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Access Office 365

Microsoft Office 365 is a cloud-based service that offers online access to Office applications that include Outlook, online storage with OneDrive, and the ability to install the desktop version of the latest Office suite (Word, Excel, Outlook, etc.). To access Office 365, login to your MyNIC account. Click on the **NIC mail button** if you are an employee and the **Cardinal mail button** if you are a student.

App Launcher

The Office 365 app launcher provides a new navigation experience where all your apps are easily available from the top navigation bar. To access the **App Launcher**, click the top left **app launcher icon**.
Mail (Outlook)

Mail is a web-based mail application from Microsoft where students and employees can access all email communications from North Idaho College online. For a complete overview, visit the Using email in Outlook page. To access your email, click the top left app launcher icon and choose the Mail icon.
Calendar

Your calendar in Office 365 allows you to create and track meetings, appointments, and other events. You can create multiple calendars, link to other people’s calendars, and even share your calendar with other people in your organization. **To access your calendar, click the top left app launcher icon and choose the Calendar icon.**

For a complete overview, visit the [Microsoft Calendar Overview](#) page.
Sway

Office 365 Sway is a presentation program that helps gather, format, and share your ideas, stories, and presentations on an interactive, web-based canvas that looks great on virtually any screen. Users can pull content locally or from internet sources such as Bing, OneDrive, YouTube, and Facebook. To access Sway, click the top left app launcher icon and choose the Sway icon. For more information, visit Getting Started with Sway.
Forms

Microsoft Forms allows users to quickly and easily create custom quizzes, surveys, questionnaires, registrations and more. When you create a quiz or form, you can invite others to respond to it using any web browser, even on mobile devices. As results are submitted, you can use built-in analytics to evaluate responses. Form data, such as quiz results, can be easily exported to Excel for additional analysis or grading.

To access forms, click the top left app launcher icon and choose the Forms icon. For a complete overview, visit the Microsoft Forms Overview page.
Planner

Planner is a way to organise teamwork. This application provides a hub for team members to create plans, organise and assign tasks to different users and to check updates on progress through dashboards. It also provides a centralised place where files can be shared and gives visibility to the whole team. To access planner, click the top left **app launcher** icon and choose the **Planner** icon. For a complete overview, visit the [Microsoft Planner Overview](#) page.
People

People is where your personal contacts are stored and where you can view any address books that have been set up for your organization. To access your contacts, click the top left app launcher icon and choose the People icon. For a complete overview, visit the Microsoft People Overview page.
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 Tasks

Use your Tasks folder to keep track of things that you need to do but do not necessarily want to put on your calendar. To access tasks, click the top left app launcher icon and choose the Tasks icon. For a complete overview, visit the Microsoft Tasks Overview page.
Yammer

Yammer is your organization’s private social network that helps you and your teams stay on top of it all. Only your coworkers can join, so your communications on Yammer are secure and visible only to people within your organization. Start conversations, collaborate on files, and organize around projects. To access Yammer, click the top left **app launcher** icon and choose the **Yammer** icon. For more information, visit [Say hello to Yammer](#).
Power Apps

Power Apps is a service that fundamentally transforms and accelerates how organizations build custom line of business applications. It connects to the cloud services and data sources you are already using, giving business analysts and specialists the ability to quickly build apps that suit their specific needs - without writing code or struggling with integration issues. Apps can be published instantly to co-workers across web, tablets and mobile devices without waiting for app stores. To access PowerApps, click the top left app launcher icon and choose the Power Apps icon. Learn more by visiting Microsoft’s Introduction to PowerApps page.
Flow

Microsoft Flow is a product to help you set up automated workflows between your favorite apps and services to synchronize files, get notifications, collect data, and more. To access flow, click the top left app launcher icon and choose the Flow icon. Learn more by visiting the Getting Started with Microsoft Flow page.
Dynamics 365

Dynamics 365 is a cloud-based ERP and CRM enterprise system. Microsoft built it for maximum flexibility and extensibility. To access Dynamic 365, click the top left app launcher icon and choose the Dynamic 365 icon. Visit Microsoft’s Dynamics 365 page for more details.
Microsoft Office Online

Microsoft Office online offer access to Word, Excel, PowerPoint, and OneNote via your web browser without the need for installation or license codes. You can save documents, spreadsheets, and presentations online in OneDrive. Share them with others and work together at the same time. For a complete overview visit the Get started at Office.com page.

To access Office online, click the top left app launcher icon and choose one of the following icons: Word, Excel, PowerPoint, or OneNote.
One Drive

OneDrive is Microsoft’s service for hosting files in the cloud. OneDrive offers users a simple way to store, sync, and share all kinds of files with people and devices via the web. For a complete overview, visit the Getting Started with OneDrive page. To access OneDrive, click the top left app launcher icon and choose the OneDrive icon.
Video

Office 365 Video is a great place to view and share videos from your organization. Share videos of meetings, presentations, courses, or training sessions. Office 365 Video displays a thumbnail image of each video on the site. You just select a thumbnail to view a particular video. For a complete overview, visit the Meet Office 365 Video page. To access videos, click the top left app launcher icon and choose the Video icon.
SharePoint

Organizations use SharePoint to secure place to store, organize, share, and access information from almost any device. All you need is a web browser, such as Internet Explorer, Chrome, or Firefox.

**NOTE:** NIC currently utilizes the on-premise version of Microsoft SharePoint, so the cloud-based service is not currently available within Office 365. Please access your SharePoint site via your MyNIC page. If you would like to discuss having a SharePoint site created, please contact the IT Help Desk at (208) 769-3280.
Delve

Use Delve to see what you and your colleagues are working on across Office 365. Based on who you work with and how you work together, Delve suggests documents that are relevant to you. In Delve, you will only see content that has been shared with you. To access Delve, click the top left app launcher icon and choose the Delve icon. For a complete overview, visit the What is Office Delve? page.
Newsfeed

You can start a conversation with people in your organization by posting to the public newsfeed. The public newsfeed is much like a public blog, or “microblog”. Anyone who sees your post can reply to it. To access your Newsfeed, click the top left app launcher icon and choose the Newsfeed icon. For a complete overview, visit the Microsoft Newsfeed Overview page.
Additional Features

Microsoft Office Install
As an Office 365 user at North Idaho College, you have access to install Microsoft Office to your local computer at no charge. The local installation includes the following programs:

- **Windows**: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, and OneDrive for Business.
- **Mac OSX**: Word, Excel, PowerPoint, Outlook, OneNote, Skype for Business, and OneDrive for Business. *Note*: Skype for Business formally Lync, and OneDrive, are both separate installs for OSX.

*Note*: This Microsoft Office installation is only valid as long as you have an active NIC email account. Once you are no longer an employee, you will need to purchase your own Office 365 package from Microsoft.

1. From Office 365, click on the **gear wheel** in the top right-hand corner.
2. Next, towards the bottom of the menu, click once on **Office 365**.
3. Click once on **Settings**.
4. Click once on **Software – Install Software**.
5. The next screen shows what applications will be installed based on the Operating System you have:
   - **Windows**: Word, Excel, PowerPoint, OneNote Access, Publisher, Outlook, Skype for Business, and OneDrive for Business.
     - *Note*: For Windows users you may have to uninstall all versions of Office you currently have prior to clicking install to prevent any software conflicts.
   - **Mac**: Word, Excel, PowerPoint, Outlook, and One Note.
     - *Note*: To install OneDrive for Business on Mac you can download it from [here](#).
     - *Note*: To install Skype for Business on Mac, click on Skype for Business on the left-hand side menu.
6. Click the **Install** button at the bottom of the page to install Office to the current computer.
   - You have 5 local installs available from your Office 365 account. To view your installs, repeat **Step 2** above. Next, click on **My Installs**.
   - From the Install status page, you can view how many of the 5 installs you have used by clicking on the **down arrow** by Installs.
   - You can also deactivate any install from this page, by clicking on **Deactivate** beside the correct device.
Forwarding Mail
In order to forward your NIC Mail to another account (i.e. Gmail, Yahoo, etc.) use the following settings.

- Login to your email account by clicking on the NIC mail button if you are an employee and the Cardinal mail button if you are a student.
- Open Settings by clicking on the gear wheel in the top right-hand corner.
- Towards the bottom of the menu, click once on Mail.
- Under the Mail > Accounts section, click on Forwarding.
- In the forwarding section:
  1. Click the Start forwarding radio button.
  2. Enter the email address where you want to forward your NIC Mail.
  3. Check the Keep a copy of forwarded messages box.
  4. Click Save.

Note:
- By default, your email account does not keep a copy of forwarded messages in your NIC inbox after setup. We recommend clicking the box beside Keep a copy of forwarded messages.
- NIC is not responsible for email that is set to forwarding and does not arrive to your personal email account. It is still your responsibility as an employee or student to check your NIC email daily.

Phone Sync
In order to setup and sync your NIC Mail to your mobile device, use the following settings. You can access complete step-by-step instructions on the IT Help Desk site under Phone Email Sync Settings

- Account Type: Exchange or ActiveSync
- Email Address: username@nic.edu
- Password: use your MyNIC password
- Domain: Leave this field blank
- Server: outlook.office365.com
- SSL: select/check connection box