



Office 365

An Introduction
for Students



50 GB
EMAIL STORAGE



WORK TOGETHER
ON DOCUMENTS



SECURE DOCUMENT
STORAGE



SKYPE MEETINGS WITH
THE CLICK OF A BUTTON



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MICROSOFT OFFICE 2016



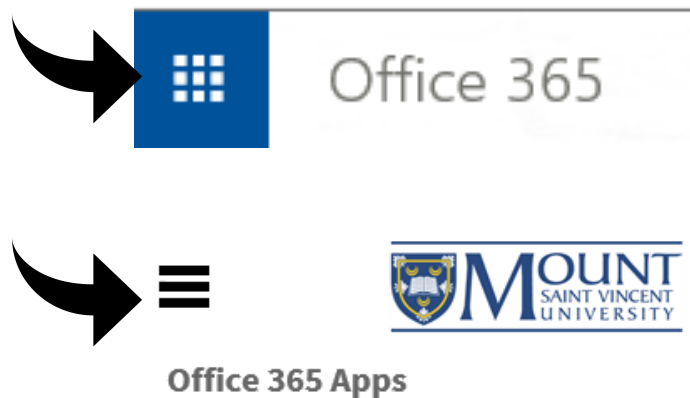
Accessing Office365 Features

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



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

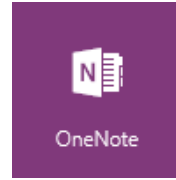
Step 3: Depending on your screen size, click on the waffle or the burger icon to access Office 365 features designed to expand your experience.



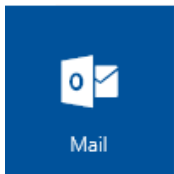
Great features to use from Office 365



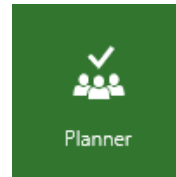
Microsoft Office Suite



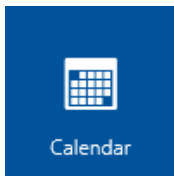
OneNote: Create Notebooks for your classes and gather your notes, drawings and clips together in one place.



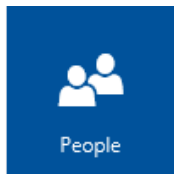
Email: An email account with 50 GB Cloud storage, including anti-spam and anti-virus.



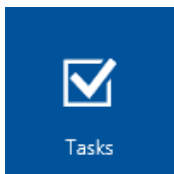
Planner: Create a new plan to organize teamwork. Assign tasks, share files and get updates on progress.



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

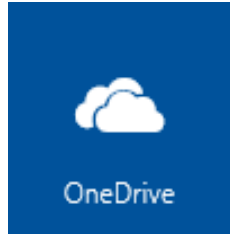


People: Get in contact with other users from the MOUNT community to share information or discuss events.



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

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.



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Access 1TB of secure cloud storage space, available during your time at the Mount through OneDrive. Share documents, media and files with your instructors, classmates 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.



Check in with your friends on Yammer: a private social networking site specifically for the Mount community.



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Android)

Watch training videos and get
support on
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