

How to sign in and out:

1. Open an internet browser and go to **office365.ku.edu**.
2. Sign in with your **KU Online ID** and **password**.

To sign out: Click on **your name** and choose **Sign out**.

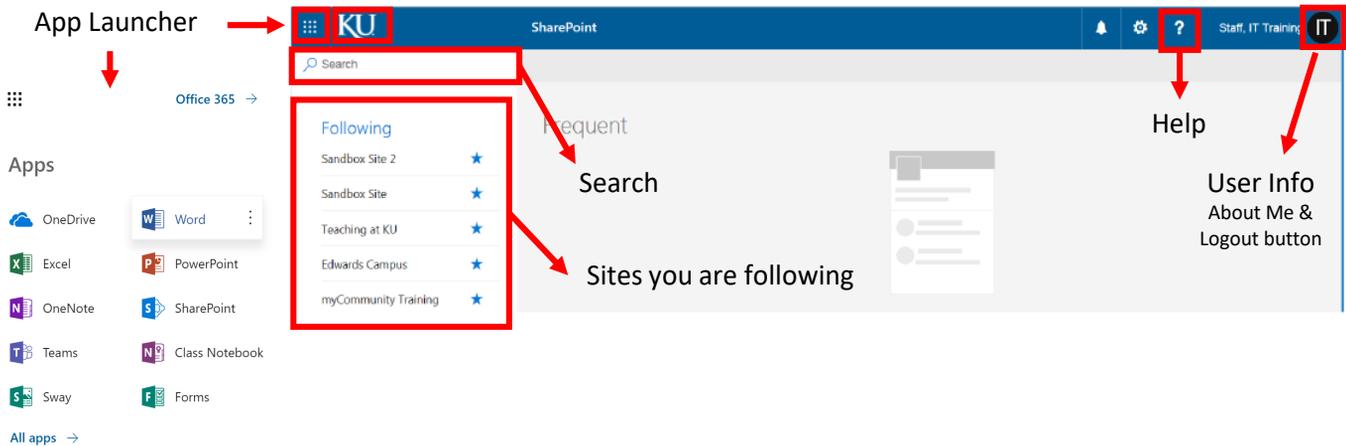


How to sign in from the Office 365 page:

Enter your username as your KU email address. Advancing to the password field will begin to redirect you to the KU login page where you will log in as normal.

Office 365 Landing Page

Click on KU to return to the dashboard.



Office 365 Apps:

 **OneNote Online**
Digital notetaking tool similar to Evernote

 **Sway**
Online presentation tool

 **SharePoint**
Sites hub

 **OneDrive for Business**
Your personal online cloud storage with 1TB of space; Share files with people internal and external to KU; Provide anonymous links to files;

 **Word Online**
Simplified version of Word

 **Excel Online**
Simplified version of Excel

 **MS Teams**
Collaboration hub, chats, task management, meetings

 **PowerPoint Online**
Simplified version of PowerPoint

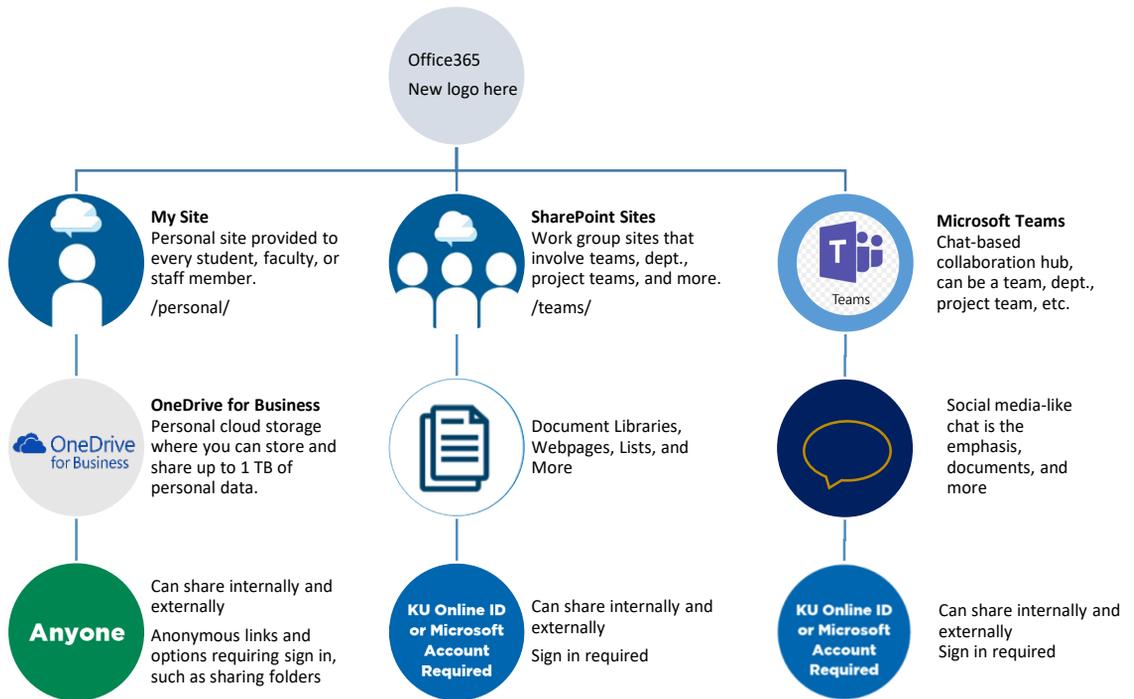
 **Forms**
Online web forms; Results saved in your personal OneDrive for Business

 **Planner**
Project management app that organizes tasks

Find more how-to information, FAQs, and discussions by logging in to going to **howto.ku.edu**.

Locations and options for sharing:

Within the umbrella of Office 365, there are multiple locations you could potentially store and share information, including files, webpages, and more.



How to find a site:

To find a site:

1. Log in to office365.ku.edu.
2. In the search box, **enter the name of the site** or a keyword contained in the site's name or title.
3. **Choose the site** from the list **or press Enter** to see a full list sites, documents, and other items with the key word. Then select the site.
4. Once you are on the site, click on the **Following/Not Following star** to follow the site and find it more quickly the next time.



Once you follow the site, you'll be able to log in, select SharePoint, and see the site listed under Following.

How to find a document:

You have several options for finding a document that's been shared with you:

Use Search: Follow the directions to the left to search for the document.

In Office: If you opened the file from an Office Application on your desktop, it should appear as under **File > Recent**.

Shared with Me: In OneDrive for Business, look in the left column for Shared With Me to see a list of documents shared from OneDrive for Business.

Find the emailed link: If you received an email with a link directly to the document, you can reference that email.

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How to sign in from the Office 365 page:

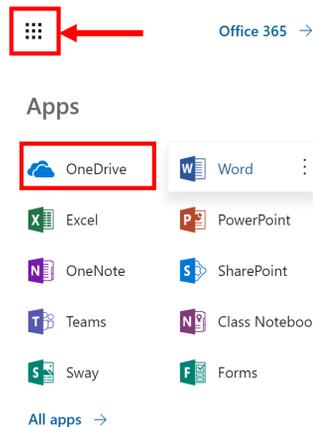
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OneDrive for Business and Office 365:

You have access to one terabyte of online personal storage with OneDrive for Business and the ability to view, edit, and create documents from your desktop, internet browser, or mobile device using Office 365.

How to access OneDrive for Business using a browser:

1. Log in to **office365.ku.edu** with your KU Online ID and password.
2. Select the **App Launcher** and then select on **OneDrive**.



How to access Office 365 downloads:

You can download and install the latest version of Office on up to five personal computers.

1. Log in to **office365.ku.edu** with your KU Online ID and password.
2. Click on **Office 365**.

How to access OneDrive for Business and Office 365 using a mobile device:

You can download and sign in to the OneDrive, Newsfeed, Word, Excel, PowerPoint, and OneDrive apps on most mobile devices. On some devices, you will also need to download Microsoft's Authenticator App, but you will not need to log in to it.

Once you download the app, log in with your **KUOnlineID** followed by **@home.ku.edu**. You'll then be taken to the KU login page where you can log in as normal. For more on mobile, see the myCommunity help site (link in the footer).



OneDrive for Business

Your personal online cloud storage with 1TB of space; Share files with people internal and external to KU; Provide anonymous links to files;



Authenticator App

An app that may be required for you to download to use the Office apps on your mobile device--no need to log in.



OneNote

Digital notetaking tool similar to Evernote



Word



Excel



PowerPoint

How to upload files from the browser:

Once you've logged in and navigated to OneDrive for Business, you can upload files in two ways:

1. You can click on **Upload** and then browse to and select the file on your machine.
2. You can **drag and drop** the files onto the documents list in OneDrive for Business.
3. You can **sync** your files so that they appear just as a network drive in your computer's file browser.

How to share files:

From OneDrive for Business, you can share files with people internal and external to KU in a few ways:

1. From the document's list, you can click on the **ellipses icon (...)** next to the document and select **Share**.
2. In the editing window, you can click on **Share**.

When you share using the default options, you will send each person an email with an optional message and a link to the file. Please see the note on the front regarding the Office 365 login page.

How to upload files from the desktop/sync:

When you "sync," the files that you store in OneDrive for Business will be accessible from your computer's file browser. *Note: Files stored locally will not automatically "back up" there. Instead, you will have to move files to OneDrive for Business.*

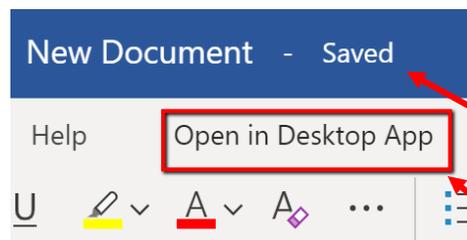
1. Once you've logged in and navigated to OneDrive for Business, select **Sync**.
2. Follow the prompts and enter your KU email address as your username.
3. Sign in with your KU Online ID and password.
4. Select Next to choose the default storage location.
5. Choose which files and folders you'd like to sync from your OneDrive for Business (you can update this later).
6. Choose Open my OneDrive – the University of Kansas to see the files.

Note: The process of syncing may take some time and requires an internet connection. When you make changes to a document, either online or from your desktop, you may need wait for a few seconds for the sync to complete. You can view sync status and set preferences by selecting the OneDrive icon in the toolbar.



How to edit a document in a browser:

When you open a document in the browser, it will open in the online version of that software, e.g.: Word Online.



When editing in the online version, you do not need to press Save--the program automatically saves your changes. You can see this in the center bottom of the browser where it will either show **Saving...** or **Saved**.

To switch from the online to the desktop version of the program, click on **Open in Desktop App** in the gray bar. The document should launch in your desktop software. If it does not, talk to your tech support staff.