screen, select *Accept*.
8. Select the arrow until you get to the *Activate* screen.
9. Select *Activate*.
10. Sign in with your Office 365 User ID and password.

You will now be able to create new or view existing documents in your OneDrive Library.

Office 365 Apps (iPhone & iPad)

Install Office 365 iOS apps (available from the iTunes Store) to your iPhone or iPad so you can create, edit or view existing Word, Excel, and PowerPoint documents.

To install the Office 365 apps, do the following:

1. On your iPhone or iPad, go to the App Store.
2. Search for *Office 365*.
3. *Choose from one of the available Microsoft Office apps*. Please verify that the app you choose is designed to work with an Office 365 subscription.
4. Select the *Get* button in the app.
5. Select *Install*.
6. Enter your App Store Apple ID and password. As soon as the app is installed, it will appear on your home screen.
7. Sign in with your Office 365 User ID and password.

You will now be able to create new or view existing documents in your OneDrive library.

OneDrive (Android)

Install and use the OneDrive app on an Android device, access, and share documents and other files in the cloud.

To install the OneDrive app, do the following:

1. On your phone, go to the Play Store.
2. Search for OneDrive
3. *Choose OneDrive*
4. *Select Install.*
5. On the App permissions screen, select *Accept.*
6. After installing the app, open it on your device.
7. On the *Use Terms* screen, select *Accept.*
8. Select the arrow until you get to the *Activate* screen.
9. *Select Activate.*
10. Sign in with your Office 365 User ID and password.

You will now be able to access your documents stored in your OneDrive library.

OneDrive for Business App (iPhone & iPad)

Install and use the OneDrive for Business app on an iPhone, iPad, or iPod Touch to store, access, and share documents and other files in the cloud.

To install the OneDrive for Business app, do the following:

1. On your iPhone or iPad, go to the App Store.
2. Search for *OneDrive for Business.*
3. Select the Get button in the app.
4. *Select Install.*
5. Enter your App Store Apple ID and password. As soon as the app is installed it will appear on your home screen.
6. Sign in with your Office 365 User ID and password.

You will now be able to access your documents stored in your OneDrive library.

How to Download and Install Office 365 ProPlus

1. Go to <http://portal.office.com>
2. Log in using your Office 365 User ID and password
3. Click on the gear icon in the upper right corner, and then select **Office 365 settings**
4. Click **Software** in the left menu
5. Select your desired Language
6. If you are installing Office for Windows, Microsoft recommends using the 32-bit installation
7. Click **Install** to download and install the latest version of Office

Can I share my Microsoft Office downloads with others?

No. The Office365 license that is applied to your account grants you (and only you) access to Office365 resources, including the download and installation of Microsoft Office. You cannot transfer or share this license with others.