The purpose of this document is to introduce Office 365 Online to Adjunct Faculty. Please contact helpdesk@nu.edu for questions or information regarding this document.

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Why am I being moved to Office 365?
Adjunct faculty’s mailboxes will be migrated to Office 365 because National University would like to give each user online access to emails, documents, contacts, and calendars from any device. After the migration, adjunct faculty will be able to use Office Web Apps in conjunction with the full featured applications that are installed on their devices. Learn more about the features included in Office 365 Online by referring to the information below.

Plus:
  • Install the full Office suite on 5 devices
  • 50 Gigabytes of email storage
  • 1 Terabyte in OneDrive for business storage

Accessing Office 365 Online
  1. Navigate to nu.okta.com
  2. Enter your NU user name and password.
     • For Adjunct, your username is your nine digit number @nu.edu
       Example: Username = 123456789@nu.edu
       Password = (Your NU Password)
  3. Once in the Single Sign-On dashboard, click the Office 365 chicklet.

Okta will automatically sign you into Microsoft Office 365 Online.
Map to the Office 365 Portal

- The **App Launcher** provides quick access to all Office 365 Applications in a pop-up menu.
- Check notifications, alter settings, and get help through the **Navigation Bar**. You can also add shortcuts to your favorite apps to the **Navigation Bar**.
- A free version of Office 365 ProPlus is available for installation on up to 5 devices if Microsoft Office has not been installed on your device already.

**NOTE: DO NOT click on the INSTALL NOW button if you already have Office installed** on your desktop or laptop computer as it may cause problems on your machine.

- If you need to install the suite, please refer to the [Office 365 Installation job aid](#).
- Develop documents online by using the **Office Web Apps**.
App Launcher
Access any Application from anywhere in Office 365 Online by clicking the **App Launcher**.

Click ‘**My apps**’ to see all the applications available to you!

Navigation Bar
Each application block includes a symbol, an **ellipsis**, to offer addition navigation settings to users.
Customize the way you navigate by clicking the on the ellipsis at the top right corner of any app icon, and ‘**Pin to nav bar**’ or ‘**Unpin from app launcher**’. Easily remove the shortcut from your Nav Bar by right clicking the link and selecting ‘**Unpin from nav bar**’.

Users can pin up to 3 items in the Nav Bar.
Office Web Apps

Collaborate or work on documents from any device with internet access.

Office Online Tutorials:
- **Word** - create, view, and edit documents.
- **Excel** - use a web browser to develop workbooks.
- **PowerPoint** - create presentations right in your internet browser.
- **OneNote** - keep notes organized online.

Similar to storing items on your desktop or laptop computer, there are several document libraries to save files online.

Upload up to 100 files at a time, and sync up to 5,000 items in site libraries, including folders and files.

Office Online Tutorials:
- **OneDrive** - 1 terabyte per user for storing files online. Upload files as large as 2 gigabytes per document.
- **Video** - post and stream videos online.

Office Online offers new applications too! Learn more through Microsoft’s Online Tutorials:
- **Delve** - the easiest way to find, discover, and share documents in your organization.
- **Sway** - a quick and easy to create interactive reports, presentations, and more.
- **Yammer** - stay on top of conversations, catch up on the latest, and collaborate even when out of the office.
Mail, Calendar, Contacts (People), and Tasks have been divided into separate applications online.

Office Online Tutorials:
- **Mail** - where you’ll find your messages.
- **Calendar** - create and track appointments and meetings.
- **Tasks** - keep track of things that you need to do but don’t necessarily want to put on your calendar.
- **People** - find, create, and edit your contacts.

Using Outlook Client versus Online
The Outlook application installed on desktop computers is commonly called the client. Users are able to manage email through both the client and through the web app.

The migration will not affect users who already check email through the client. The setup for checking email through the Outlook Client does not change after the migration.

Office Web App versus Office 365 Mail Online
The most significant change in migrating the adjunct faculty, is accessing email online.
Through Single-Sign-On, adjunct faculty has been accessing mail via Outlook Web Application (OWA).

After being migrated, adjuncts will use the chicklet, or button, for **Office 365** to access **Mail** online.
Email Forwarding

Previously, in OWA, users created a rule to forward mail. This rule will carry over to Office 365, but it will not display as email forwarding, it will remain as a rule. To setup email forwarding after the migration, please follow these simple steps:

1. After selecting **Mail** from the **App Launcher**, click the **gear icon** in the upper right corner of the screen – chose **Options**

2. On the left, click **Mail** to drop down the menu

3. Under **Accounts** – select **Forwarding**

4. Fill in the radio button for **Start forwarding**

5. Type the address you wish to forward mail to

6. Check the box next to **Keep a copy of forwarded messages** if needed

7. **Save** your preferences when finished

- Remove the forwarding rule carried over from OWA by selecting **Inbox and sweep rule**
- Check the box next to the rule for forwarding
- Click the **trash can** to delete the rule
- A pop-up will ask if you are sure you want to delete the Inbox rule – Select **Yes**