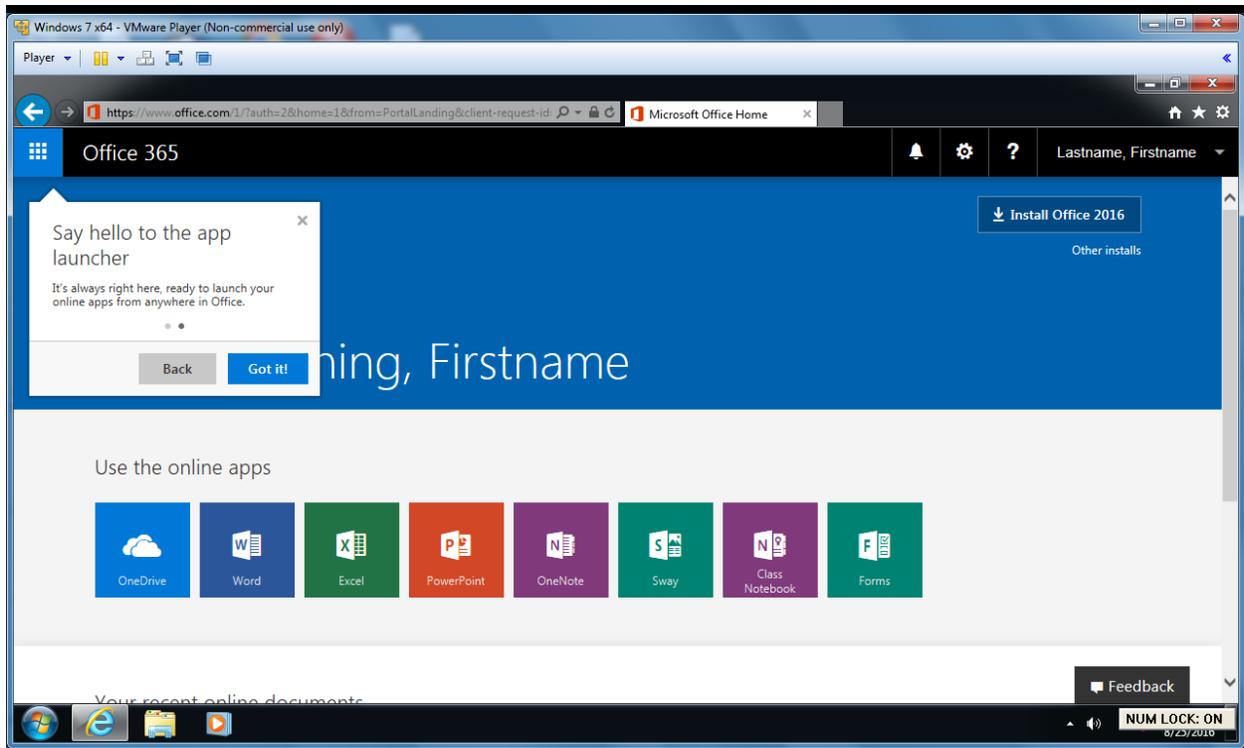


Introduction to Office 365 Office Web Apps and OneDrive for Business for Faculty/Staff

When you access your Office365 Portal by going to <http://office365.bloomu.edu/> you currently have immediate access to OneDrive and Office Web Apps. You can also click on the App Drawer in the upper left corner of any Office365 web page, and you will see tiles for **OneDrive** as well as the following Office Web Apps: **Word, Excel, PowerPoint,** and **OneNote**. These apps allow you to view and edit Microsoft Office files within your web browser without the need to install Microsoft Office apps to your device.



Office Web App files are automatically saved to your OneDrive as you work on them, but you are encouraged to click on the name of your file in the title bar and rename it so it is easier to find later.

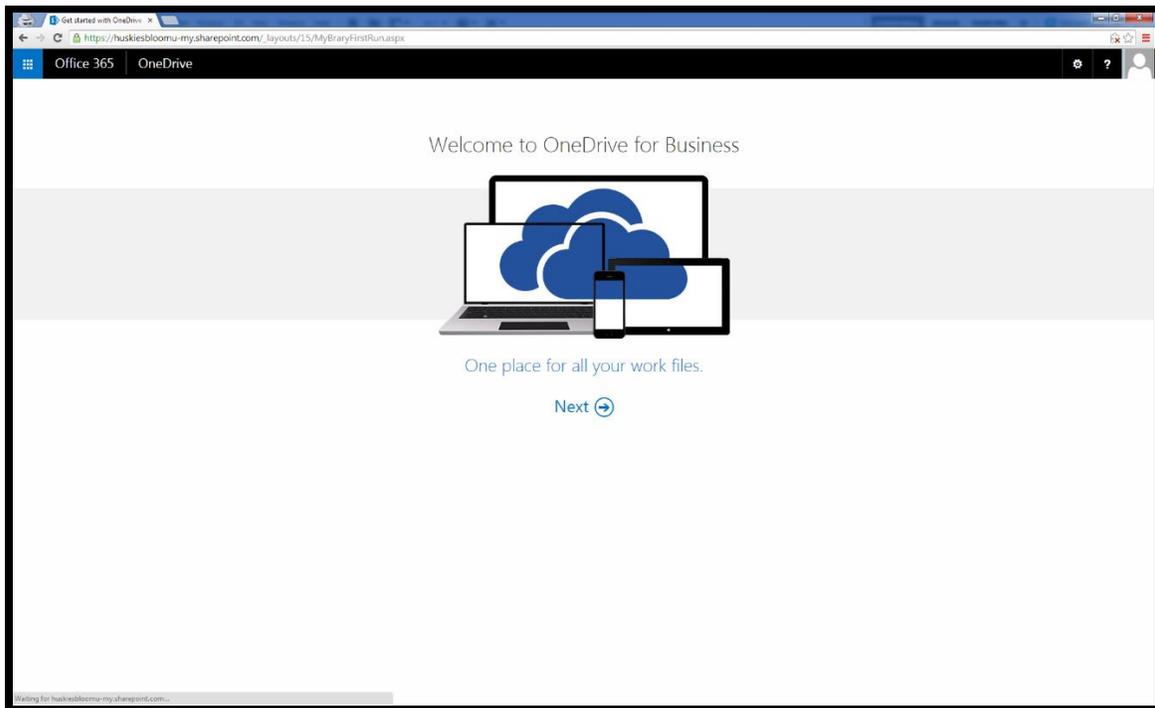
Please understand that Office Web Apps are basic and do not offer the same level of advanced features you will find in an installed copy of Microsoft Office (which you are also able to install on personal computers through Office365), however Microsoft promises to release new features for Office Web Apps on an ongoing basis.

Microsoft is currently allocating 1TB (1024GB) of disk space for each faculty/staff member's OneDrive.

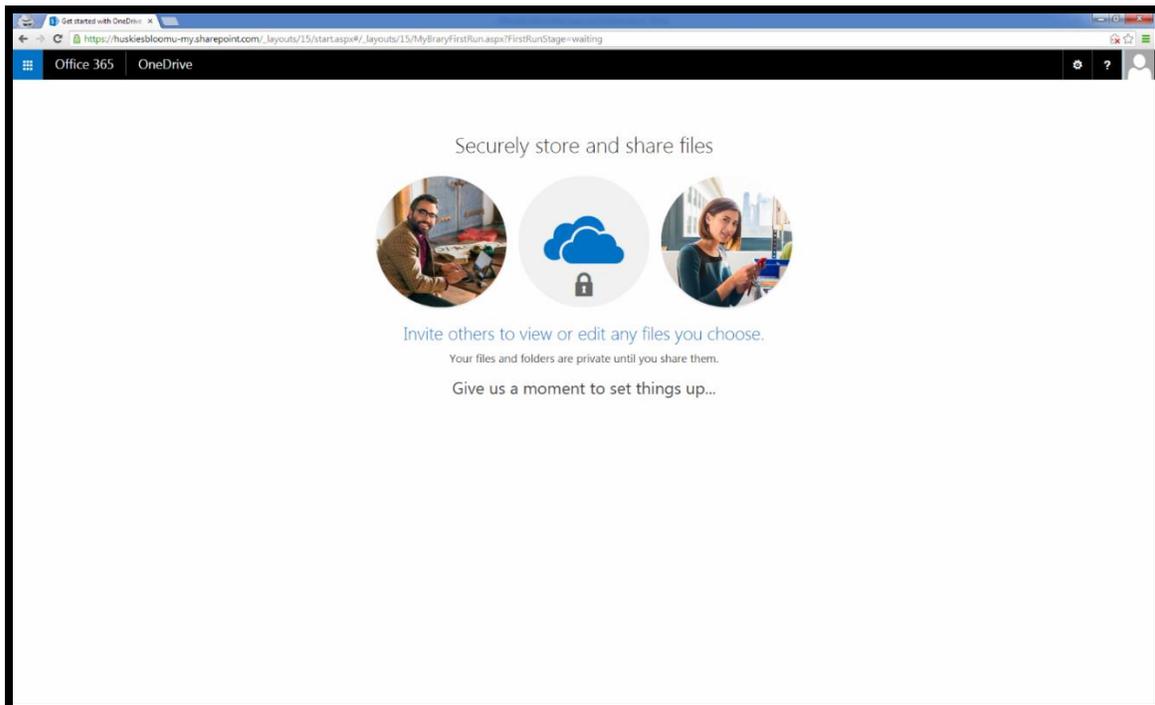
For a detailed walkthrough of what to expect during the initial setup of these Office365 offerings or to find out about OneDrive apps, please read on. Otherwise you may begin exploring your new OneDrive and Office Web Apps.

For information about accessing your OneDrive on your campus computer, please see <http://www.bloomu.edu/documents/tech/software/facstaff-onedrive-campus-computer.pdf>

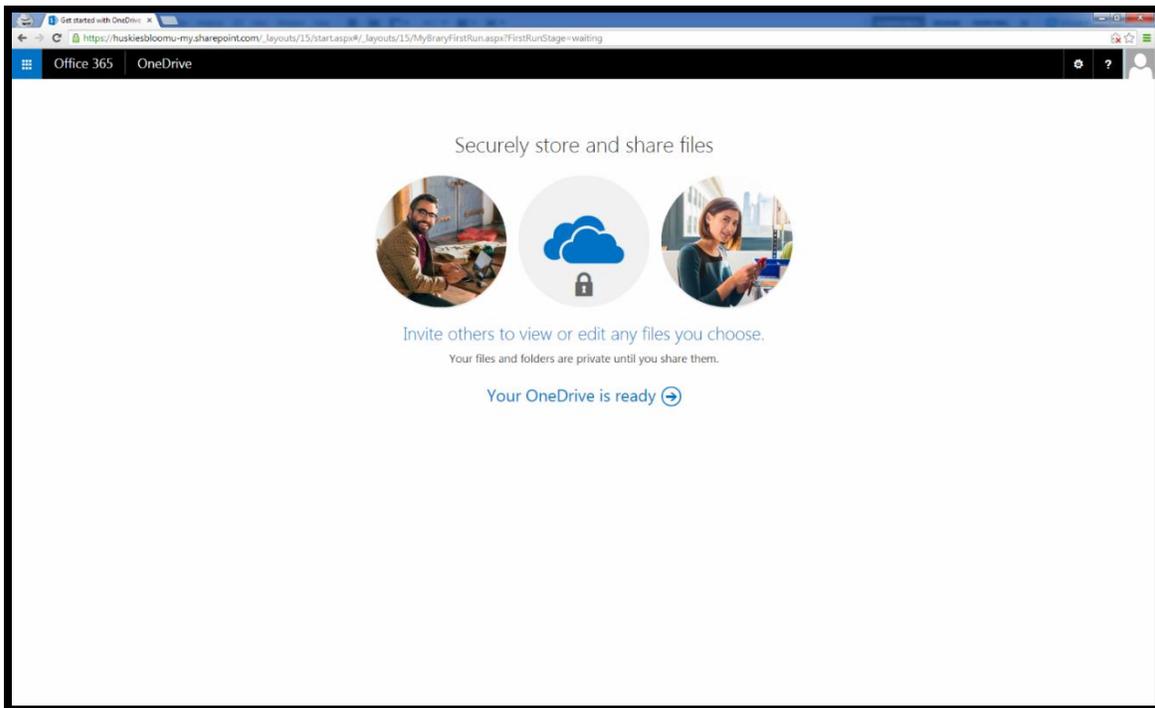
When you click OneDrive from the app drawer, you will see the following welcome message. Click **Next**.



If you did not already go into one of the Office Web Apps (which will set up your OneDrive), after you click "Next", you may momentarily see the text "Give us a moment to set things up...".



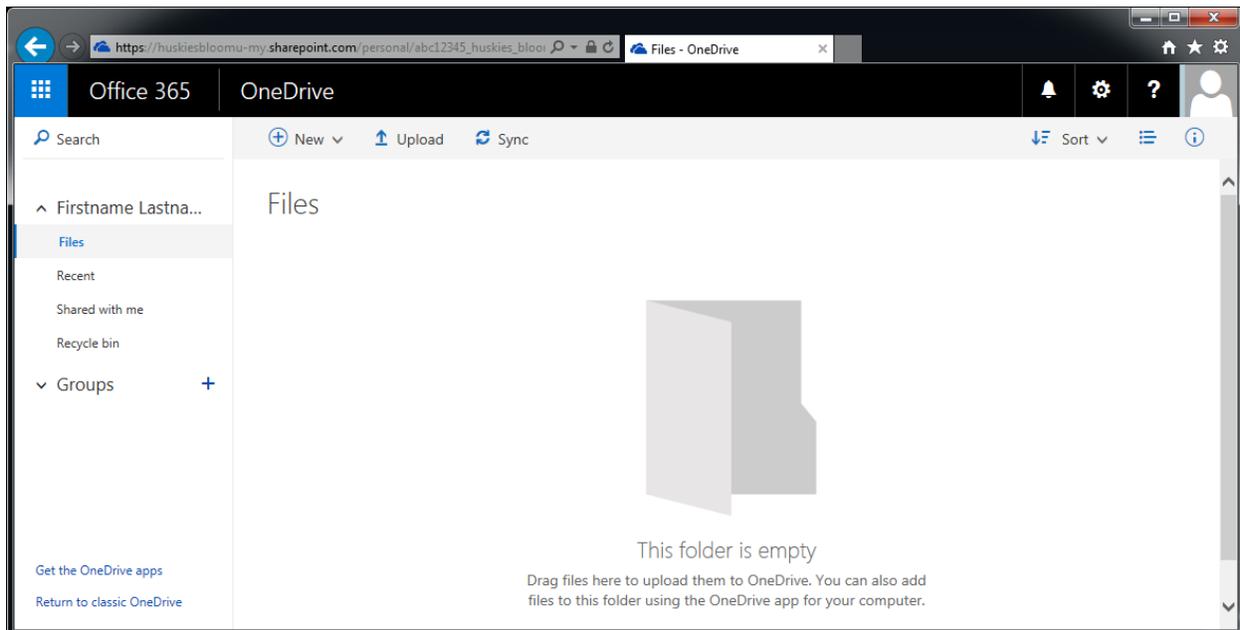
When your OneDrive is ready to go, you can then click “Your OneDrive is ready” to open your OneDrive.



This concludes initial setup of the OneDrive and Office Web Apps are fully ready to be utilized. If you have already gone into any of the Office Web Apps, you will not see this screen and will instead see any auto-saved files you’ve already worked on in your list of OneDrive files.

Please see the next page for an example of the current web interface, plus information about synchronizing your files between the cloud and your computer as well as accessing your OneDrive from your mobile device.

The current web interface of OneDrive (as of 8/30/2016) looks like this:



Notice how you can drag files to the window to upload them, or use the Upload button at the top. Remember that when you create files within Office Web Apps, they will automatically be saved to your OneDrive and shown here. These files can be opened directly within Office Web Apps or can be downloaded to your device. Your files are all private by default, but you also have the option to share files with others.

To obtain a sync software application for a computer, you can click the Sync button at the top or click the “Get the OneDrive apps” link at the bottom left. This goes to <https://onedrive.com/download> (as of 8/30/2016) and currently includes applications for Windows, Mac OS X, Android, iOS, Windows Phone, and Xbox. When obtaining an app, if you ever have a choice between OneDrive Personal and OneDrive for Business, choose “OneDrive for Business” as that is what your BU account comes with. Many of the newer apps support both types, so this won’t be as confusing in the future.

For detailed information on using the sync software application on your campus computer, please see page 6 of <http://www.bloomu.edu/documents/tech/software/facstaff-onedrive-campus-computer.pdf>. This will also help you configure the OneDrive for Business Application for PC on a personal computer.

It is very useful to install mobile Office apps for Android or Apple iOS, sign in with your HuskyID and gain immediate access to your OneDrive for opening existing and creating new Office documents while on-the-go.

IMPORTANT: After you are no longer employed by Bloomsburg University, you may no longer use OneDrive for Business and its contents will be removed. You are encouraged to utilize the Sync application to transfer any important personal files to your personal computer prior to removal.

Related Office365 ProPlus software installation for personal computer information is available here:

PC - <http://www.bloomu.edu/documents/tech/software/Office365ProPlusFacStaff-PC.pdf>

Mac - <http://www.bloomu.edu/documents/tech/software/Office365ProPlusFacStaff-Mac.pdf>