

# Microsoft Office 365 Education Plus

## *Microsoft Solutions for Education*

Office 365 refers to subscription plans that include access to office applications plus other productivity services that are enabled over the Internet (cloud services). We have obtained the office 365 education plus version for our faculty. Moving to the Office 365 cloud comes with some key features and benefits. Office 365 is now available with well-known applications such as Microsoft Word, Excel, OneNote, Publisher, PowerPoint, and Outlook. These tools provide the same great features you rely on as well as powerful capabilities in Office 365.

With multiple subscription levels in Microsoft Office 365, you can see if others are editing the document you're using, synchronize documents with your desktop, broadcast PowerPoint presentations, and check documents in and out of your online document library. In addition Microsoft Office 365 provides web-enabled access to email, important documents, contacts, and calendar on almost any device. After getting office 365, you can access to your office 365 software anytime, anywhere over the Internet from your computer desktop, laptop, tablet, or phone. It does not matter whether it is PCs, Macintosh computers, iPhones, Android phones, and BlackBerry smartphones. The software is running in a Microsoft data center, so you can simply connect to the Internet to access the software anytime, any location and you do not need to worry about your data security, because Microsoft Office 365 helps safeguard your critical data with geo-redundant, enterprise-grade reliability and disaster recovery with multiple datacenters and automatic failovers and a strict privacy policy.

If you're traveling without access to Microsoft Office, Office 365 helps you view and edit documents from the most popular web browsers on PCs and Macintosh computers. With Office 365, it is easy to communicate and collaborate inside and outside your organization. You can create a password-protected portal to share large, hard-to-email files both inside and outside of your organization, giving you a single location to find the latest versions of files or documents, no matter how many people are working on them. Send instant messages to colleagues and customers and invite them to participate in online meetings where you can review documents or take control of a desktop.

Following are the summary of some features in Microsoft office 365 education plus.

- Online versions of Office including Word, Excel and PowerPoint
- Business-class email, calendar, and contacts with a 50 GB inbox. Outlook lets you use your email account from any web browser. You can customize the look of your inbox and messages, control how messages are processed and stored, and create rules to manage incoming mail.
- File storage and sharing with 1 TB storage per user
- Unlimited online meetings, IM, and audio, HD video, and web conferencing
- Corporate social network to help employees collaborate across departments and locations

- Educational digital storytelling to create interactive web-based lessons, assignments, project recaps, newsletters, and more—right from a phone, tablet, or browser
- Work management tools to bring together teams, tasks, files, and conversations
- Personalized search and discovery across Office 365 using the Office Graph
- Corporate video portal for uploading and sharing your corporate videos across the company
- Enterprise management of apps with Group Policy, Telemetry, Shared Computer Activation
- Self-service Business Intelligence to discover, analyze, and visualize data with Excel
- Compliance solutions to support Archiving, Auditing and eDiscovery, mailbox and internal site search and legal hold capabilities depending upon subscription type
- Information Protection including Rights Management and Data Loss Prevention for emails

Following are some of the application descriptions about Office 365 and you can get the additional information after login to your portal from following link ([portal.office.com](http://portal.office.com)).

- Yammer is a private social network that helps you and your company stay on top of it all. Yammer allows you to get connected to the right people, share information across teams and organize around projects so you can go further – faster.
- Sway is an intelligent app that helps you easily create an interactive web-based canvas of your ideas. Pull your content from a variety of sources with minimal effort and use the built-in layout engine to craft a cohesive look and feel that looks great on any screen.
- OneDrive Store, sync, share, and easily collaborate on files securely with OneDrive for Business.
- Office Delve shows you personalized information from across Office 365 based on what you're working on and what's trending around you. (Easy access to recent popular documents)
- Forms lets you create surveys, registrations, quizzes and more.
- OneNote Online lets you create, edit, and share OneNote notebooks in your browser. You can access notebooks from any device. Take notes, track to-do items, and work with other people at the same time.
- Use your calendar to create and track appointments and meetings. You can create multiple calendars, link to other people's calendars, and share your calendar with others in your organization.