

Office 365 @ UT



One place for organization
Store documents, videos, files, emails, and more in the cloud for easy access



Connect anywhere, on any device
Collaborate on different devices in real time without impact on formatting



Simplified content management
Create groups and teams to make sharing and managing content permissions easy

Office 365 is an ecosystem of productivity applications you can access from anywhere at anytime, making it easy to share ideas, collaborate with others, and **get things done faster with students, faculty, and staff.**

Find tools that meet the unique needs of your group and work-style. Share and co-author files, use group email, team chat, and online meetings to **collaborate with anyone, anywhere.**

Create **modern, collaborative classrooms** and connect with students and faculty with Office 365 productivity tools.

OFFICE 365 APPLICATIONS

- DELVE**: Office 365 profile management and content discovery tool
- ONENOTE**: Digital note taking tool
- SHAREPOINT ONLINE**: Customizable site for group content management
- FLOW**: Code-free task automation tool that can pre-program competitive and time consuming tasks
- OUTLOOK**: Manage email, calendars, and contacts from any device
- STREAM**: Video portal with channels, watchlists, and controls to make management and sharing easy
- FORMS**: Simple survey, poll and quiz tool with built in submission reports
- PLANNER**: Bridge the gap between formal project management and the need to "just get stuff done"
- SWAY**: Presentation publishing tool with modern design features
- OFFICE ONLINE**: Word, Excel, PowerPoint, and OneNote available anywhere
- POWER BI**: Create visual reports and dashboards for yourself or share them with others
- TEAMS**: Chat-based workspace connecting people, data, Office 365 and third-party applications
- ONEDRIVE**: Storage for personal files and drafts. Keep them private or share with others
- PROJECT ONLINE**: Advanced project and portfolio management tool with features like timelines, resource and cost planning, and more
- TO-DO**: Manage personal to-do lists and tasks on any device
- VISIO ONLINE**: Create vector diagrams and charts
- YAMMER**: Office 365 integrated employee social network

GETTING STARTED

- 1 Login**
Login to <https://office.com> with your Office 365 email address and EID password to explore applications you've got access to using the **explore all my apps** button. Once you're there, don't forget to **download the latest copy of Microsoft Office.**
- 2 Email**
Login to <https://office365.austin.utexas.edu> with your Office 365 email address and password to open your mailbox in the Outlook Web Application.
While you're there, you can do things like:
 - Send your first email
 - Create your email signature
 - Create mailbox rules
- 3 Calendar**
Login to <https://office365.austin.utexas.edu> with your Office 365 email address and password to open your mailbox and click the calendar icon .
While you're there, you can:
 - Set your calendar permissions and control who can view your free/busy time
 - View shared calendars
 - Schedule your first meeting
- 4 chat**
Download Microsoft Teams at <https://teams.microsoft.com/download> and begin sending chats and documents, collaborate with your Team in an online meeting or real time on a file.
While you're there, you can:
 - Connect with your office and colleagues
 - Send your first chat
 - Schedule and host an online meeting
- 5 Storage**
Use the waffle menu when logged into <https://office365.austin.utexas.edu> to open OneDrive.
You can use OneDrive as personal cloud storage to create and organize private files and drafts. Share files with others when you're ready or keep them private.
- 6 Take Notes**
Use the waffle menu when logged into <https://office365.austin.utexas.edu> to open OneNote. You can also download OneNote with the latest copy of Microsoft Office.
OneNote is a digital note taking application you can use to record, organize, and share ideas. Your notes automatically save and are synced as you work. You can Use OneNote to take private notes or share them to collaborate with others.

- GET THINGS DONE FASTER**
AUTOMATION & WORKFLOW
Automate workflows for document life cycles, data collection, repetitive tasks, and more.
- CREATE CONTENT**
DOCUMENTS & PRODUCTIVITY
Create documents and presentations, take notes, diagrams, spreadsheets and more
- CONNECT WITH OTHERS**
COMMUNICATION & COLLABORATION
Host online meetings, send emails, chats, and share content with individuals or groups you work with.
- EVERYTHING IN ONE PLACE**
STORAGE
Keep content organized in cloud storage locations you can access from anywhere
- VISUALIZE AND SHARE DATA**
DATA MINING & REPORTS
Bring information together from across services and make it visual for easy sharing and analysis.
- ORGANIZE GROUP RESPONSIBILITIES**
TASK & PROJECT MANAGEMENT
Automate workflows for document life cycles, data collection, repetitive tasks, and more.

NEED TO SEND A MESSAGE? COMMUNICATION TOOL COMPARISON

	TEAMS	OUTLOOK	YAMMER
	Chat-based hub for collaboration	Email, Calendar, Contacts	Gathering place for interest groups
Access	Browser, Desktop, Mobile	Browser, Desktop, Mobile	Browser, Mobile
Use when	Sending short, informal messages you'd like quick response from with those you work with on a regular basis	Sending formal messages with heavy content to large groups	Interacting with people across the organization
Group creation	✓	✓	✓
File sharing	✓	✓	✓
Live, concurrent file editing	✓	✗	✗
Calendar scheduling	✓	✓	✗
Audio/video conferencing	✓	✗	✗
Screen sharing	✓	✗	✗

Need help? Call (512) 475-9400 or email office365@austin.utexas.edu.