

Overview of Office 365

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Clemson University students, faculty, and staff will have access to Office 365. Office 365 is a cloud-based Microsoft suite that gives you access to Microsoft services and software. Clemson has an Office 365 Professional (O365P) E1 level with ProPlus Advantage option for students, faculty, and staff. The licenses includes email, calendaring, OneDrive for Business, Office Online, Skype for Business, and Sites. Logging in to Office 365 Mobile Devices Word, Excel, PowerPoint, OneNote - iPhone/iPad & Android OneDrive for Business iPhone/iPad & Android Microsoft Office OneDrive for Business Online Online Resources **Office 365 Overview Logging in to Office 365** To log in, go to <https://office365.clemson.edu>

Devices There are IOS and Android apps available in the respective Stores for Office 365. Once installed, you may use your Clemson credentials. **Microsoft Office** Microsoft Office is a productivity suite that includes applications like Word, PowerPoint, and OneNote. The latest version of Microsoft Office 365 ProPlus for Windows includes Word, Excel, PowerPoint, and OneNote.

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Microsoft Office 2016. Do not install Office 365 from your Online Office 365 account. If you do not have Microsoft Office installed on your system and you would like it installed, go to download.clemson.edu to download and install Microsoft Office for Windows or Mac. **Faculty and Staff** Microsoft Office is available to all Faculty and Staff for installation on both work and personal machines. Office 365 works with Microsoft Office 2010, 2013 and 2016 on Windows. Office 365 also works with Microsoft Office 2016 on Macs. Do not install Office 365 from your Online Office 365 account. Please follow the following guidelines:

College-owned computers If you do not have Microsoft Office 2016 installed on your system and you would like it installed, contact your College consultant for installation assistance. **Personal & Off-campus computers** If you do not have Microsoft Office installed on your system and you would like it installed, go to download.clemson.edu to download and install Microsoft Office for Windows or Microsoft Office 2016 for Mac. **OneDrive for Business** OneDrive for Business is a secure and reliable storage solution for your file sharing and collaboration needs. Sync files across your devices and access them anywhere both online and offline. Sync client for Mac will be coming later. In your Clemson University OneDrive for Business account, you will have one terabyte (1000 GB) of storage available. You will be able to store and sync up to a total of 100,000 items, including folders and files. You can upload files that are up to 10 GB in size. **Office Online** Office Online is a web-based Microsoft Office suite which allows users to create and edit files using web-based versions of Word, Excel, PowerPoint, and OneNote. Office Online is available through Office 365. Office Online provides "lightweight" versions of Microsoft Office which means that only the most-used features are available. Office Online is accessible on both Windows and Mac computers. Office Online is a tool that allows you to edit documents that are stored in OneDrive for Business. When you edit or create a document in your OneDrive for Business library, OneDrive for Business uses Office Online to do so.

Resources O365 learning center for Education:

<https://support.office.com/en-us/learn/office365-for-business?legRedir=true&CorrelationId=f90de114-b10e-47fe-ba71-000000000000>

Clemson Office 365 FAQ If you need additional assistance, please contact your College Consultant or by email at ITHELP@clemson.edu.