



# Office 365

An Introduction  
for Faculty & Staff



50 GB  
EMAIL STORAGE



WORK TOGETHER  
ON DOCUMENTS



SECURE DOCUMENT  
STORAGE



SKYPE MEETINGS WITH  
THE CLICK OF A BUTTON

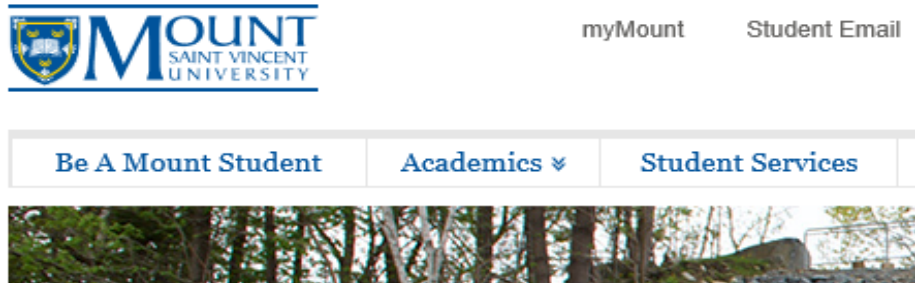


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# Accessing Office365 Features

**Step 1:** Click the *myMount* link from the MSVU homepage



**Step 2:** Sign in using your full MSVU email address and password.

Sign in

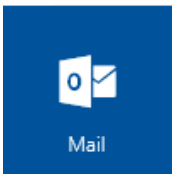
**Step 3:** Depending on your screen size, click on the waffle or the burger icon to access Office 365 features designed to expand your experience.



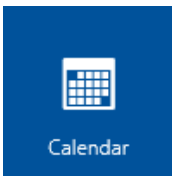
# Great features to use from Office 365



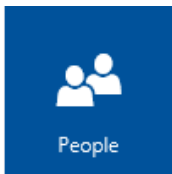
## Microsoft Office Suite



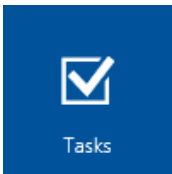
**Email:** An email account with 50 GB Cloud storage, including anti-spam and anti-virus.



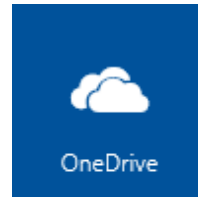
**Calendar:** Create appointments, meetings and invite others to stay organized.



**People:** Get in contact with other users from the Mount community to share information or discuss events.



**Tasks:** Be on top of your work by settings goals and to-do lists to make sure everything gets completed.



SECURE DOCUMENT STORAGE

Access 1TB of secure cloud storage space, located in Canada and available during your time at the Mount through OneDrive. Share documents, media and files with your co-workers, students and other campus groups. Access files from anywhere: on desktops, laptops or mobile devices.



Chat and collaborate via video, audio or instant messaging using Skype for Business.



Access your email, calendar and more while on the go. Visit the App Store on your device to download the apps. Set up is easy using your Mount email address and password.

# Viewing other Mailboxes & Calendars

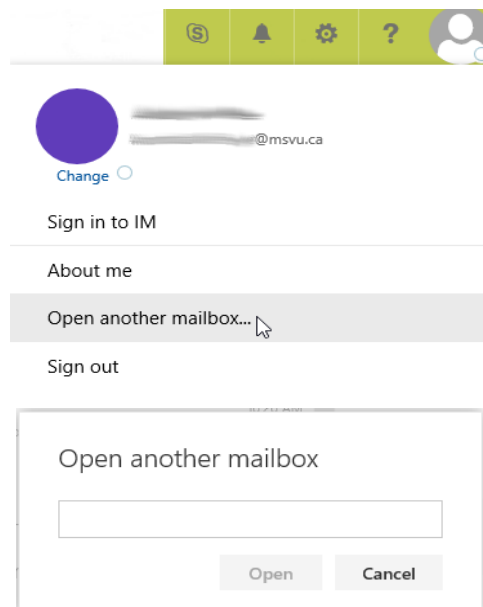
Faculty & Staff can continue to use Outlook on their desktops for email & calendars. If your email has been migrated to Office 365 and you normally have access to shared mailboxes or calendars that you would also like to access through the web, there are some additional steps to perform first.

**Step 1:** Sign into Office 365 online and open the Mail app.

**Step 2:** Click on your profile in the top right corner of the screen.



**Step 3:** Select *Open another mailbox* from the menu and enter the name of the mailbox owner.



**Step 4:** Click the *Open* button and you're done!



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IT&S Helpdesk

902-457-6538

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[helpdesk@msvu.ca](mailto:helpdesk@msvu.ca)