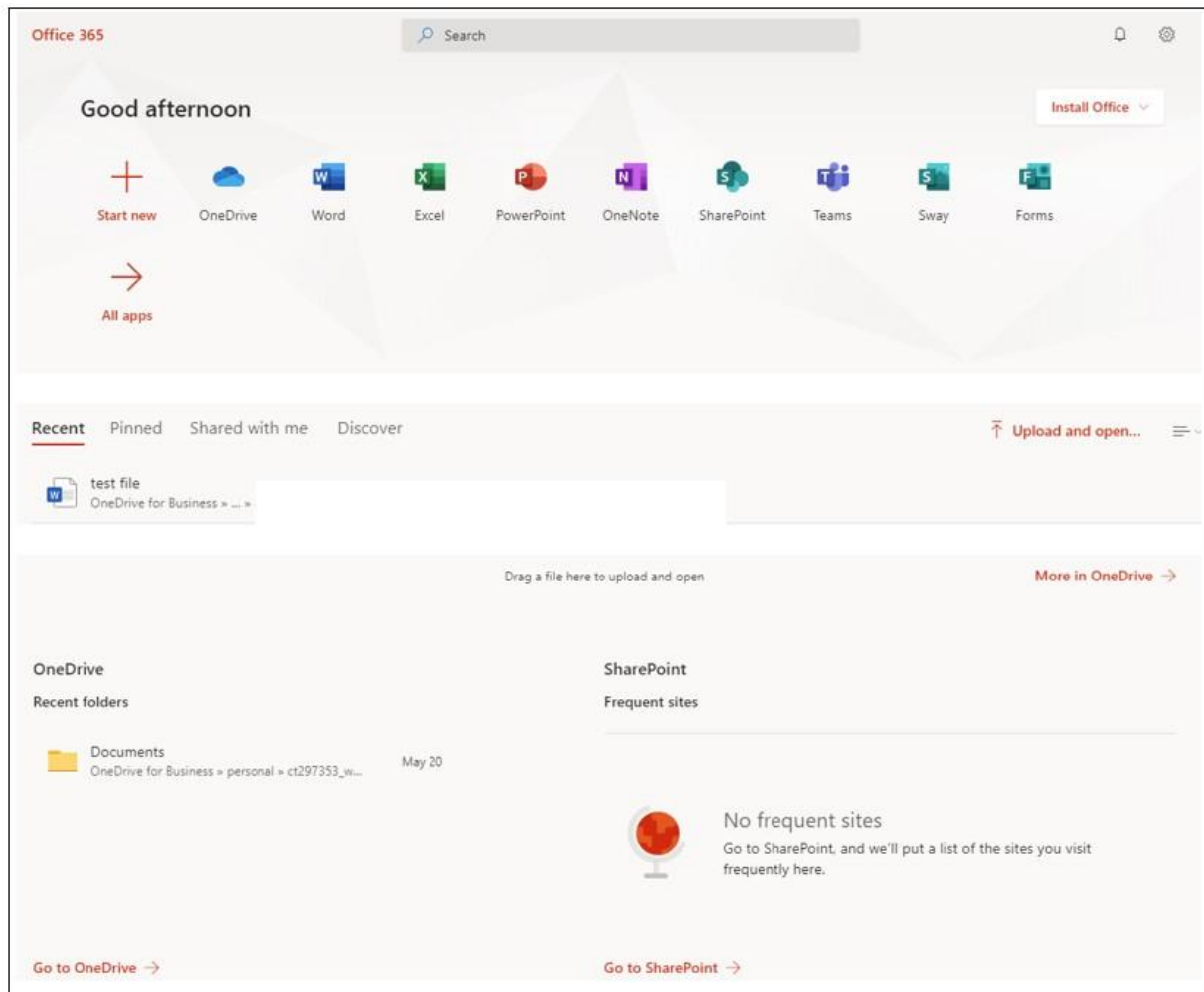


# Getting Started with Microsoft 365

There are two ways to use the Microsoft 365 applications. You can use the cloud-based version of most applications or you can install the whole suite (Word, Excel, PowerPoint, etc.) on up to 5 computers simultaneously (Note: MS Access is only available via installation). All WNE computers already have MS Office installed. **Please do not update any WNE owned device.**

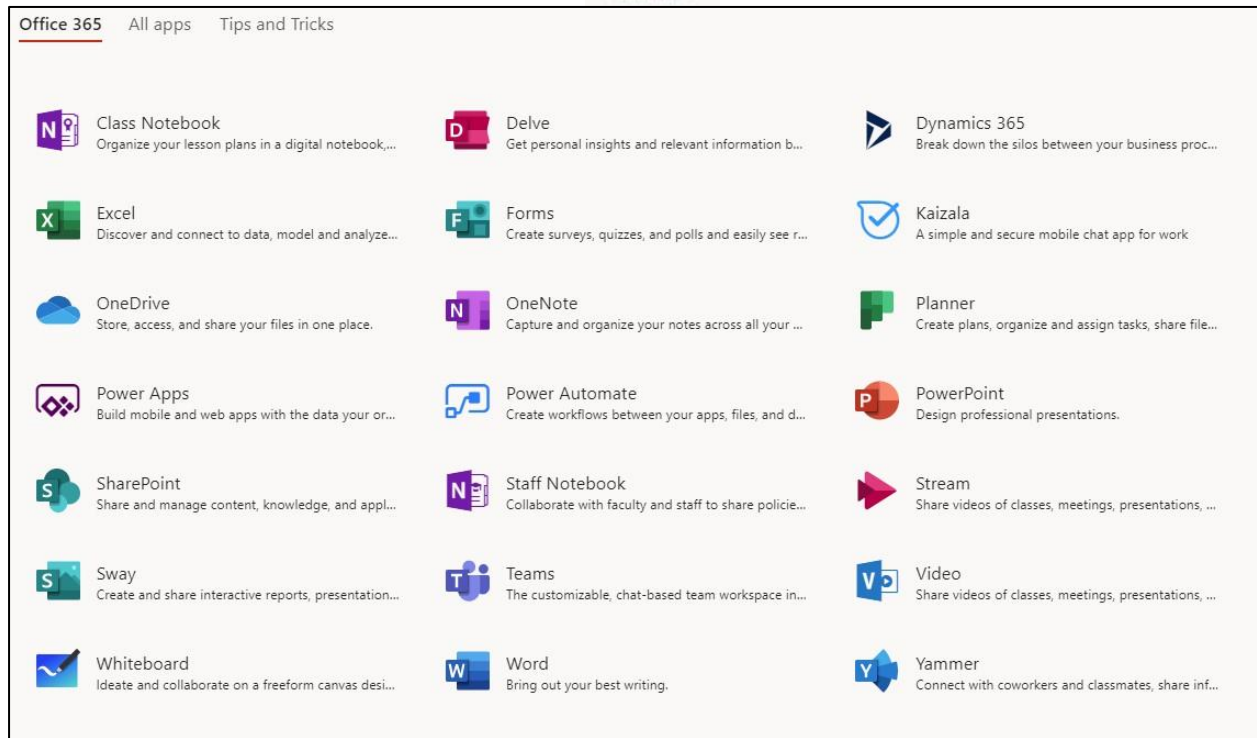
If you don't already have the Microsoft Office Suite installed and you wish to install on your personal computer, click on "Install Office" at the top right of the web page. Otherwise simply click on the application you wish to use and you will have use of a fully functioning cloud based version of each product. If you already have Microsoft Office installed and select "Install Office" you may be required to uninstall your existing Office suite prior to installing Microsoft 365.

To begin, go to <https://www.office.com/> and sign in with your Userid@wne.edu and password (same as email)




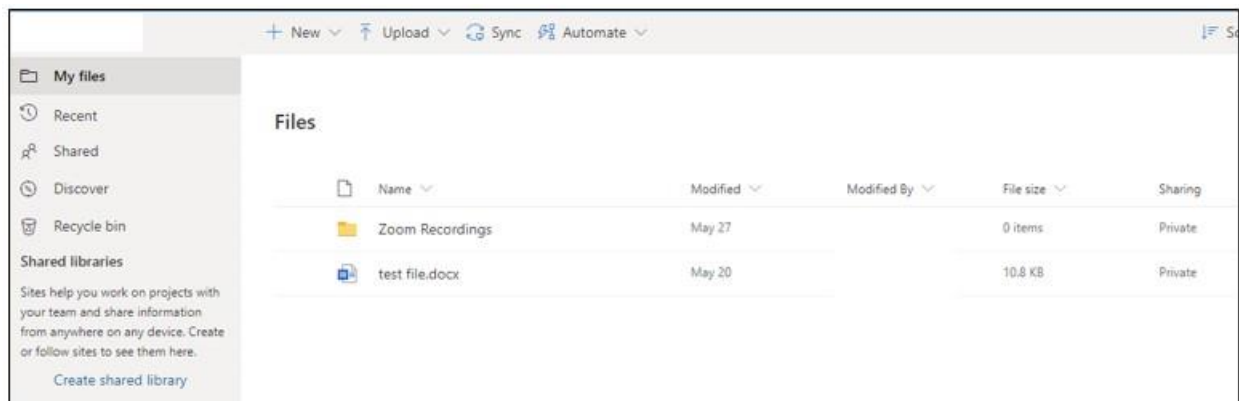
# Getting Started with Microsoft 365

View all available applications by clicking on the  drop-down.



**The first time you launch an application after you've installed them, you will see a prompt with a check-box that indicates the device and applications will be managed by the Enterprise license. Please leave that checked. If you un-check it you will be forced to either use a personally owned license or purchase a personal license.**

Selecting  on the lower left side of the web page will bring you to your cloud based storage. You have 1TB of cloud storage available to you. Caution: Please be sure to read the cloud based storage policy available at [here](#) prior to storing any files on OneDrive. Please also note that OneDrive is only available to you while you are an active student, staff or faculty member, so it is important that this not be the only location where these files are stored. We strongly recommend that all data stored on OneDrive is also backed up/stored in an additional location (external hard drive or your local hard drive).



## Getting Started with Microsoft 365

OneDrive is more than just a place to store your files. It's a place for collaboration. OneDrive supports all sorts of helpful features, including:

- Internal and external sharing
- Dual editing
- Versioning
- Mobile editing

Here's a video showing more about some of these features: [\(YouTube\)](#)

These features can make collaborating much easier. For example, let's say four people are giving a presentation together. Today the file might be emailed around or placed on a network share. People need take turns editing it. Otherwise someone has to merge changes into one file later. Instead, with OneDrive, all four people can edit the same file at the same time. You can also go back to previous versions of the file.