# Office 365

## Getting Started

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Introduction

*Office 365* is a collection of applications and services that you can use to be productive across a variety of devices from just about anywhere. The KSU *Office 365* subscription plan includes access to Office applications, and other productivity services, that are available through your favorite browser on your PC or Mac.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Access your Office 365 account from on or off campus
- Understand and navigate the Office 365 interface
- Install desktop versions of Microsoft Office on your PC or Mac
- Access settings for Office 365
Logging in to Office 365

You will be able to access Office 365 both on-campus and off-campus. The following explains how to log in to Office 365:

1. In your web browser of choice, navigate to o365.kennesaw.edu.
2. The Office 365 log-in screen will appear. Enter your KSU email and password (See Figure 1).
3. Click Sign in (See Figure 1).

![Figure 1 - Sign in to o365.kennesaw.edu](image)

4. The Office 365 home page will open.

![Figure 2 - Office 365 Home Page](image)
Office 365 Overview

From the Office 365 home page, you can access the following:

a. **App Launcher:** Access the Office web based applications from here at any time while on Office 365 (see Figure 3).

b. **Notifications/Settings/Help:** Access notifications, Office 365 settings, and additional Office 365 help (see Figure 3).

c. **Account Information:** Access your account information and sign out of Office 365 (see Figure 3).

d. **Install Office:** Allows you to download desktop versions of the current Office suite of programs (see Figure 3).

e. **Online Apps:** Access web-based versions of Microsoft Office programs and edit documents from your browser (see Figure 3).

f. **Mail:** Access your KSU mail (See Figure 3).

g. **OneDrive:** Access your KSU OneDrive for Business online storage account (see Figure 3).

h. **Recent Documents/Folders:** Access recently accessed documents and folders directly from your Office 365 home page (see Figure 3).
Using Web Versions of Microsoft Office

New with Office 365 is the inclusion of Office Online, which allows access to Microsoft Office products such as Word, Excel, PowerPoint, and OneNote through your web browser. Although these web applications do not include the full functionality of their locally installed counterparts, you can use them on any computer connected to the internet, make edits to your work from within your web browser, and save your work to your OneDrive account.

Note: Although the following provides information on using the browser version of Word, many of the features or ways to access features are similar when using other browser versions of Office 365.

For example, to access the Office 365 version of Microsoft Word:

1. Using your browser of choice, log in to Office 365 (see Logging in to Office 365).
2. From the Office 365 home page, click Word.

Figure 4 - Word Online

3. Word Online will open in a new browser tab and display the backstage view.

Figure 5 – Word Online Backstage View

Note: The backstage view in the Word Online is similar to the backstage view in Microsoft Word 2016. You can open a recent document that has been saved to your OneDrive, or create a new document from a blank document or a template.
4. Click on **New blank document**.

   ![New Blank Document](img)

   **Figure 6 - New Blank Document**

5. **Word Online** will open a blank document. From here, you will see the web version of the ribbon with **File**, **Home**, **Insert**, **Page Layout**, **Review**, and **View** tabs.

   ![Word Online Ribbon](img)

   **Figure 7 - Word Online Ribbon**

   **Note:** Although versatile, the **Office 365 Online Applications** provide only the basic tools for editing your work. For example, the online version of Word provides the basic tools in the ribbon to edit your work.

   ![Word Online Ribbon](img)

   **Figure 8 - Comparison of Word Online to Word 2016**
6. Word Online provides the Tell Me bar within the ribbon that can assist with finding tools for you. For example, you can use the search bar to ask about entering bulleted lists:

![Figure 9 - Searching Word Online for Tools](image)

7. The search results will display all tools related to bullets, and help topics related to bullets. From the list, you can then select the tool you need.

**Opening your Word Online document in Word**

The following explains how to open your Word Online document in your desktop version of Microsoft Word:

1. Click on **Edit in Word** to open the document on your computer in the current version of Microsoft Word.

![Figure 10 - Open in Word](image)

**Note:** The Edit in feature is available in all of the online versions of Microsoft Office with an accompanying desktop version.

2. A window will appear confirming if you wish to open this file in Microsoft Word. Click **Yes** to continue.

![Figure 11 - Do You Want To Open This File?](image)

3. The document will open in Microsoft Word and you can continue editing your work.

For more information on utilizing the full version of the Microsoft Office programs, visit the UITS Document Center at [uits.kennesaw.edu/cdoc](http://uits.kennesaw.edu/cdoc) and search for your preferred Microsoft Office document (e.g. Word, Excel, PowerPoint, or OneNote).
Saving your Document

There is no save document button in the online versions of Microsoft Office. Word Online (as well as the other online versions of Microsoft Office) automatically save the changes to your document as you go along to your OneDrive for Business account. If you wish to save multiple versions of your document, you can change the title of your document.

Changing the Title of your Document

The following explains how to change the title of your document:

1. Above the Ribbon, click on the document title.

![Figure 12 - Document Title](image)

2. The document title will be highlighted. Type in a new name for your document.

![Figure 13 - Change Document Title](image)

3. The document’s name will be changed and will also be reflected in your OneDrive for Business account.

![Figure 14 - Document Change Saved to OneDrive](image)
Accessing Office 365 Settings

Office 365 has some settings that you can adjust to personalize your Office 365 experience, as well as access software installs, and change your start page when logging into Office 365. To access your Office 365 settings:

1. From the Office 365 home page, click on the **settings** button.

![Figure 15 - Access Office 365 Settings](image1)

2. From the drop-down menu under **Your app settings**, click on **Office 365**.

![Figure 16 - Office 365 Settings](image2)
3. The *Office 365 settings* page will open. From here you can access the following:
   a. **Theme**: Select from multiple themes for your Office 365 border (see Figure 17).
   b. **Start Page**: Choose your landing page when signing in to *Office 365* (see Figure 17).
   c. **Notifications**: Turn on/off notifications and sounds for reminders and new mail (see Figure 17).
   d. **Software**: Access and install the latest version of *Microsoft Office* and the *OneDrive for Business sync app* (see Figure 17).

![Office 365 Settings Page](image)

**Figure 17 - Office 365 Settings Page**

**Note:** Many of the settings in *Office 365* are controlled by the administrator. Please contact the *KSU Service Desk* with any questions.

**Installing Microsoft Office on your PC**

*Office 365* allows you to install the most current version of *Microsoft Office* on up to five computers. You can view all software that is included within the installation package from your Office 365 account, see how many installations you have left, and deactivate installs on one computer to use it on another. The following explains how to install Microsoft Office on your PC:

1. From the *Office 365* home page, click on **Install Office**.

![Install Microsoft Office](image)

**Figure 18 - Install Microsoft Office**
2. *Microsoft Office* will begin to download and you will be prompted to save the installer to your computer. Select a location to save the install file and click **Save**.

![Figure 19 - Save Install File to Computer](image)

**Note:** If you are not prompted, then your browser is set to automatically download files into your downloads folder. Once the file has downloaded, check your downloads folder for the installer.

3. After the installer file has downloaded, double-click the **program** to run the *Microsoft Office* installer.

4. The installer will begin to install the latest version of *Microsoft Office* on your PC. This process will take several minutes to complete. During the install process, a window will be displayed with a status bar to indicate how long the install will take.

![Figure 20 – Microsoft Office Installing on PC](image)

5. Once the process is finished, *Microsoft Office* will be installed on your machine and the window will close automatically. Your new *Microsoft Office* programs will appear in your start menu.

6. After installation, you may be required to activate your copy of *Microsoft Office*. Start *Microsoft Office* by clicking on an Office program (e.g. Word). You will be prompted to sign-in with the email associated with your *Office 365* account (e.g. your KSU email).
Installing Microsoft Office on your Mac

The process for installing *Microsoft Office* on your Mac and options available are similar to the steps as outlined in *Installing Microsoft Office on your PC*. The following will explain how to install *Microsoft Office* on your Mac:

1. From the *Office 365* home page, click on **Install Office**.

![Figure 21 - Install Microsoft Office](image)

2. *Microsoft Office* will begin to download and you will be prompted to save the installer. Select a location to save the install file and click **Save**.

![Figure 22 – Save Install File to Computer](image)

**Note:** If you are not prompted, then your browser is set to automatically download files into your downloads folder. Once the file has downloaded, check your downloads folder for the installer.

3. After the installer file has downloaded, double-click the **program** to run the *Microsoft Office* installer.
4. The installer will open. Follow the on-screen instructions to install the latest version of *Microsoft Office* on your Mac.

![Microsoft Office Installing on Mac](image)

**Figure 23 – Microsoft Office Installing on Mac**

5. The installer will display a message once *Microsoft Office* has been installed. Click on **Close** to exit the installer.

![Installation Completed](image)

**Figure 24 - Installation Completed**

6. After installation, you may be required to activate your copy of *Microsoft Office*. Start *Microsoft Office* by clicking on an Office program (e.g. Word). You will be prompted to sign-in with the email associated with your *Office 365* account (e.g. your KSU email).
Deactivate Copies of Microsoft Office
You are allowed only five installations of *Microsoft Office* (PC and Mac versions are separate from each other). If you need to install on more systems, you can deactivate a copy of *Microsoft Office*. Deactivating *Microsoft Office* will enable you to install on a different computer. However, local installs of *Microsoft Office* will run in read-only mode on that computer. To deactivate a copy of *Microsoft Office* on the PC or Mac:

1. From the *Office 365* home page, click **Other Installs**.

![Figure 25 - Install Microsoft Office](image)

2. You will be brought to the *Software* page to manage your installs of *Microsoft Office*. Under *Manage Installs*, click **My account > Install status**.

![Figure 26 – Manage Installs](image)
3. You will be redirected to the *Install Status* page where all of your current installs of *Microsoft Office* will be listed across all devices. To deactivate an install of *Microsoft Office*, click **Deactivate** under the device’s name.

![Figure 27 – Select Device to Deactivate](image)

4. You will be prompted to confirm deactivation for the selected device. Click **Yes**.

![Figure 28 - Confirm Deactivation](image)

5. *Microsoft Office* will be deactivated on the selected computer.

**Note:** To reactivate a copy of *Microsoft Office*, follow the instructions under the *Installing Microsoft Office on your PC* or *Installing Microsoft Office on your Mac* sections.
Sign out of Office 365

The following explains how to sign out of Office 365:

1. In the *upper-right* corner of your screen, click on your *name*.

   ![Figure 29 - Click on your Name](image)

2. A dropdown menu will appear. Click on **Sign out**.

   ![Figure 30 - Sign Out](image)

3. You will be signed out of *Office 365*.

Additional Help

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu
- **Website:** [http://uits.kennesaw.edu](http://uits.kennesaw.edu)