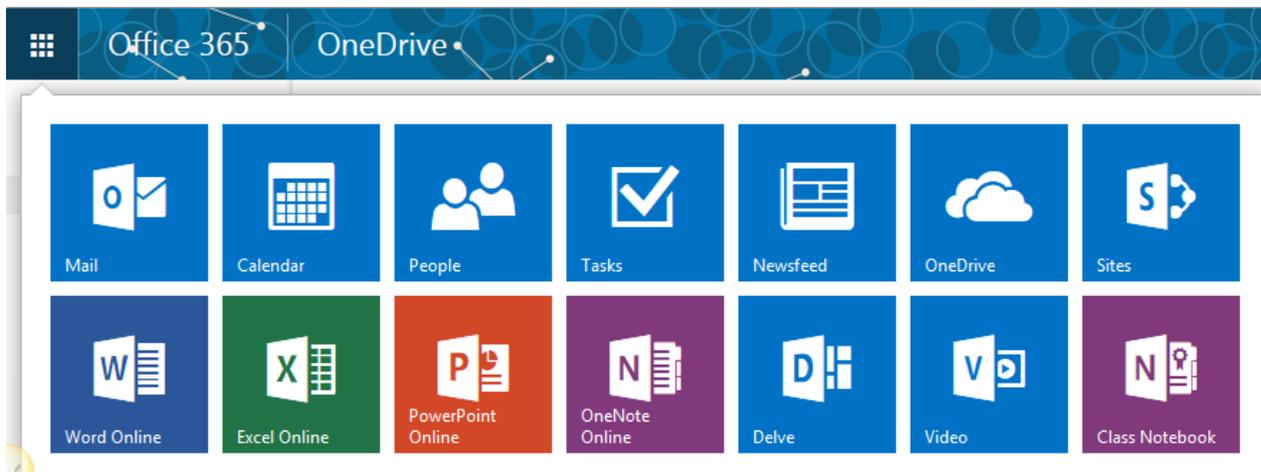


# Office 365 Applications

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 personal 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 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.

### **What about security?**

You will want to consider using OneDrive if you are interested in collaborating with others on education documents. OneDrive should not be used for confidential or highly sensitive information.

### **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.

### **What happens to my files when I graduate?**

Students maintain access to Office365 Applications for the semester following their graduation. Files may be transferred by the student to a personal account or storage device during this time.

### **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.

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