



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.



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.



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

## 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](https://support.office.com)

IT&S Help Desk, EMF 106

902-457-6538

[msvu.ca/itservices](https://msvu.ca/itservices)

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

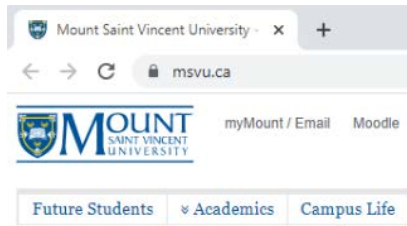
## Office 365

An Introduction for  
**Students**



## 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

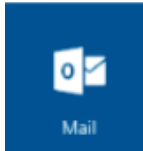
3. Depending on your screen size, click the waffle or burger icon to access Office 365 features



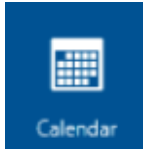
## Great features to use from Office 365



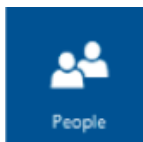
Microsoft Office Suite



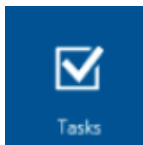
Outlook: An email account with 100GB Cloud storage, including anti-spam and anti-virus.



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



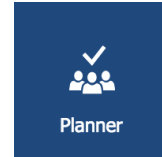
People: Get in contact with other users from the Mount community to share information or discuss events.



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



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



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

## 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 MSVU email address and password.