NSCAD students will now have access to Microsoft cloud based apps through Office 365. Students will be able to use these apps to access their emails, store data, connect with the NSCAD community and work on assignments with the online Microsoft Office suite.

Browse and learn about each of your Office 365 apps listed here with a brief summary of their functions or go directly to the Help Sheet which will show you how to use a few important apps.

You can view and access all of these apps whenever you click on the Office 365 icon on the top left corner of your screen.

**Mail**
Access your NSCAD email account.

**Calendar**
An online personal calendar where you can add important dates and events which you can share with other users.

**People**
Manage your email contacts and groups.

**Tasks**
Create a handy tasks list or see a list of the items that you have flagged in your Mail.

**Delve**
Manage and share your documents that have been saved to One Drive or discover what others have shared.

**OneDrive**
1 terabyte of online storage per student.

**Newsfeed**
View or follow conversations that are happening between your peers.

**Video**
Upload, share and play videos.
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<th>Application</th>
<th>Description</th>
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<tr>
<td>SharePoint</td>
<td>Intranet site for your teams. You can use it as a secure place to store, organize, share and access information.</td>
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<tr>
<td>Word</td>
<td>Online Microsoft Word: Can be used anywhere to create and edit text documents online.</td>
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<tr>
<td>Excel</td>
<td>Online Microsoft Excel: Can be used anywhere to create and edit spread sheets online.</td>
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<tr>
<td>Power Point</td>
<td>Online Microsoft Power Point: Can be used anywhere to create and edit slide presentations online.</td>
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<tr>
<td>OneNote</td>
<td>An online digital notebook that you can use anywhere for capturing, storing and sharing all kinds of information.</td>
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<td>Forms</td>
<td>Create and assess online forms, quizzes and surveys.</td>
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<tr>
<td>Sway</td>
<td>A digital story-telling app that you can use to create and share interactive presentations, reports or personal stories.</td>
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<tr>
<td>Planner</td>
<td>Organize your group projects by assigning specific tasks to people and setting deadlines.</td>
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INDEX
Click on the icons to go to the Help Sheet

MAIL TUTORIAL

CALENDAR TUTORIAL

ONE DRIVE TUTORIAL

HELP TUTORIAL
MAIL
access your NSCAD email account

HOW?
Sign in with your full email address and password (including the “@nscad.ca”)

FOLDERS
Inbox: Where you receive incoming emails.
Sent Items: Keeps a record of sent emails.
Drafts: Where partially composed emails are kept for future editing.

Create a Folder:
You can create new folders to better organize your emails, just click on the + symbol to create and name a folder and drag and drop your emails in it.

GROUPS
You can join/create groups with whom you can share documents, emails, have conversations or schedule events.

Click to browse available groups
Click to create your own group
CALENDAR

Use your personal calendar to keep track of deadlines, events and class schedules.

ADD CALENDAR

Use the Add calendar icon to overlay a Holiday Calendar or Secondary Calendar under the My Calendars section.

SHARE

Use the Share icon to share your calendar online with other Office 365 users in order to share important dates and events. Calendars shared with you will appear under the Other Calendars section.

PRINT

Use the Print icon for a printed copy of your calendar.
**ONE DRIVE**

1 TB of online storage which you can use to store your documents, images and files.

To create new files, click on **New** and select whatever tool (Word, Excel, PowerPoint) you wish to use. To add an existing file from your computer, click on **Upload** and select your desired files.

The **Sharing** column indicates who can see your file. The default is *Only you*, but you can modify this by clicking it and selecting *Invite People*. This will enable you to select people to view or edit your file online.

### Files

You can view all of the files that you have stored. This is where you will be able to find all of your ongoing work saved from online Word, Excel and PowerPoint.

**Recent**

Shows you only the most recent files that you have been working on.

**Shared with Me**

You can view only the files that others have shared with you.

**Discover**

Discover files that are trending around you.

**Recycle Bin**

See the items that you have deleted.
ACCESSING OFFICE 365 “HELP”

For any trouble shooting or for extra help and tips, you can access the help section of Office 365:

1. Click the “?” located at the top right of the screen.

2. Next look for “help”. This help feature is only available for MAIL, CALENDAR, PEOPLE and TASKS.

OR

3. Type a specific question in the search box.