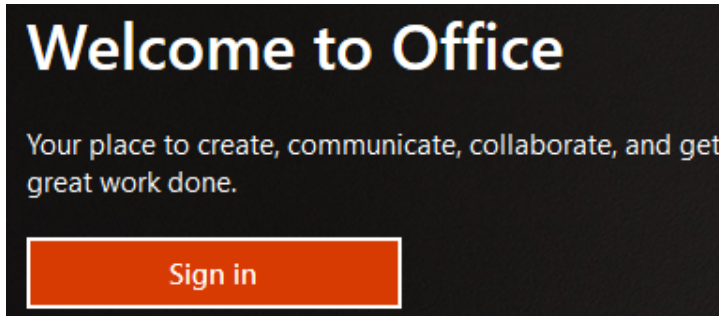


OFFICE 365 STUDENT GUIDE

1. Visit <https://Office.com> to get access to Office 365.



- Click on Sign-In.
- Enter your StudentID@student.usp.ac.fj and select Next.
- Enter password and select Sign-In.

This is the same password as Student SOLS, Moodle or Student Email. Kindly note the sign-in format for students which is SXXXXXXXX@student.usp.ac.fj

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

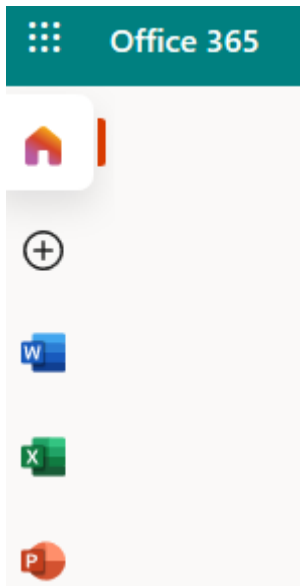
No

Yes

Please login as username@usp.ac.fj for staff and SXXXXXXXX@student.usp.ac.fj for students

- For Stay Signed-In? Click No.
- Click the arrow to pass the Welcome Message from Office 365.

- Click on Word, Excel or PowerPoint to use Office 365 from Microsoft Cloud.

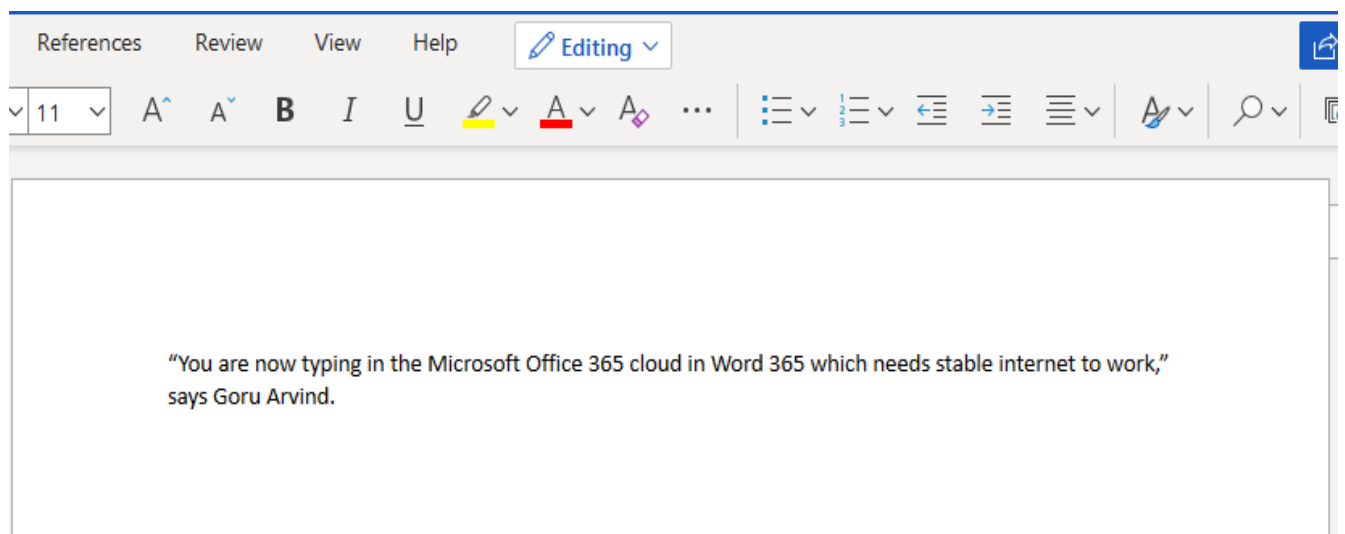


Office 365 icons will appear for you to select the relevant application (Word, Excel, PowerPoint and OneDrive)

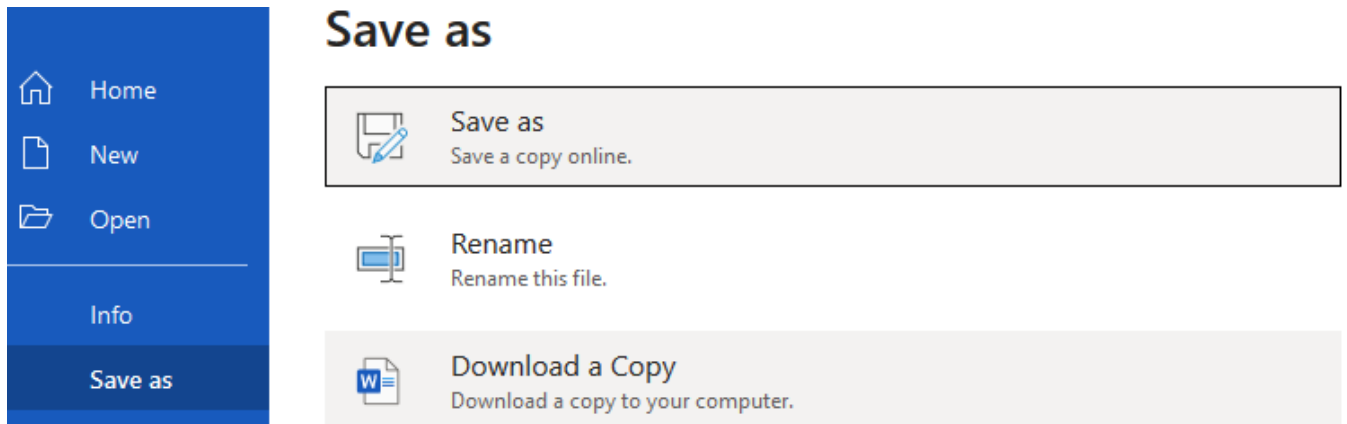
2. Learn to Save a File in Office 365.

SAVE A FILE

- Click Word or Excel or PowerPoint -> New Blank Document -> Start Typing Normally.



- Click File -> Save As -> Download a Copy -> Download a Copy to Your Computer.



- If you have a personal copy of Microsoft Office installed in your computer, the document will open from C drive, My Documents, Desktop or where you saved it last. **It is recommended to 'Save a copy online' and 'Download a Copy'** so that you always have a **backup** in case Office 365 is not accessible due to internet connectivity from where you are.

3. Learn to Open a file in Office 365.

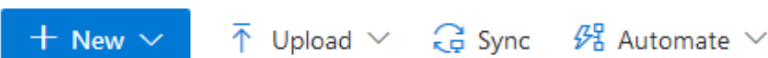
OPEN A FILE

- Click Word or Excel or PowerPoint.
- Select Open -> View More Files.

**My files**

	Name ▾	Modified ▾	Modified By ▾
	Assignment 1 - Test File.docx	A few seconds ago	Goru Arvind (student)
<input checked="" type="checkbox"/>	Document.docx	10 minutes ago	Goru Arvind (student)

If you TICK a file from *My Files*, you will have new buttons above to Open, Share, Copy Link, Download (to your computer or USB drive), Delete or Rename it.

**My files**

	Name ▾	Modified ▾	Modified By ▾
	Assignment 1 - Test File.docx	A few seconds ago	Goru Arvind (student)
	Document.docx	10 minutes ago	Goru Arvind (student)

When no files are selected, there is an option above to Upload a file from your computer or USB drive into Microsoft OneDrive which represents your Office 365 storage on the internet.

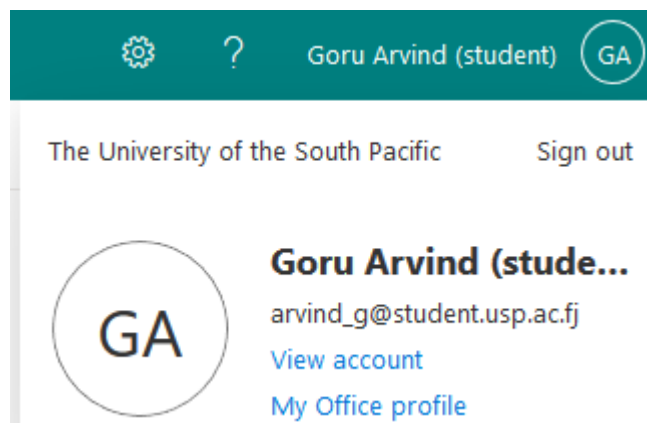
- Select Upload and Open.
- Browse for the file you saved last in C drive or on USB or on OneDrive.
- Select the file -> Click Open -> Office 365 will upload the file to OneDrive.
- Edit the file as usual.
- Save the File and download a copy when you are done.

You can also try File -> Save As -> Save As -> Save a copy online. This will keep a saved file in OneDrive.

4. Logging off and additional help.

LOG-OFF

- When done with Office 365 -> Select the top-right icon -> My Account -> Sign Out.



ASSISTANCE

If any assistance is needed, please contact helpdesk@usp.ac.fj