DMU Replay title: **Office 365 (July 2018)**

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As a student at DMU you have access to Office 365 which is the latest version of Microsoft Office and includes Microsoft Word for word-processing, Powerpoint for creating presentations and Excel for spreadsheets.

It also includes Outlook which is where you can access your student email.

In addition, you are also given 1 terabyte of online, or cloud, storage via Microsoft’s OneDrive. You can either download the full suite of Office programmes onto your computer, tablet or laptop or you can use a simpler online ‘Sign-In’ version of any of the Office ‘apps’ or programs.

To use any Office 365 app or program, log in to myDMU …

From the myDMU homepage select the Office 365 tile.

Here you are given two options: the ‘Sign-In’ option contains the more basic online versions of the Office apps or programs. These are simpler to use and may be all you need for many tasks – such as basic word-processing.

Alternatively, the ‘Download’ option enables you to download the full version of any, or all, the Office programs to use for as long as you are a student here at DMU.

Let’s look at each of these in turn.

Note that when you **first** select *either* of these options you have to log in via DMU’s ‘Single Sign-on’ screen.

When you select the simpler ‘Sign-In’ version of Office 365 you’ll be presented with a choice of programs or ‘apps’.

OneDrive is a cloud based storage area giving you 1 terabyte of online storage.

Here’s what the ‘Sign-In’ version of Microsoft Word looks like. It appears very similar to the full version of Word and you may well find it has enough functionality for most word processing tasks.

The ‘Sign-In’ versions of Powerpoint looks like this.

And Excel looks like this.

To access the ‘full’ version of Office: select the Office 365 tile and select ‘**Download** Office 365’ instead.

You’ll find an explanation of how to download these programs.

Following these instructions: go to the ‘Office 365 Home Screen’, select ‘Install Office Apps’. Follow the instructions. Once ‘Office Apps’ has installed you have the full functionality of: Microsoft Word, Excel, PowerPoint and the other Office programs.

When you finish using any of the apps in MyDMU, don’t forget to log out, particularly if you are using a public computer. This is because MyDMU retains your login details unless you ‘Log out’ in this way. So if you don't log out properly in this way, particularly on a public or university computer, it's possible that someone else could log in as you.