

# Microsoft Office 365

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# What is Office 365?

Microsoft Office 365 includes the entire Office Suite (Word, Excel, PowerPoint, Access, Publisher, Lync, Outlook, etc...) and an OneDrive account.



# What is OneDrive?

Microsoft OneDrive is a cloud-based service that allows users to access their files anywhere there is internet. Each user has unlimited cloud storage. All BCF staff and students have access to a Baptist College Office 365 account, which includes OneDrive.



allows users to access their files anywhere there is internet. Each user has unlimited cloud storage. All BCF staff and students have access to a Baptist College Office 365 account, which includes OneDrive.

# What if you already have a Microsoft Account?

If you previously set up a personal Microsoft account, it is a personal account and is completely separate from your BCF account. Therefore, you could have a personal and a "Business" OneDrive account - both using your "@baptistcollege.edu" email address. ("Education" accounts are considered "Business" accounts by Microsoft.)



# Download Office for FREE



You can download the complete Office suite for FREE!!!

You can install the full version of Office on up to five computers and install the full app version on 5-10 portable devices. You will be able to use it for free as long as you have a valid "baptistcollege.edu" e-mail address. If there comes a time when you no longer have a BCF email account, you will be able to switch to a monthly or yearly subscription for the software.

After logging in to your Office 365 account, locate the image shown above. If it doesn't appear on the first screen you see, click Office 365 on the left side of the screen. Click the "Install now" button and follow the prompts to install the programs. Choose the "Run" option if you are given a choice of "Run" or "Save." Use your BCF e-mail address and password to continue the installation.

# How to Access OneDrive

To access your OneDrive, go to [MyBCF](#) and click "BCF Office 365" located under the "Quick Links" area on the left side of the page.



Sign into your BCF Office 365 account using your BCF email address and your assigned password. As long as you are using your own computer, you may want to click the "Keep me signed in" box.



Click on "OneDrive" in the blue bar on the top right side of the screen.



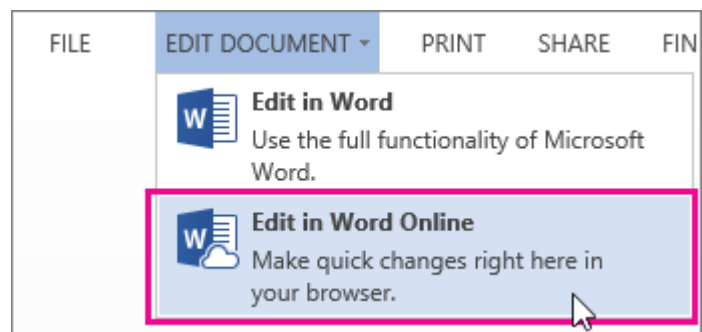
# Office Online

The online version of Microsoft Office is available after signing in to Office 365. Go to MyBCF and click the "Office 365" link from the left side of the screen. You don't need to log in to MyBCF first. *Helpful Hint:* Be sure to click the "keep me logged in" box.

With Office Online, you use your web browser to create, view, and edit the personal documents stored on OneDrive. When you click on an Office document that has been saved on OneDrive, it will automatically open in the appropriate Office Online program. (If you click on it, the document will open in the current tab. If you want it to open in a new tab, **Ctrl + click** on it. You may need to click this new tab in order to see the document.)

## Open a saved document from OneDrive

When you click a currently saved document in OneDrive, it will open in the appropriate program. If you try to type in the document and nothing happens, you're probably in Reading view. Switch to Editing view: click **Edit Document > Edit in Word Online** or **Edit in Word** (this will switch to the full version of Word).



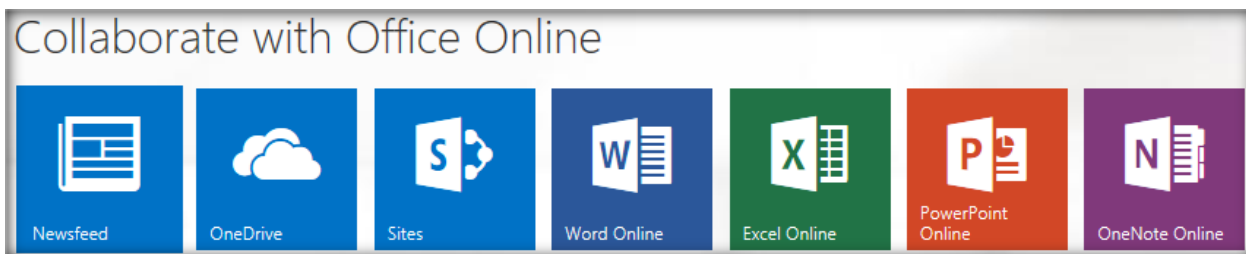
If you click on a file saved on OneDrive, it will open in the current tab. If you want it to open in a new tab, **Ctrl + click** on the file name. You might then need to click on the new tab in order to see the new document.

# Create a New Document

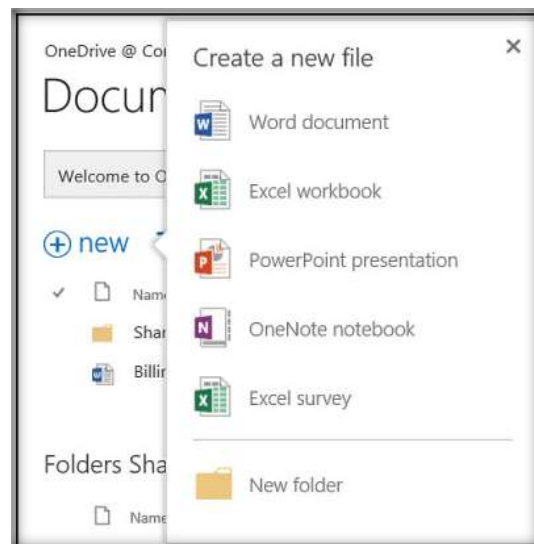
You can create a new Microsoft Office document even if you're working on a device that doesn't have Office installed on it. Here are two ways to create a new Office document through Office Online:

- Click the Office 365 link at the top left corner of the window. (If you don't see it, click the OneDrive link first.) Click the appropriate Office button under the "Collaborate with Office Online" heading, as shown below. (Don't click the buttons under the "Install Office on Your PC" heading unless you want to install a copy of Office on your device.)

This will open the chosen Office Online program in a new tab. To exit from the program, close the tab.



- From OneDrive, click **New**, then click the program from the list, as shown here. The Office Online program will open in the tab in which you are currently working. If you want to exit the program and return to OneDrive, click the browser's Back button your name in the upper left portion of screen.



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# Rename a file in Office Online

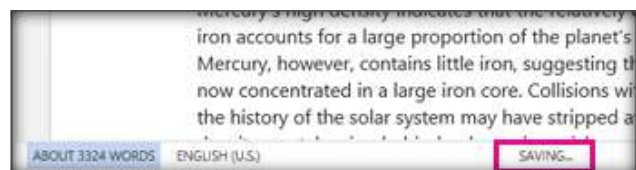
When you start a new document in Office Online, your document gets a name like Document4 or Presentation2. To rename the document while you're editing it, click on the file name near the top of the browser window and type the name you want. Press Enter or click in the document when you're done.

If nothing happens when you type, check to make sure you're in Editing view (on the **View** tab, click **Editing View**).

You won't be able to rename a file if other people are working on it at the same time you are. Wait until you're the only one in the document, and then rename it.

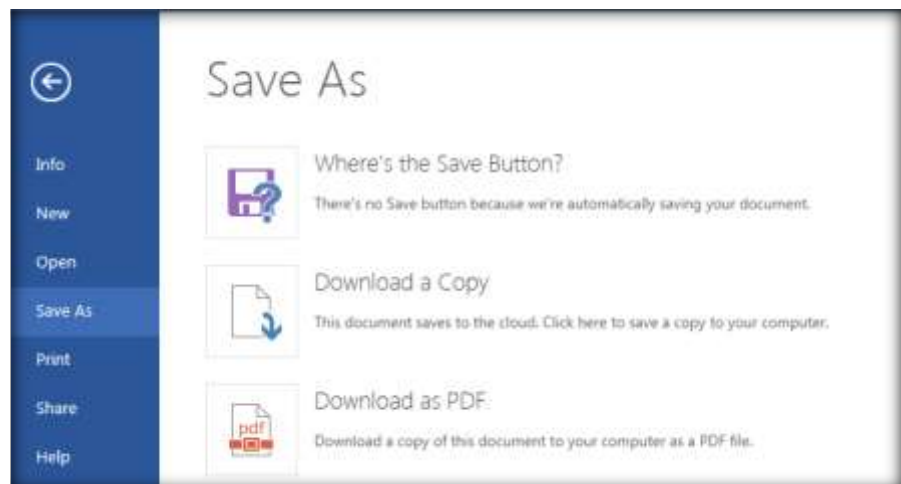
## Save changes

There is no Save option when working in Office Online because your changes are automatically saved on OneDrive. Look at middle of the status bar – it will either show **Saved** or **Saving**.



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You can download a copy your computer as a Word document or as a PDF by clicking **File/Save As**.



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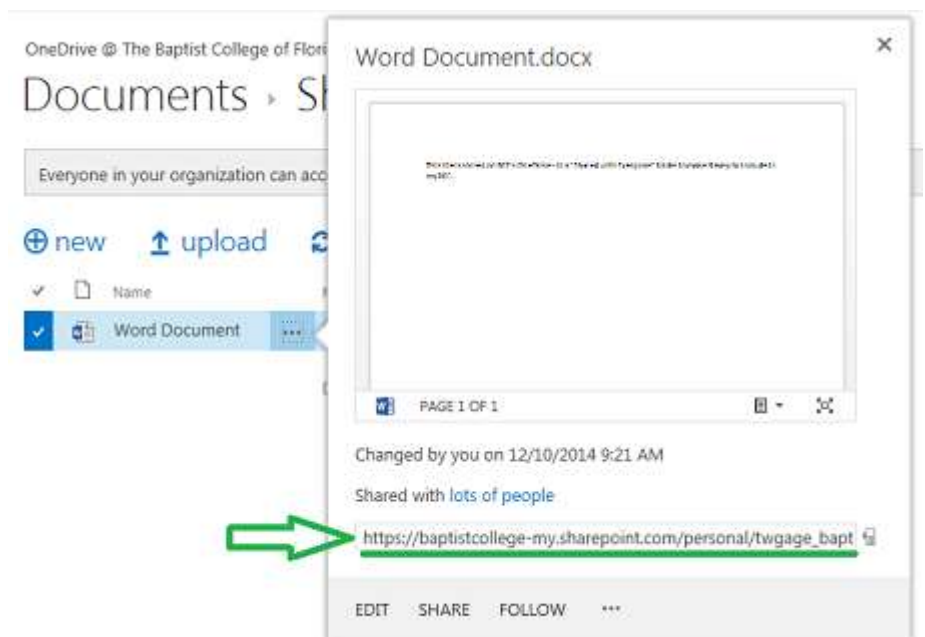
# Sharing Your OneDrive Files

You can share your OneDrive files with other people who have a BCF e-mail address. This can be a very handy way to give your professors access to your work. There are several ways to access the Share option:

1. Simply save your file into the folder called “**Shared with Everyone**”, and then give the link for the file to the person you want to see it.
2. When viewing the list of OneDrive files, click the **dots** next to the file name and choose **Share**.
3. When viewing an open document in Office Online, click **Share**, located on the left side of the screen.
4. When editing a document in Office Online, click the **Share** option located at the top right of the screen.
5. When editing a document in Office Online, click **File/Share**.

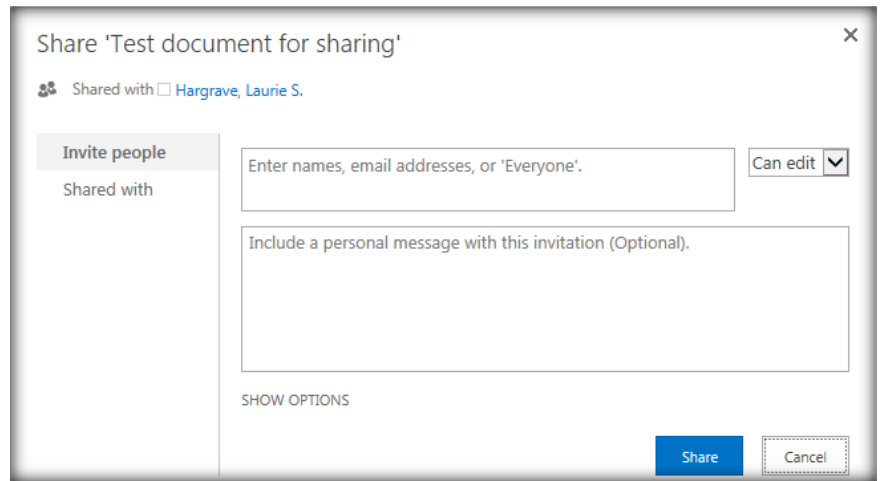
The first option will only require getting the link to the file, and then copying and pasting it into an email or online assignment. Once you have created or saved a file into the “Shared with Everyone” folder, simply click the “...” next to the file name. The link is displayed in the pop-up box.

Note: as the folder name indicates, anyone with an active “@baptistcollege.edu” email address will be able to view your file, if they find the link to it. If you need to further restrict who can see it, please use the other options.





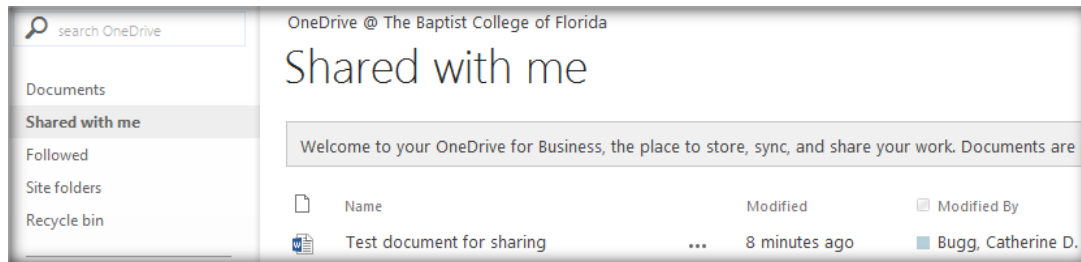
Each of the rest of the options will involve opening the “Share” screen shown below. Enter the e-mail address of each person you want to share the file with (it must be a BCF e-mail address) and click the Share button. (Begin typing the person’s name and it should appear.) You can choose if the person has the ability to edit the file or just to view it.



If a file is shared, a “shared” icon will appear in the Sharing column, as shown here.



When the person opens their OneDrive, they can click “Shared with me,” located on the left side of the screen, to see documents that are being shared with them.

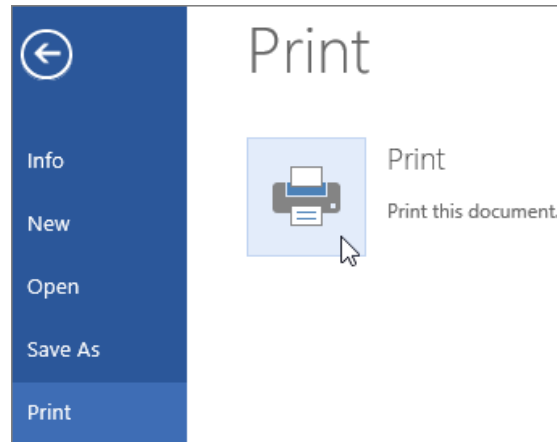


NOTE: While this method of using the “Shared with me” folder usually works, it is sometimes necessary to simply send the link to the file via email (or some other method of giving the person the link to the file). The link to the file can be found by clicking “...” next to the filename. The link is shown in the pop-up box.

# Other OneDrive Tasks

## Print

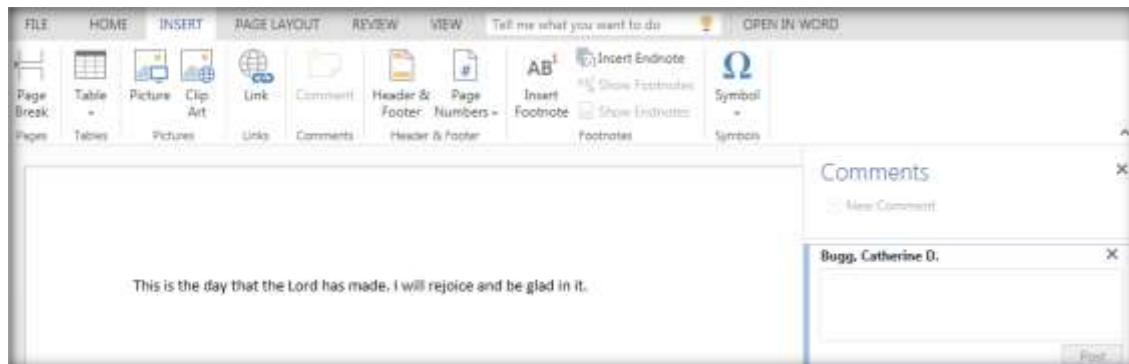
Go to **File > Print**. A PDF preview of your document will be created that keeps all the content and formatting of your document. Print from the preview screen or open the PDF and print it. (Print from the preview screen or use the Ctrl + P shortcut.)



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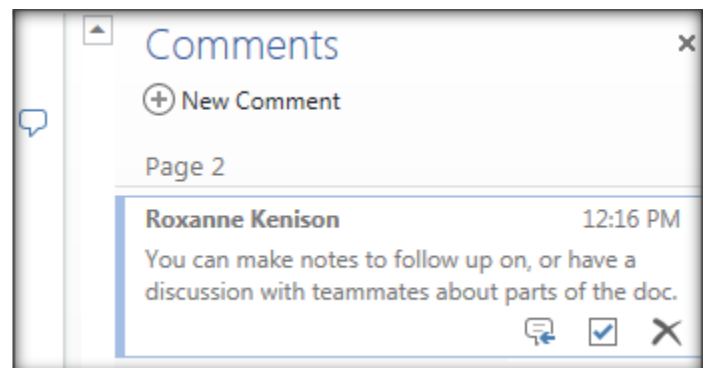
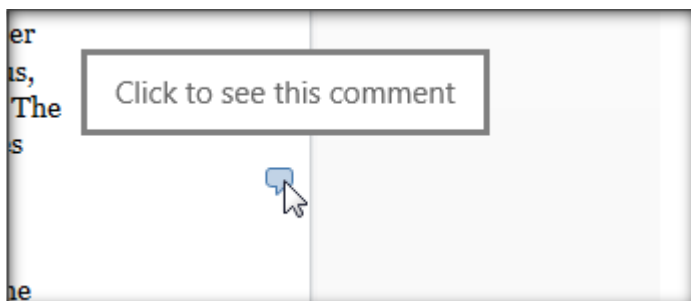
## Add a Comment

To add a comment, choose **Insert/Comment**. The Comment pane will open on the right side of the screen. Click in the box and type your comments.



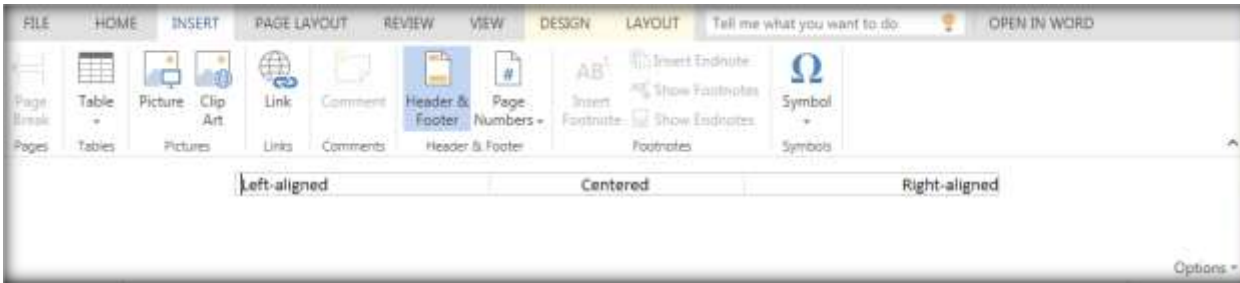
A comment balloon shows where comments have been made in the document. You can reply to comments and check them off as they are completed.

When viewing a document in Office Online, click the word **Comment** at the top of the screen to add a comment. You don't need to be in Editing mode in order to add a comment.



# Add a header or footer

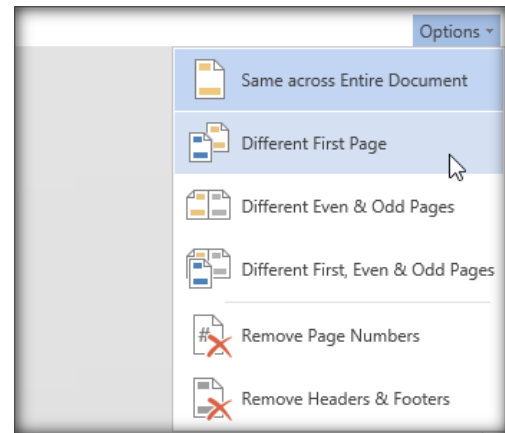
Go to **Insert > Header & Footer** to add headers and footers to your document.



Instead of using preset tab stops, a one-row, three-

column table is provided. The cells are preset to automatically left-, center-, and right-align the entries. However, these default alignments can be changed. Press Tab at the end of the row to insert a row or press Enter within a cell to create a two-line entry.

Click **Options** to choose how you'd like the headers footers to appear.

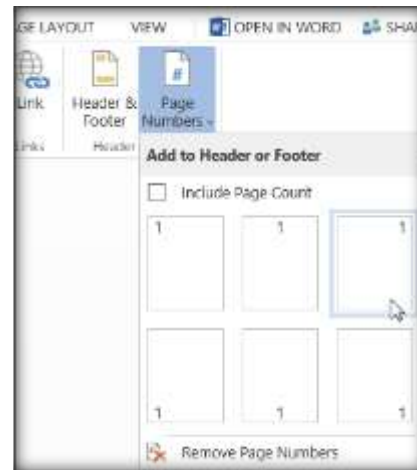


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# Add page numbers

Click **Insert > Page Numbers** and then choose from gallery where you'd like the page numbers to appear.

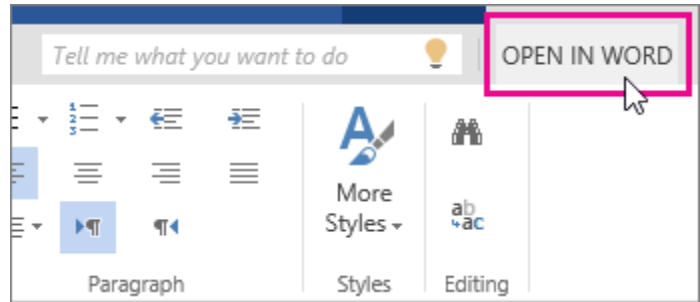
Select **Include Page Count** to show the current page along with the total number of pages (page X of Y).



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# Switch to the full version

Office Online offers most of the commonly used features. You can type format text, add pictures, adjust the layout of the page, and more. However, for more advanced editing, click **Open in Word** (or whatever program you're using) from the top of the screen.



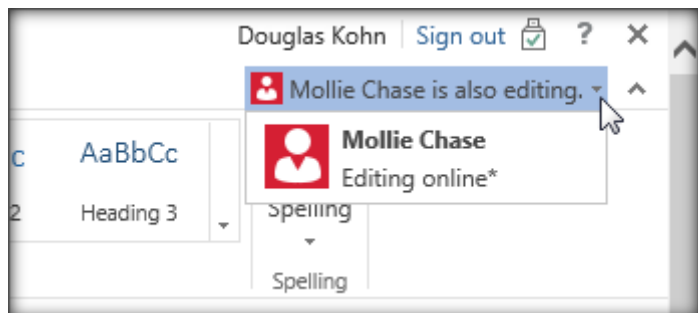
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You may need to enter your e-mail address and sign in to your Office Online account again before the full version of the program will open. If you have both a personal and a BCF account with Microsoft, choose the business account option if you're using the OneDrive associated with your BCF account.

# Work together on the same document

If a document is shared, more than one person can work on the document at the same time. Edit a document as you normally would. If others are also editing it, Office Online alerts you to their presence. You can see everyone who is currently working in the document by clicking in the ribbon. (The other editors will be listed in the status bar at the bottom of the screen when working in the full version of the program.)

Clicking on an author's name jumps you where they're working in the document you'll see the changes they make as they're happening. They can be working in Office Online, Office 2010 or Office for Mac 2011 or later.

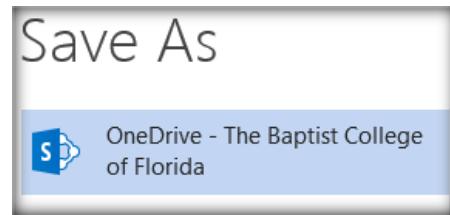


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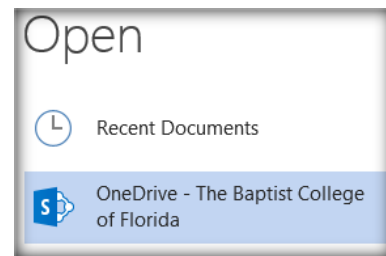
# Create Easy Access to OneDrive from Within Office

If you're working in Microsoft Office and want to file to your OneDrive, or open a file from OneDrive, "link" your computer to your OneDrive. This will your OneDrive in the locations that are immediately when you choose to open or save a file, as shown here.

Adding this option will allow you to save directly to the OneDrive instead of having to save a document to your computer and then upload it to OneDrive if your computer is not synced with OneDrive. (Syncing was described earlier in this handout. If your computer is synced with OneDrive, you can access OneDrive from the Browse window – after choosing Save As or Open, click Computer and then click the Browse button.)



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Follow these instructions to add OneDrive to your Save and Open locations for easy access:

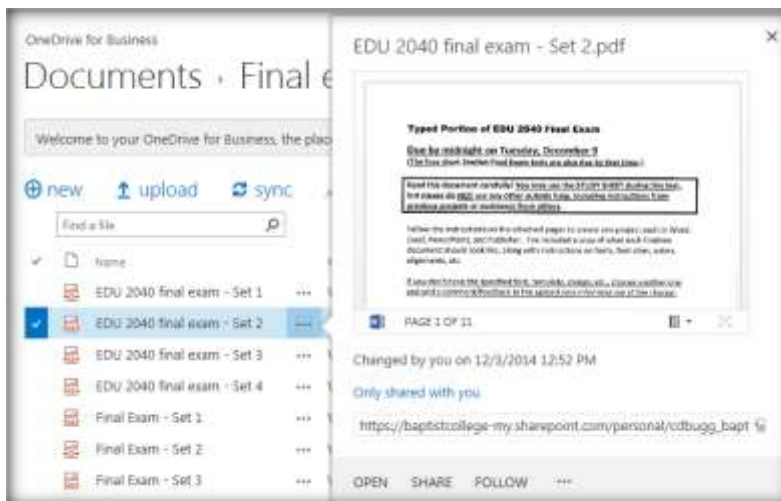
1. Open an Office program (if one is not already open).
2. Click **File/Account/Add a service**
3. Click **Storage/Office 365 SharePoint**
4. Enter your **BCF e-mail address**. Click **Next**.
5. Enter your **BCF password** (the password you use to log in to your computer).
6. At this point, you'll probably see two items listed under "Connected Services" – OneDrive and Sites. Ignore the Sites option. (You can click the "Remove" option next to "Sites" to remove it from the list, but it might reappear the next time you log in to your computer. You can remove it again or just ignore it.)

# Uploading OneDrive Files to myBCF

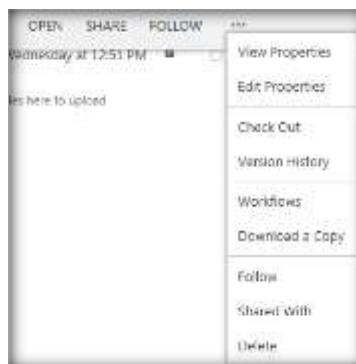
First, download the needed files to your computer. Then upload the files in the normal way. Some browsers support the drag-and-drop method of copying files from OneDrive into a folder on your computer. You may then upload your document into your assignment in the normal way.

If the browser you are using does not do this correctly, please follow these steps to download a copy of a file to your computer:

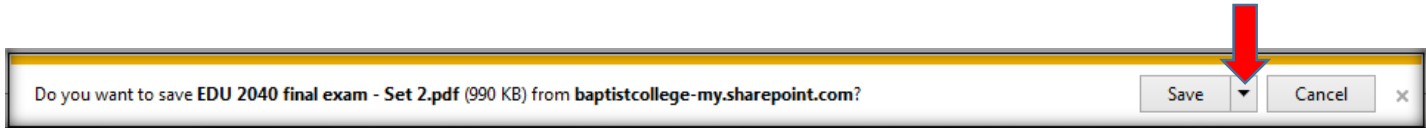
1. View the files and folders on your OneDrive. If the file you need is in a folder, click once on the folder to open it.
2. Click the **dots** located to the right of the file name. This will display a preview of the file, along with some options, as shown below.



3. Click the **dots** located next to the word "Follow" at the bottom of the preview screen. This will display another set of options, shown below:



4. Click "Download a Copy." When the Download bar appears at the bottom of your screen (shown below), click the arrow next to the word "Save" and choose "Save As." This will allow you to choose the location. If you click the "Save" button and don't choose "Save As," your document will automatically be saved in the Downloads folder.



5. When the download process has completed, the bar shown below will appear. You can click one of the buttons to open the file, open the folder in which you placed the file, or open a list of the files your have downloaded. If you don't want to do any of these things, click the small "x" on the right side of the bar to close it.
6. Now that the file is on your computer, you can do whatever you want to do with it.



# Security Awareness

- Data breaches are becoming more frequent, as is evident in the news; we must all do what we can to protect our data and the data for which we are responsible.

## Office 365 has the Potential to Help

- When storing files in your Office 365 account, the OneDrive storage, all the data is kept 'behind' a secure login - AND it is accessible from anywhere with internet access.
- However, this is only true for the files when they are stored on OneDrive, not after they have been downloaded or 'synced' to a computer. Accordingly, we have three recommendations that will make it easier to protect all of the information inside your files.

## Recommendations

1. When working on any other computer or device, use the online Office programs to directly edit your files. Or use the option to "Edit in Word..." on that one file.
2. If working on a less-secure computer, and a file needs to be put onto myBCF:
  - a. Link to the file -or-
  - b. Embed the file -or-
  - c. If there is no other way, download the one file, then upload it to myBCF as a handout, and then delete the local copy.
3. Only use the 'Sync' feature on a fully controlled, definitely 'clean' computer or device - ones that are not shared with anyone.