

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 productivity suite that gives you access to Microsoft services and software.

Clemson has an Office 365 Professional (0365P) E1 Subscription level with ProPlus Advantage option for students, faculty, and staff. The licenses include 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
- Office Online
- Online Resources

Office 365 Overview

Logging in to Office 365

- To log in, go to <https://office365.clemson.edu>

Mobile Devices

- There are IOS and Android apps available in the respective Stores for Office 365. Once installed, you may log in using your Clemson credentials.

Microsoft Office

Microsoft Office is a productivity suite that includes applications like Word, Excel, PowerPoint, and OneNote.

The latest version of Microsoft Office 365 ProPlus for Windows includes Word, Excel, PowerPoint, OneNote, Access, Publisher, InfoPath, Outlook, and Skype for Business. The latest version for Microsoft Office on Macs includes Word, Excel, PowerPoint, and Outlook.

Students

Office 365 works with Microsoft Office 2016 on Windows and the Mac version of Microsoft Office 2016. Do not install Office 365 from your Online Office 365 account. If you do not have Microsoft Office 2016 installed on your system and you would like it installed, go to <download.clemson.edu> to download and install Microsoft Office 2016 for Windows or Mac.

Faculty and Staff

Microsoft Office is available to all Faculty and Staff – for installation on both campus and personal machines. Office 365 works with Microsoft Office 2010, 2013 and 2016 on Windows. Office 365 also works for Office 2016 on Macs. Do not install Office 365 from your Online Office 365 account. Please follow the following guidelines:

University 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 2016 installed on your system and you would like it installed, go to download.clemson.edu to download and install Microsoft Office 2016 for Windows or Microsoft Office 2016 for Mac.

OneDrive for Business

OneDrive for Business is a secure and reliable cloud storage solution for your file sharing and collaboration needs. Sync files across your devices and access them anytime or 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 20,000 items, including folders and files. You can upload files that are up to 10 GB in size.

Office Online

Office Online is an online 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 “light weight” versions of Microsoft Office, which means that only the most-used features are available. Office Online is accessible on both Windows and Mac OS X computers.

Office Online is a tool that allows you to edit documents that are stored in OneDrive for Business. When you want to edit or create a document in your OneDrive for Business library, OneDrive for Business uses Office Online to do so.

Online Resources

O365 learning center for Education: <https://support.office.com/en-us/learn/office365-for->

business?legRedir=true&CorrelationId=f90de114-b10e-47fe-ba7f-039c56b33989

Clemson [Office 365 FAQ](#)

Microsoft provides additional support via their [Enterprise Disability Desk](#) for individuals with disabilities who encounter accessibility issues with their products.

If you need additional assistance, please contact your College Consultant or by emailing ITHELP@clemson.edu.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=316>