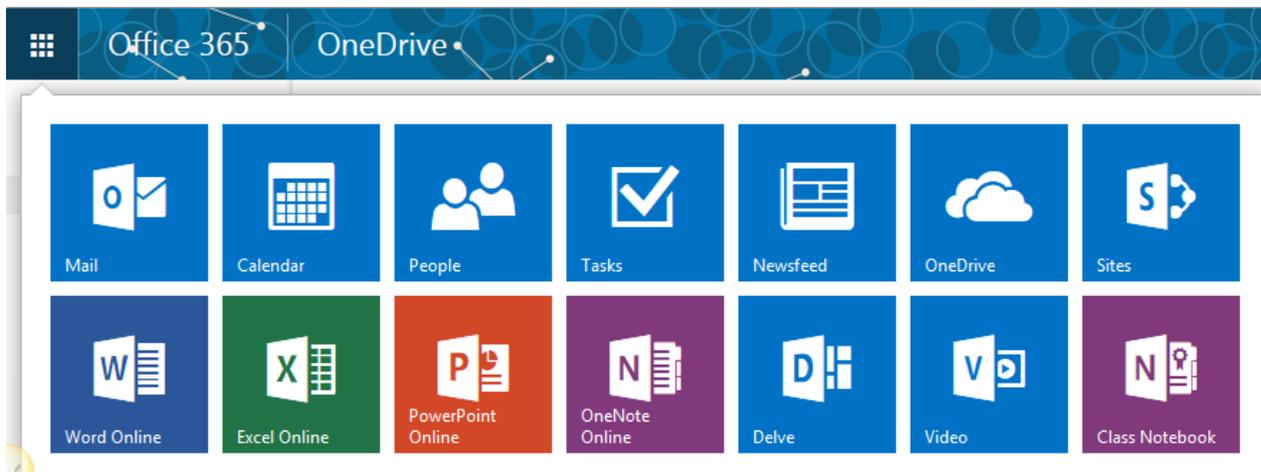


# Office 365 Applications

For the past 4 years, Messiah College has contracted with **Microsoft Office 365** for email, calendar, people (i.e. "contacts") and tasks. Now, Messiah College provides online access (via your web browser) to even more web applications (apps) including Word, Excel, PowerPoint, and OneNote. These new web apps (shown in the graphic below) provide the following benefits.

- Collaborative opportunities (users can control sharing options of files and folders)
- 1 TB of storage via OneDrive for work/school related items per user
- Familiar Microsoft Office interface
- Access to documents from any devices



## How do I access these new web apps?

Access through either of these URLs - <http://office365.messiah.edu> or <http://mail.messiah.edu/>.

Login with your Messiah College email account (username@messiah.edu) and your password. Access all other apps by clicking the app launcher  in the upper left corner of the screen.

## What is OneDrive?



OneDrive is part of the Microsoft Office 365 online service that provides secure individual work related file storage accessible from anywhere. It offers the ability to sync with your PC, easily share files with individuals both off and on campus, and simultaneously edit documents with others.

### **What is the difference between OneDrive and my network drives?**

Messiah College's network drives provide storage to Messiah College users and departments, and are maintained as part of the College's internal network (not "in the cloud"). Network drives provide extra levels of security and access controls for the College's data which may need to be protected for compliance reasons such as FERPA and HIPPA.

You will want to consider using OneDrive if you are interested in collaborating with others on work documents. OneDrive should not be used for confidential or highly sensitive information which Messiah College is required to protect.

For more information, see Messiah College's [Data Security Policy](#) and [Institutional Data Storage Standard](#).

### **What if I already have a personal OneDrive account with my Messiah email?**

That's OK! The consumer and business versions of OneDrive have separate log in pages. The Messiah community uses the business version. Use your Messiah College email account and password to log into the business version.

### **How much space do I have?**

Each user has 1 terabyte (TB) of space in their OneDrive account.

### **What is the maximum file size?**

Currently 2gb. File sizes are expected to increase to 10gb in future. You can have a maximum number of 20,000 files.

### **What about Messiah's Google Apps for Education space?**

Messiah will continue to maintain our Google Apps for Education space as well.

### **How can I learn more?**

Throughout the fall and spring semesters Learning Technology Services (LTS) will provide workshops and access to user guides. Information will be posted through mass email and our social networking sites.

- ITS Blog - [blogs.messiah.edu/its/](https://blogs.messiah.edu/its/)
- Student Facebook - [facebook.com/MessiahSCS](https://facebook.com/MessiahSCS)
- Ed Tech Twitter - [twitter.com/MCEdTech/](https://twitter.com/MCEdTech/)
- LTS YouTube - [youtube.com/learningtechservices](https://youtube.com/learningtechservices)

Microsoft updates its web applications frequently. We want to partner with anyone interested in learning more about new applications that may become available. Simply contact us at [learningtechservices@messiah.edu](mailto:learningtechservices@messiah.edu) with questions.