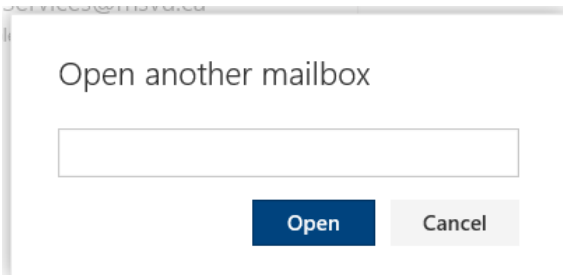## Viewing other Mailboxes & Calendars

To open another mailbox in Outlook online that you have access to:

1. Sign into Office 365 online and open the mail app.

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

3. Select "Open another mailbox..." and enter the name of the mailbox you wish to open.

Open another mailbox

| | |
| Open | Cancel |

4. Finally, click the "Open" button.

Getting Help

5 FREE COPIES OF MICROSOFT OFFICE

For use on your personal devices (PC, Mac, iOS and Android).

Watch training videos and get support at support.office.com

IT&S Help Desk, EMF 106
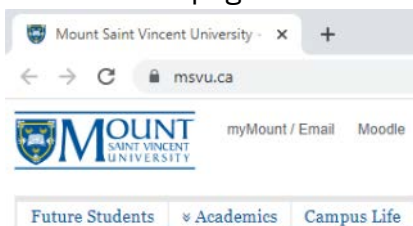
902-457-6538

msvu.ca/itservices

helpdesk@msvu.ca

Office 365

An Introduction for
Faculty & Staff

Office

MOUNT
SAINT VINCENT
UNIVERSITY

Accessing Office 365

Features

1. Click the "myMount" link at the top of the MSVU homepage

2. Sign in using your MSVU email address and password

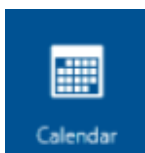3. Depending on your screen size, click the waffle or burger icon to access Office 365 features

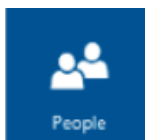# Great features to use from

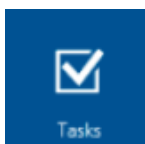## Office 365

Microsoft Office Suite

Email: An email account with 100GB Cloud storage, including anti-spam and anti-virus.
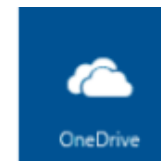
Calendar: Create appointments, meetings and invite others to stay organized.

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 setting goals and to-do lists to make sure everything gets completed.

OneDrive

Access 1TB of secure cloud storage space, located in Canada and available during your time at the MSVU 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.

Microsoft Teams

A communication and collaboration platform that combines chat, audio/video meetings, file storage (including collaboration) and integrates with the Office 365 suite of products. Teams allows you to host meetings and events with users internal and external to the University.

Mobile Devices

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.