

# Microsoft Office 365

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### What is Microsoft Office 365?

A collection of Microsoft software that is available for a wide range of office use. It is available as cloud software and storage.

### Do I have to pay for it?

The Ministry of Higher Education Malaysia (MOHE) has already paid for the Microsoft Office 365 subscription for all Public Universities in Malaysia. Thus, you are free to download and use Microsoft Office 365.

### How do I get it?

To download and use Microsoft Office 365 you need to activate your LIVE IIUM email through [myIIUM](#) portal. Log into myIIUM portal, go to **MyApps** and click **Subscribe to Microsoft Office 365**. You will be issued with a temporary password for your LIVE IIUM email account. Log into your [Office 365 web page](#) and change your password immediately. You can set your password similar to your IIUM email password to avoid forgetting your LIVE IIUM email password.

### Do I need to download the desktop version of Microsoft Office 365?

If you are using smartphones or tablets (Android or iOS), you can download office 365 from the OS app store (Google Playstore or Apple App Store or Windows App Store). If you are using older Windows OS such as Windows XP then you need to install the desktop version from the office

365 web page or use the [office 365 web version](#). To activate the downloaded office 365 (Microsoft Word, Excel, PowerPoint, etc.) just sign in using your LIVE IIUM email.

## Is there any limitation?

You are allowed to download and use Microsoft Office 365 on 5 PC's or Laptops, 5 Tablets and 5 Smartphones (Total of **15 devices**). The use of Microsoft Office 365 is **STRICTLY** for academic and administrative purposes and **ONLY** for active IIUM staff and students. Currently it is limited to 3000 accounts (Microsoft 365 A3 for faculty subscription).

## Full applications under Microsoft Office 365



- CALENDAR

Integrated into Outlook, the calendar application will allow you to schedule and accept meetings and events. Calendars can be shared among team members too. Automatic reminders can be set up with custom alerts.



- CLASS NOTEBOOKS

Have a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities.



- DELVE

Delve is a document manager that allows you to bookmark files you need from Sharepoint. You can see which members of your team are working on specific documents and view their profiles. Delve also allows you to edit your Office 365 profile such as profile picture and job role.



- EXCEL

Microsoft Excel is a spreadsheet application that allows you to collate and edit data. Formulas allow for automatic calculations to be carried out making your work more streamlined.



- FORMS

As the name suggests you can create forms, but there's a host of other things you can do too. You can also make surveys and quizzes with lots of customisation. The results can be exported to excel to analyse.



- KAIZALA

A simple and secure mobile chat for work.



- LISTS

Allows you to create, share, and track data inside lists.



- ONEDRIVE

OneDrive is a cloud storage system with 1TB storage per user which should be plenty for most people. You can share files with specific people and access them anywhere with an internet connection.



- ONENOTE

Creating notes by typing, drawing or writing OneNote is your digital notepad. Pick up where you left off on another device and share notes with your team.



- OUTLOOK

Microsoft's Email application outlook is the industry leader. It's smart user interface, and business feel makes it a firm favourite. There are desktop, browser and mobile versions available.



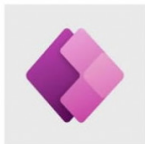
- PEOPLE

All your contacts in one place. People will let you organise your friends, family and business contacts. The app will learn your favourite contacts and recommend people you might want to contact.



- PLANNER

Planner allows you to create, assign and edit. You can group tasks into teams or even set individual planner boards.



- POWERAPPS

An application builder, PowerApps takes the data you already use to create web and mobile apps. You can build your own from scratch or use one of the many pre-set templates provided, using the 'drag and drop' function to create the app.



- PROJECT

Develop project plans, assign tasks, track progress, and manage budgets.



- POWER AUTOMATE

Create workflows between your apps, files, and data to automate time-consuming tasks.



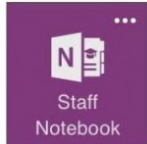
- POWERPOINT

The presentation application has been around for a long time now. It's vastly improved over the years and now allows you to create professional presentations with a host of options.



- SHAREPOINT

As the name suggests if you have a file to share this is the application you need. Only download the data you need and make them easily accessible to others in your team.



- STAFF NOTEBOOK

Collaborate with faculty and staff to share policies, procedures, and calendars



- STREAM

Microsoft's answer to YouTube. The video hosting application allows you to upload, embed and share your video content around your team. Stream is based on the idea of education.



- SWAY

Reports, training material, presentations, newsletters and more. Sway is the modern version of Microsoft Publisher. Easily embed content from the web to make professional looking content.



- TEAMS

The live chat team workspace is Microsoft's answer to WhatsApp and Zoom. It allows real-time messaging between people in your team and is seen as the alternative to internal email.



- TO DO

Your online daily planner. List out your tasks and give them a completion date and toggle priority. You can add notes, access them on mobile and sync with your

Outlook.



- WHITEBOARD

Ideate and collaborate on a freeform canvas designed for pen, touch and keyboard.



- WORD

Everybody knows Microsoft Word. The document creator allows you to type all your thoughts and more down. You can create posters, leaflets and more.



- YAMMER

Microsoft's take on a social media network. Yammer allows you to share updates, comment on other people's updates and have private communication. The program can allow a business to build communities within your organisation where you can share interests; it could be as simple as a company social committee or the place to share relevant articles of interest to your business.