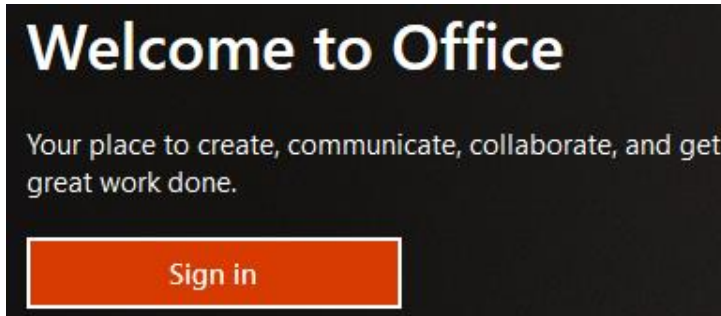


OFFICE 365 STAFF GUIDE

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



- Click on Sign-In.
- Enter your StaffID@usp.ac.fj and select Next. (e.g. arvind_g@usp.ac.fj)
- Enter your password and select Sign-In.

This is the same password as Staff SOLS, Moodle or Staff Webmail. Kindly note the sign-in format for staff which is XXXXXXXX@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

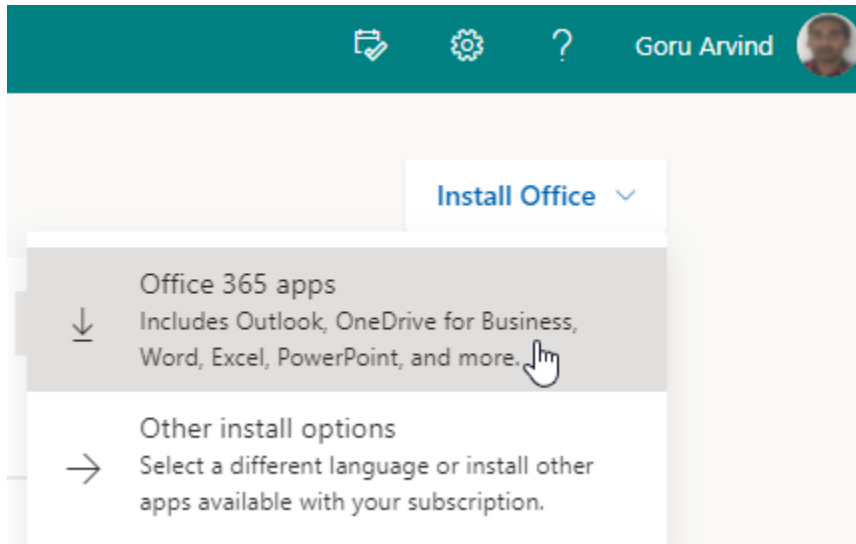
- For Stay Signed-In? Click No.
- Click the arrow to pass the Welcome Message from Office 365.

OFFICE 365 INSTALL

Staff are allowed to install Office 365 into any 5 devices of their choice including desktop, laptop, smartphone and tablet.

1. After logging into Office 365, you have the option to download and install the application to your device.

Select Install Office -> Office 365 apps.



A sample YouTube video is available to help you install Office 365:

<https://www.youtube.com/watch?v=ndH0lukc7qI>

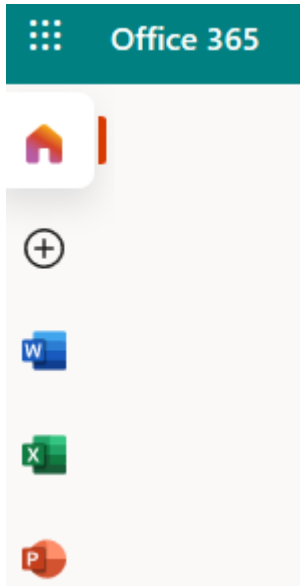
2. After installing Office 365, you must Open Word 365 -> File -> Account -> Sign-In as StaffID@usp.ac.fj (e.g. arvind_g@usp.ac.fj) with your domain password to activate Office 365.
3. Should you need any assistance with installing Office 365 to your device, please email helpdesk@usp.ac.fj

After the activation process, you should be able to use Office 365 applications in your personal or USP owned device.

Some options like *Microsoft Teams* are disabled at this stage, but Zoom Sessions can be pre-booked at least 24 hours ahead via helpdesk@usp.ac.fj

OFFICE 365 IN CLOUD

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

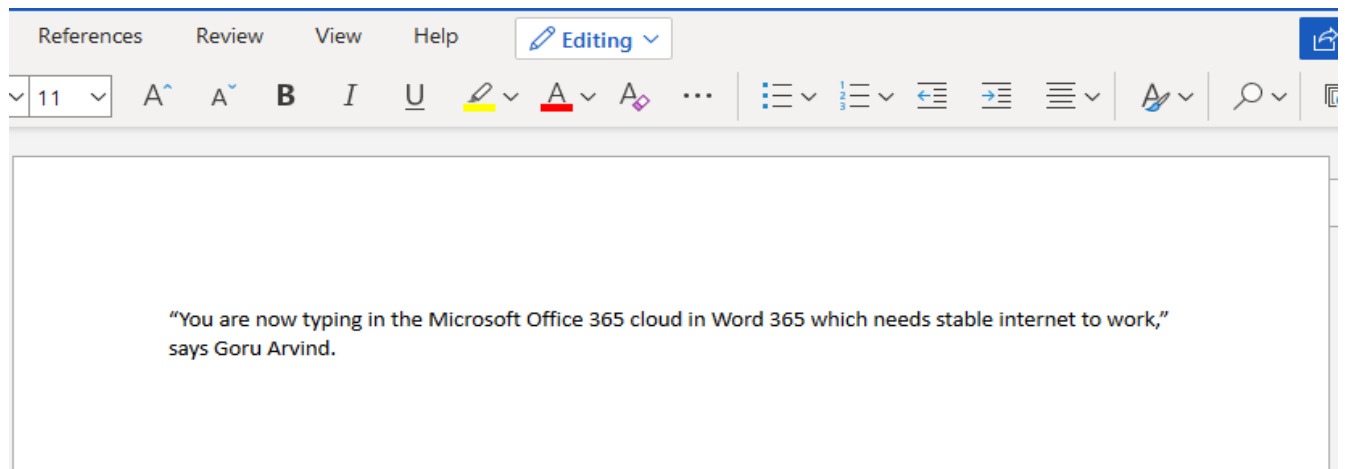


Office 365 icons will appear for you to select the relevant application (Word, Excel, PowerPoint and OneDrive)

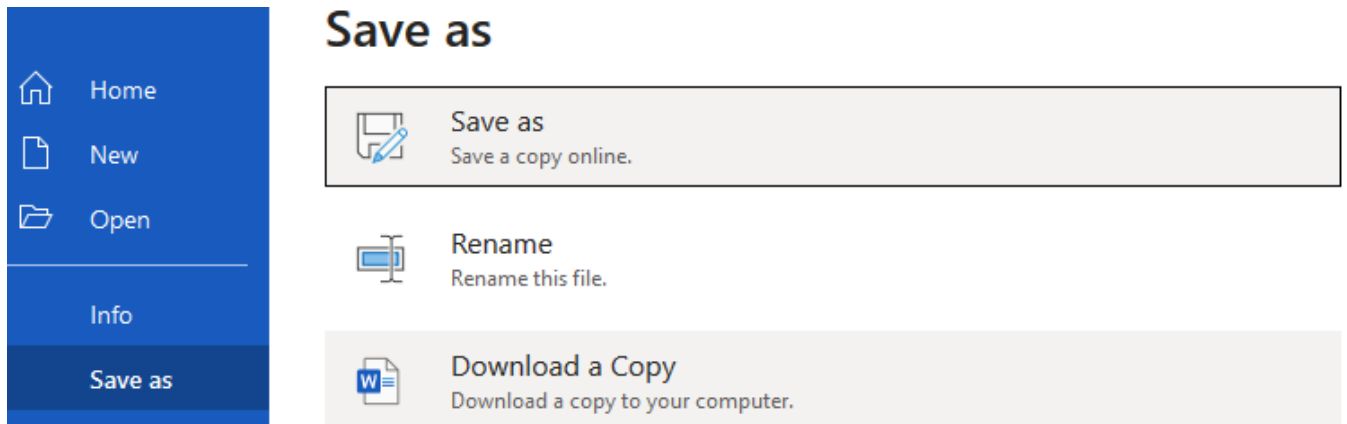
2. Learn to Save a File in Office 365.

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.




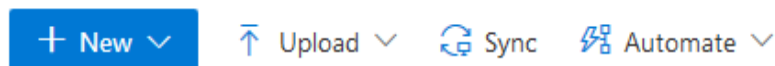
Save as

-  **Save as**
Save a copy online.
-  **Rename**
Rename this file.
-  **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.

Hint: If you click on the OneDrive icon  **OneDrive**, you will have access to what is already uploaded in your *Staff Share for OneDrive*.



+ New ↑ Upload ↻ Sync ⚙ Automate

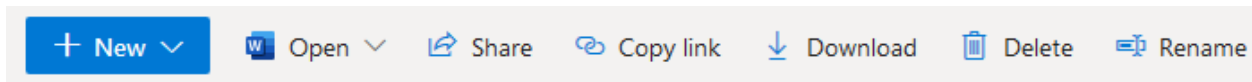
My files

	Name ▾	Modified ▾	Modified By ▾
	Assignment 1 - Test File.docx	April 7	Goru Arvind (student)
	Document.docx	April 7	Goru Arvind (student)

3. Learn to Open a file in Office 365.

OPEN A FILE

- Click Word or Excel or PowerPoint. Create a new blank document or workbook or presentation.
- Select File -> 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 after clicking on the 3 vertical dots.

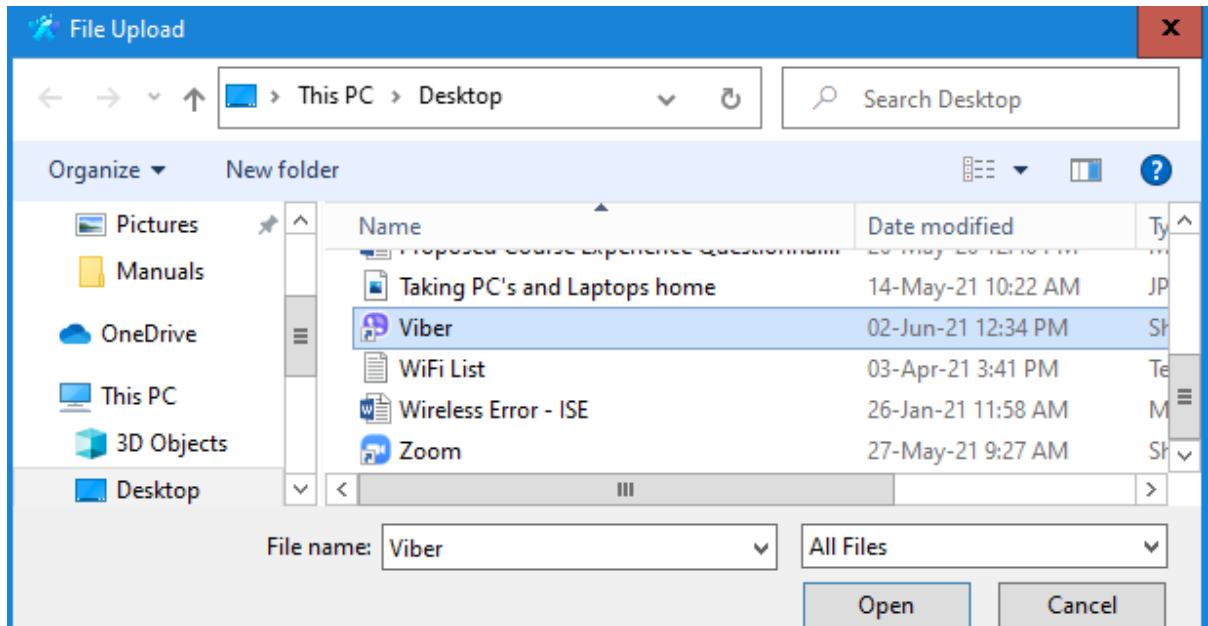


My files

	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 -> Files (or Folder).



- Browse for the file you saved last in C drive or on USB.
- 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.

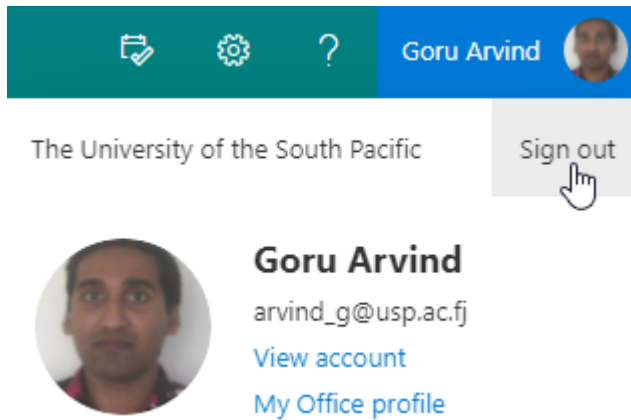
Note:

Your *Staff Share for OneDrive* has a capacity of 1 GB.

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