Knights Email – What is Office 365?

Logging into your Knights Email via Outlook Web Access opens up the ability to use Office 365. Office 365 allows you to monitor your inbox, create new events on your calendar, instant message, and share documents from anywhere.

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Need Help?

Do you have questions about Office 365 that are not covered in this document? Check out the link for more details: Learn More Here
**Getting Started**

Click here to for the Office 365 Login page: [Office 365 Sign-In](#)

In Office 365, you have complete access to your Knights email, as well as the capability to use multiple features like Lync, OneDrive/SharePoint, and various Microsoft Office applications.

**First, sign in with your email address and password.**

![Office 365 Sign-In](Image)

You may be prompted with this ‘Get Started’ page.

*(TIP: Access the ‘Get Started’ page by clicking on the settings icon, and clicking ‘Office 365 Settings’.*

![Get Started with Office 365](Image)
Under the ‘Online’ tab, you can learn more about Office 365 and its features.

Here is a video overview of Office 365: [Welcome to Office 365](#)
Finally, under the section ‘Phone & Tablet’, you can sync your mobile device to Office 365.

Click the ‘Outlook’ tab in the upper right corner.
Outlook

Here, you will see your Outlook inbox.

You will find all the emails you have received under this tab. You can view the emails you have sent and drafts you have made, as well as organize the emails you have received into specific folders.

Click on the ‘Calendar’ tab to view your calendar.

The Calendar can serve as your daily, weekly, or monthly planner. You can enter in events and appointments to build your schedule, which will also provide you reminders right before the start time.
The ‘People’ tab is your contact list.
This is where all your contacts are stored. You can add, subtract, and organize people into groups to help you find who you want to communicate with easily.

Newsfeed
In the Office 365 Newsfeed, you can follow people, documents, and tags to stay up-to-date on ideas or activities tailored for you. Consider this your social media “wall” or “timeline”.

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Sites

Under the ‘Sites’ tab, you can build and link your personal or team website through SharePoint, as well as tailor the page with websites you want to follow.
Office 365 Features

OneDrive

In addition to the features listed above, Office 365 users also have the ability to use OneDrive. OneDrive is a universal tool that allows you to upload and share documents with others.
Create New Documents

You can create a new document in OneDrive by clicking on ‘New’ and selecting the Microsoft Office application you wish to create your document with. OneDrive harbors Word, Excel, PowerPoint, and OneNote at your disposal.
**Uploading Documents**

Select ‘Upload’ to upload your file to OneDrive. Click ‘Choose Files’ to search through your computer drive for documents you wish to store on OneDrive.

You can also edit and manage your documents in OneDrive. Once uploaded, you can invite who you want to your share documents with, including sharing it only with yourself.

For more on OneDrive, watch this video: [OneDrive Overview](#)

*(NOTE: SkyDrive is now OneDrive, and SkyDrive Pro is now OneDrive for Business)*
SharePoint

SharePoint allows you to create websites and collaborate with others. You can build a team site to work on group projects that includes calendars, timelines, task lists, and share files. SharePoint is integrated into your OneDrive which allows you to create, edit, share, and sync documents.

Access SharePoint under the ‘Sites’ tab. Click on ‘SharePoint 101’ for help on getting started.

Click on ‘SharePoint 101 (PDF)’ for a guide through SharePoint and its integration with OneDrive.
**Step-by-Step Guides**

Learn more about SharePoint’s features with the ‘How-To’ PDFs under ‘Step-by-Step Guides’.

**Microsoft Official Documents and Training**

There are also training videos and courses provided by Microsoft that detail SharePoint further.
Lync

Lync offers you the ability to start an instant message chat, as well as voice or video call your contacts. You can access Lync on your computer or any mobile device, giving you the ability to communicate anywhere.

In Office 365, you can instant message your contacts without installing Lync on your computer, but you will need to install if you wish to use the voice or video call features.

To install Lync on your computer, click on the settings icon → **Office 365 Settings**

Click on ‘Software’.
You can choose if you want to install the latest version of Office, which would in turn update to Lync 2013, or install Lync 2010 individually.

If you only want to Install Lync 2010, you will be brought to this prompt box. Click ‘Install’ to install Lync 2010 onto your computer.
To learn more about Lync, click here: Lync Overview

For help on how to install Lync on your computer, click here: Installing Lync

For help on how to open Lync on your computer, click here: Opening Lync