Kuwait University

OFFICE 365

User Guide

Abstract

This workshop guide is mainly forwarded to Office 365 users who are willing to use workshops on office 365 for Kuwait University (KU) users.

Table of Contents

1. Introduction

This workshop guide is mainly forwarded to Office 365 users who are willing to use Office 365 in Kuwait University (KU). This guide will help users to understand and use all the features of Office 365 easily.

1.1. Course Overview

In the workshop, the users will learn about Office 365 definition, main features, Applications, Licenses, and Practical Labs.

The workshop total time is set in 2 hours divided into 3 main sections:

  i. The Introduction of Office 365 (20 minutes)
 ii. The Practicum (80 minutes)
iii. How to Download and Use Office Application using Smartphones (20 minutes)

1.2. Target Audience of the Workshop

This workshop is forwarded to KU employees, Faculty members, & students who are having accounts in KU Office 365.

1.3. Course Goal

Provide KU users with the required knowledge and skills about Office 365 system to help them using this knowledge in their work fields.

1.4. Course Outcomes

After completing this course, KU users will be able to:

- Log in to their office 365 account by using KU 365 mail address.
- Understand the new feature of office 365.
- Can make a comparison between the old KU mail system and KU office 365 one.
- learn how to upload and access documents, send emails, share calendars from anywhere, on any device, and to initiate groups of works.

1.5. Curriculum for This Course

First step in Office 365 (10 minutes)

- All accounts are activated. In this step, the instructor will make sure that all the audiences' accounts have been activated their office 365 accounts by checking with the technical support group before starting the workshop.

Introduction (20 minutes)

- In this section, the audience will learn about office 365, features, and main applications.
- The instructor will answer the most basic question: What is Office 365 services?
- Also the audience can know the difference between the situation before and after applying office 365 at Kuwait University (KU).

Practicum (1 hour)

Mail

- The audience will know how to use the Mail app. (Navigate, Create, Edit, Drafts, Reply in same window, Discussion View, Pin to Top, Flag as Important, Filter, Sort, send to Groups, attach a File, Send Link to OneDrive)
- How to search about specific email address by using 3 ways (by KU ID, E-mail address, or by the user full name).
- How to organize mail into folders to help users to get organized and find mail much faster.

Calendar

- Schedule meeting online and add calendar items and details such as add a Room, All Day Meetings, Private Meetings, Recurring Meetings, Email Reminder, Add Participants, and add locations.
- Check Attendee Status (Accepted/Declined)
- Check Calendar for upcoming Meetings.
- Share calendar with others.

OneDrive

- How to upload files and folders to the cloud with OneDrive.
- How to share files with others, or stop sharing files with others and keep file private.
- Give permissions for others to edit or only view the shared files.
- How to restore deleted file again from Recycle bin.

Groups

- How to create a Group, Private / Public Groups, subscribe new Members, Unsubscribe, and how to Add Members.

Tasks

- How to create a Task, Mark as Completed, delete a Task, Reactivate Tasks, Status of a Task, Filter Tasks by Status, Mark as Private, Set Email Reminder, Repetitive Tasks.

Office 365 Smartphones Application (15 minutes)

- How to install and use Office 365 application (outlook, Groups, and OneDrive) from the iOS and the Android.

Questions and Survey

- The Instructor will allow the participants to ask their questions and answer it

2. Course Requirements

2.1. Needed Skills

- Basic computer skills.
- Some basic familiarity with previous versions of Microsoft Office

3. About Office 365 (20 minutes)

3.1. What is Office 365?

Office 365 is a brand name provided by Microsoft company for a group of software and services subscriptions, which provide productivity services in the cloud.

3.2. Office 365 Features

Office 365 has many features and enhancements that makes it special and drive users to use it more than other tools.

1. **Compatible and Accessible Solution**

   Office 365 has many applications that are designed to be compatible with each other and support the user in many ways to help him complete his business and personal tasks in the most professional way and without any difficulties. The Applications are accessible 24 hours, 7 days, hence 365. Users can sign in form any devices anywhere; all they need is an Internet connection. The files can be created, edited and shared online.

2. **Collaborate with others**

   Office 365 allow users to collaborate, share, and review the files and documents to have a better work environment. Online meetings, social media and announcement tools are provided by Office 365 in order to satisfy all the needs in the businesses.

3. **Reliable**

   The services are 99.9% guaranteed to be up and running 365 days a year.

4. **File Storage and Sharing**

   Each user has an online private storage up to 1 TB. Users are able to create, edit, and share files with other and have the ability to choose the type of permission for each user.

5. **Security and Privacy**

   In Office 365 the best security practices are applied to protect users' data, and Microsoft has commented to never user users' data or share it with others. All documents are scanned by an AV. All the shared files need the owner's permission.

6. **Up to Date**

   Version upgrading is done automatically without the need to pay for it, and all updates are included in any subscription

7. **15 Free License on PCs, Tablets, and Phones**

   Each user can install Office on up to 15 devices:

   - 5 PCs or Macs
   - 5 Tablets (Windows, IPad, Android)
   - 5 Smart Phones

   The user can later uninstall the office from any device and the total number of licenses would not be changed.

3.3. Office 365 Applications

The whole suite includes many applications, 3 main applications will be mentioned and explained. The 3 applications will be the most useful application for KU users. While other applications will be given in separate other workshop.

a. Outlook

Microsoft Outlook is provided as an online service on the web accessed by the browser and an application on the devices. Outlook provides mail services and it is considered as the central application in the integrity of applications and services in Office 365.

b. OneDrive for Business

OneDrive for Business is an integral part of Office 365 or SharePoint Server, and provides place in the cloud where you can store, share, and sync your work files. You can update and share your files from any device with OneDrive for Business. You can even work on Office documents with others at the same time.

c. Planner

Planner makes it easy for the teams and groups to create new plans, organize and assign tasks, share files, chat about what you're working on, and get updates on progress.

4. Practicum- Labs (60 minutes)

4.1. Lab1: Login to Office 365 account

In this lab, participants will learn how to access Office 365 login page, and use their own accounts to login into Office 365 applications.

a. Type the following link in the search bar of your browser and press on "Enter" on the keyboard.

www.365.ku.edu.ku

b. You will see the login page appear in the browser. Enter your email and password in the required fields then click on "Sign in".
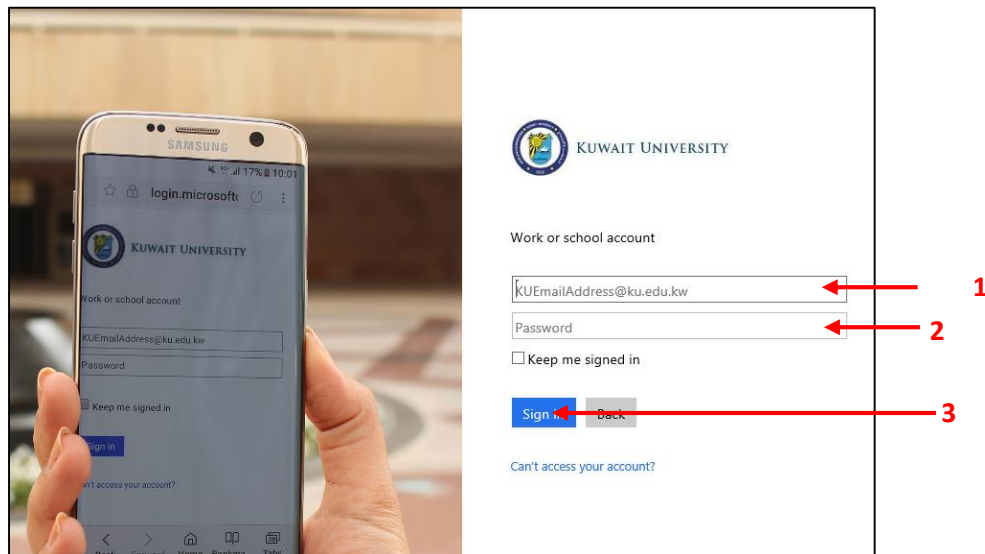
c. You will see the main page appears in the browser.
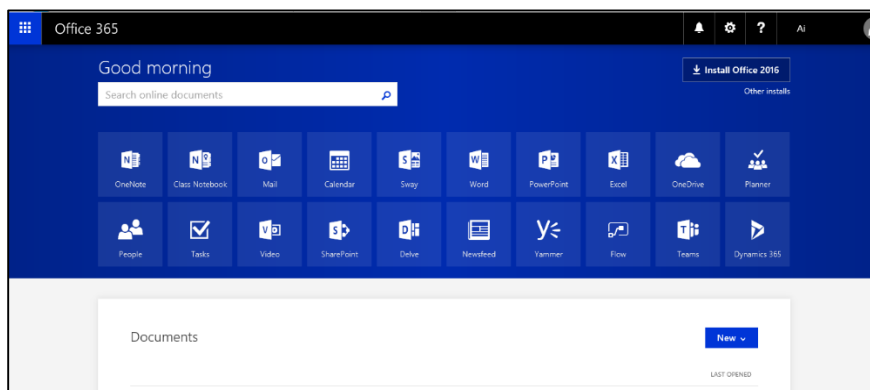
4.2. Lab2: Discovering the Interface

In this lab, participants will learn and understand all the components of the Interface.
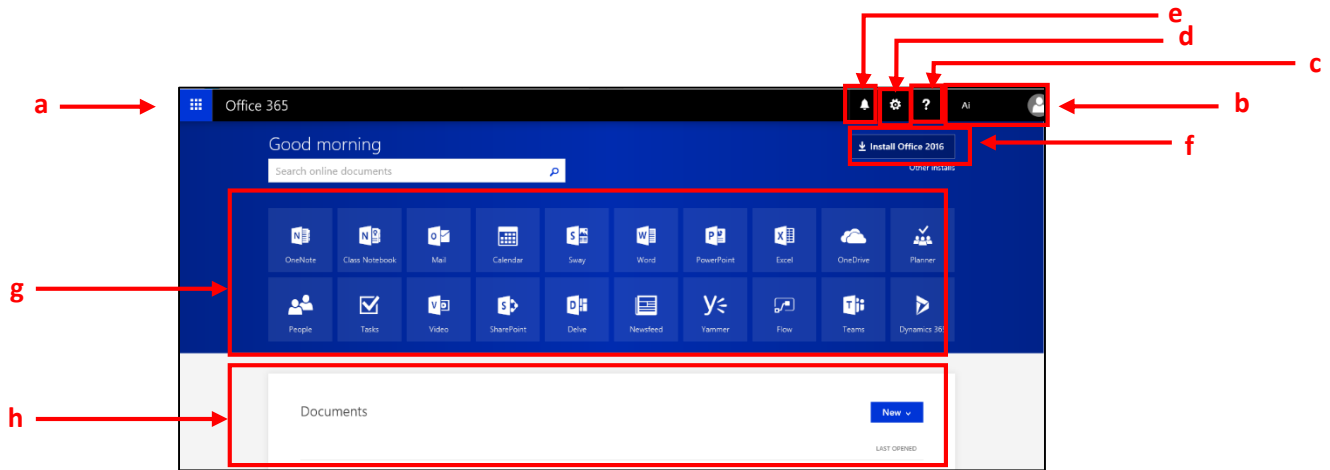
a. Users can find all the application of Office 365 in the side bar when the corner button is clicked as show bellow.
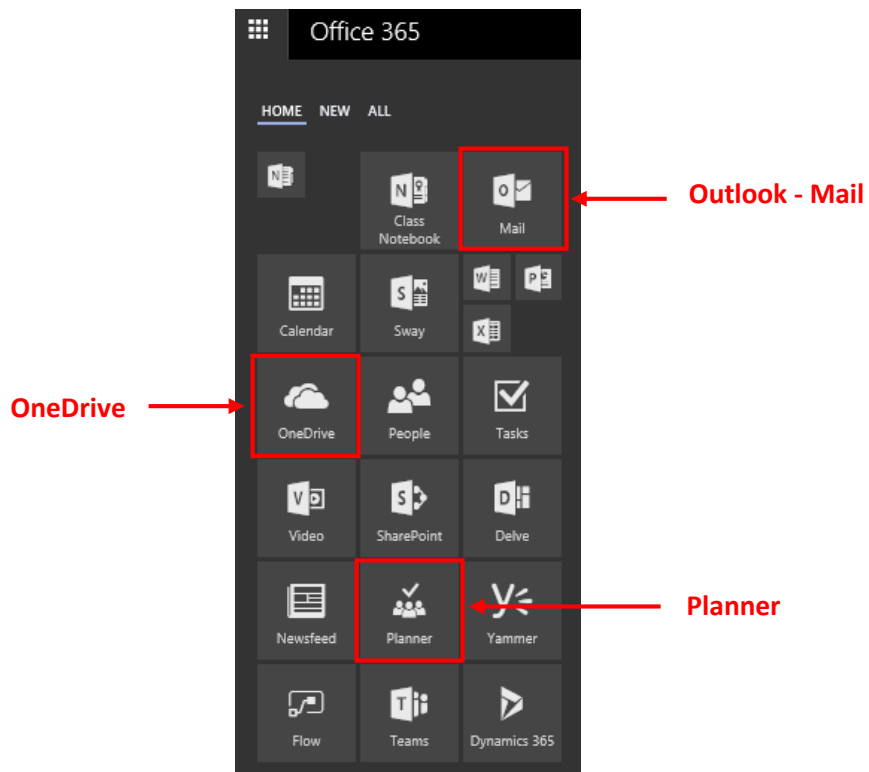
b. Users can find their profiles' related settings and sign out.
c. Help

d. Settings
e. Notifications
f. Install Office 2016 on the PC (the 5 free licenses)
g. Office 365 available applications
h. History of the user (actions done by him in previous logins)

4.3. Lab 3: Outlook – Send Email

In this lab, participants will learn how to create, send an email, and search for recipient users.

    a. Choose Outlook application from the home page.
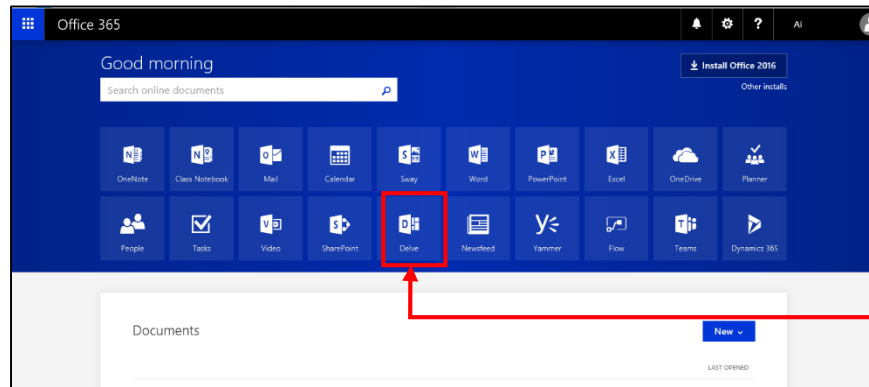
Outlook - Mail

    b. Or from the side bar a shown
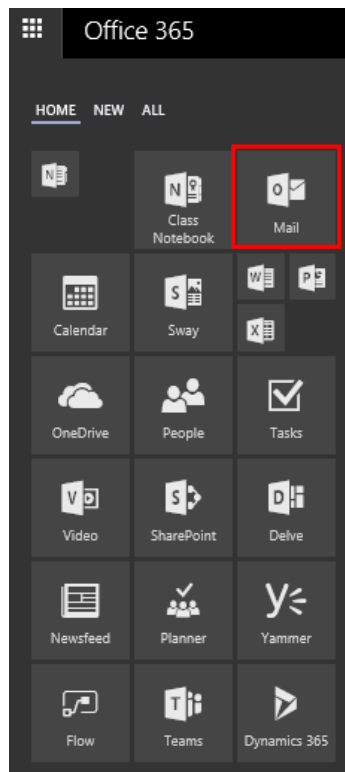
Outlook - Mail

c.   Click on "New" to create an email
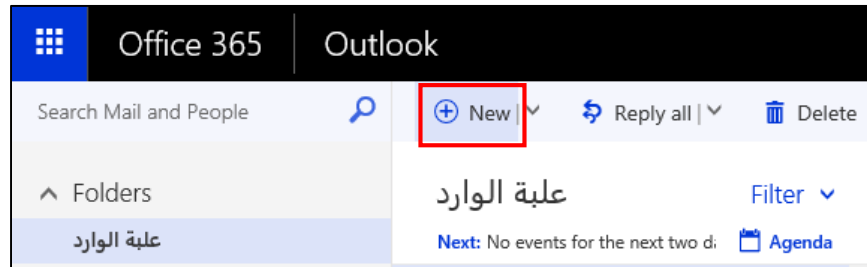
d.   The following screen will be shown as below
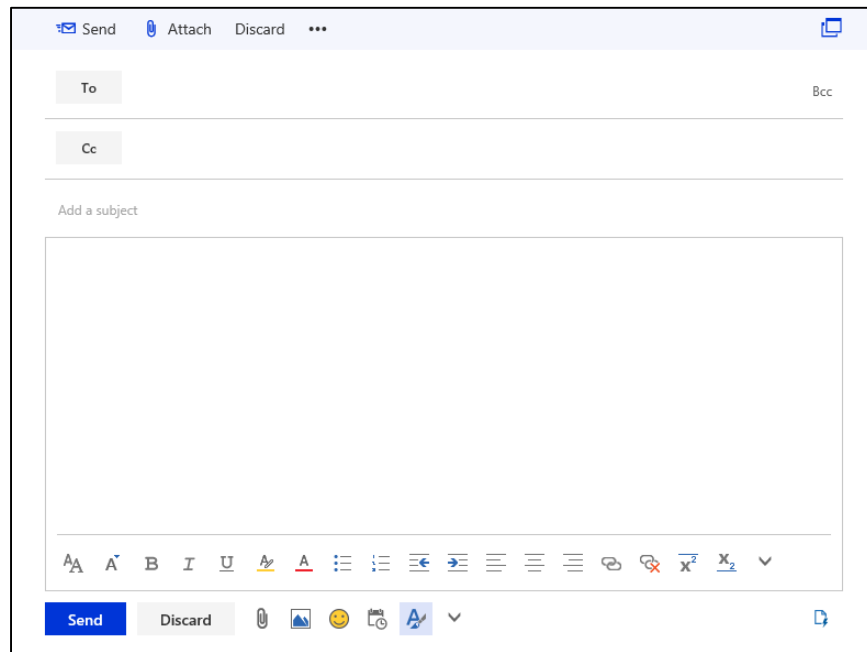
e.   You can search the recipients of all Office 365 KU users by " Email address", "name" or "KU ID number" in the "To", "Cc", & "Bcc" fields.

f.   Write the content of your email and click on "Send".

4.4. Lab 4: Outlook – Attachments

In this lab, participants will learn how to add attachment to the email and choose the right type of attachments.

a. To Attach a file to the email, we need to create an email (as shown in lab 3) and before sending the email add all the attachments by clicking on "Attach" button.
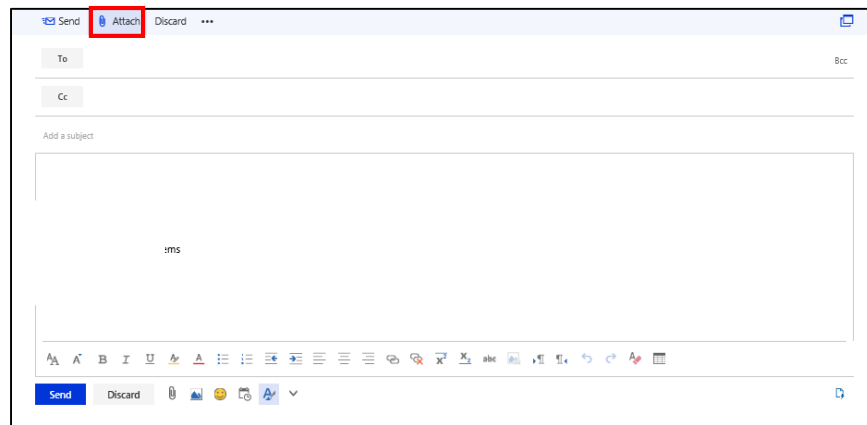
b. The following page will appear, the user can attach files from OneDrive, Group Files, Create a new Office file, or upload file from the computer.
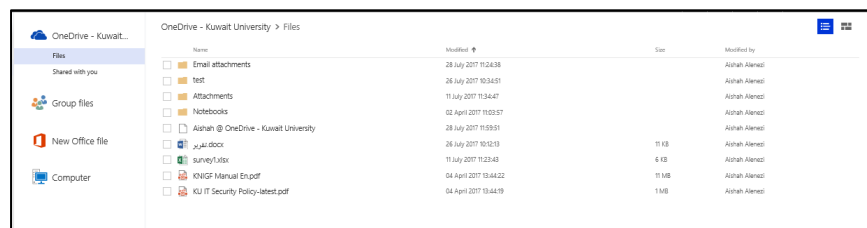
c. When you select the files to upload, click "Next", and the following page will appear. You have 2 options:

- Attach as a OneDrive file: To attach the original file from OneDrive, Others can edit the original copy and changes cannot be retrieved.
- Attach as a copy: To create a copy and send it to others, so that the original file will not be effected.
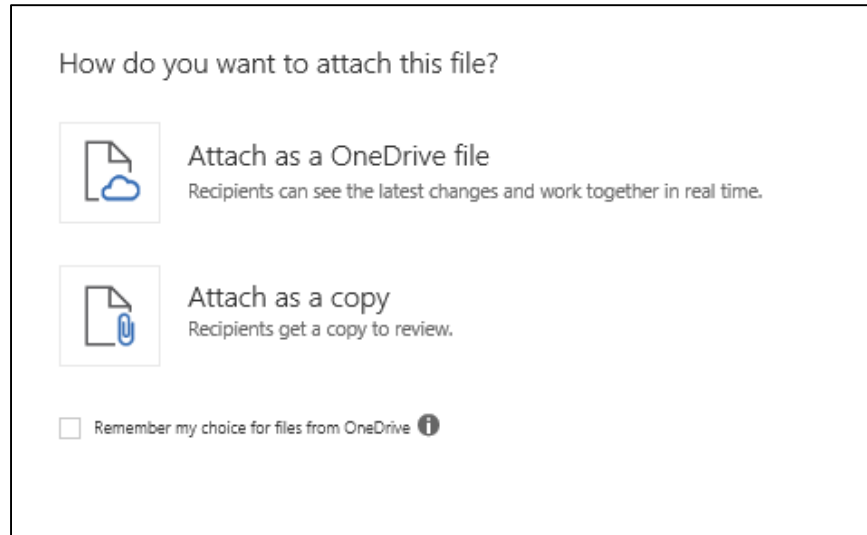
d. You can see the attached files in the top of the email text field, you can see the difference of the two attached files from the icon.
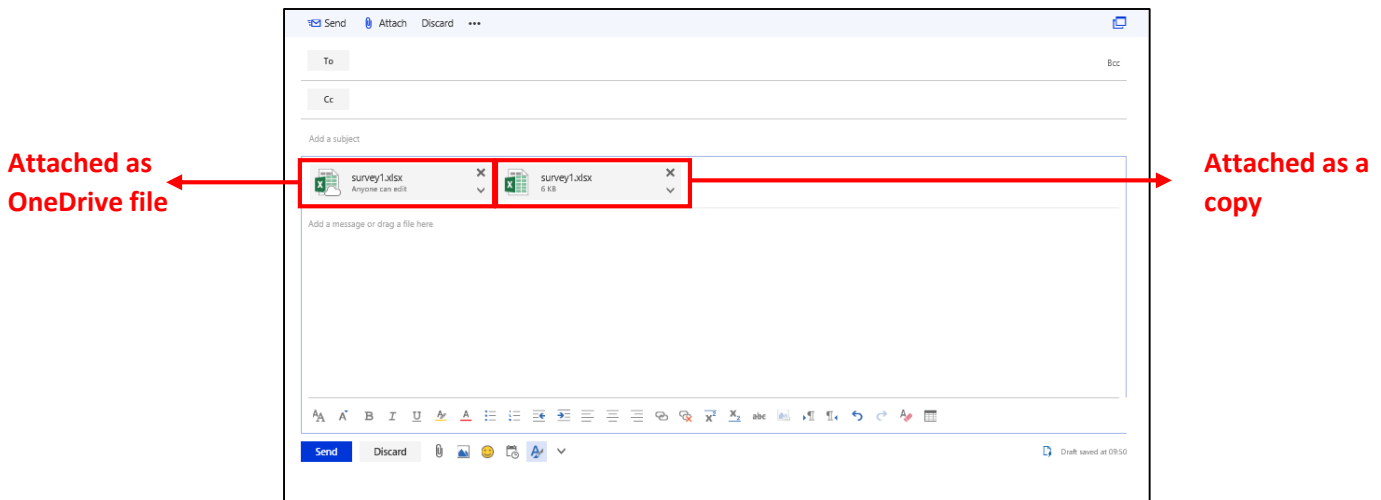
Attached as OneDrive file ← → **Attached as a copy**

e. You can search the recipients of all Office 365 KU users by " Email address", "name" or "KU ID number" in the "To", "Cc", & "Bcc" fields.

f. Write the content of your email and click on "Send".

4.5. Lab 5: Outlook – Groups

In this lab, participants will learn how to create groups and add members to the group.

a. To Create a new group, click on the add button "+" next to "Groups" from the left pane as shown below.
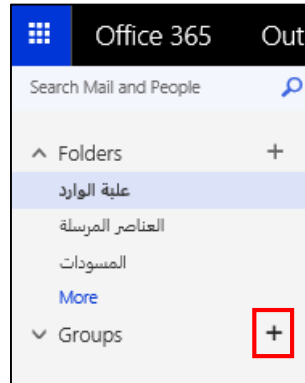
b. Please choose the "Next" button below "Standard group"
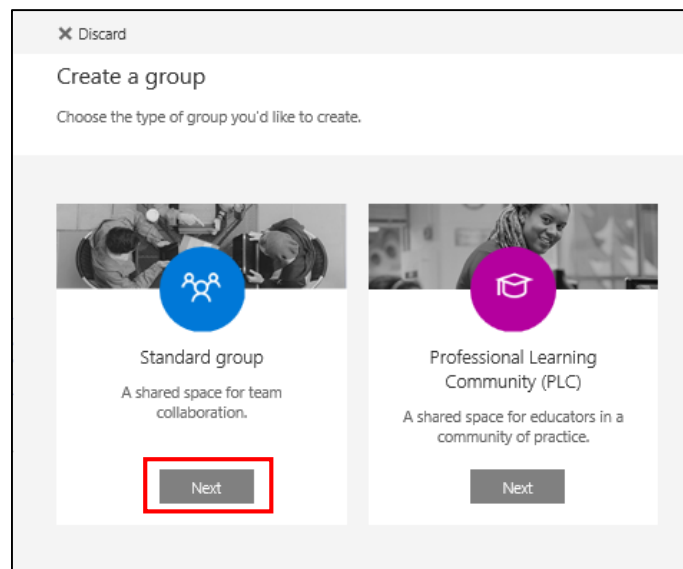
c. Please fill all the fields, note that the email is generated automatically from the group name. The name and the created email address would be unique throughout all KU users. Then press "create".
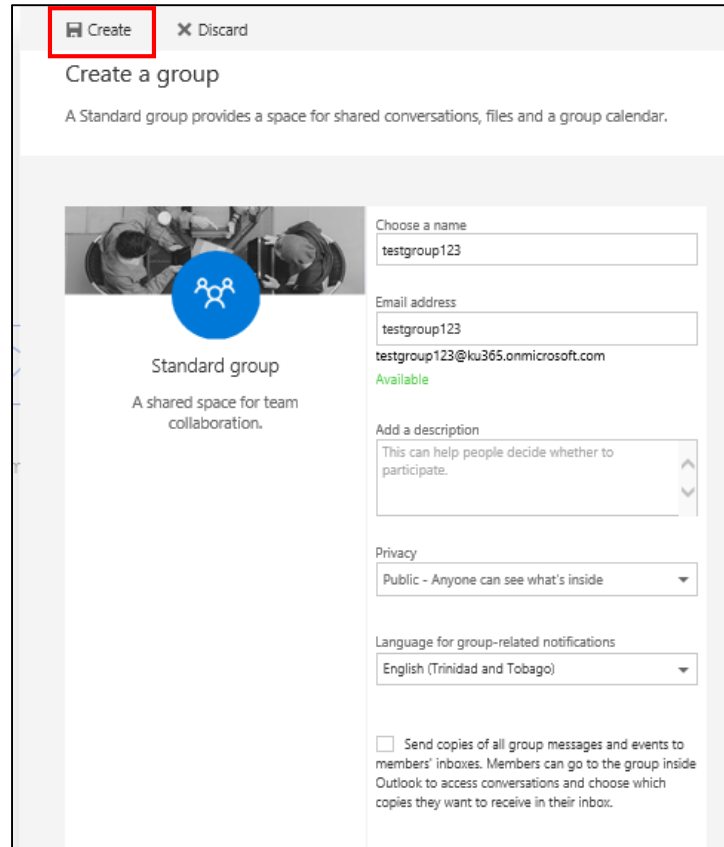
d. Insert the Emails, or KU ID of the users to be members of the group one by one, then click on "Add" or "Not Now". Note that the admin of the group can manage (add/delete) the members even after creating the group. Admin can also give an admin privilege to any member or delete the group.
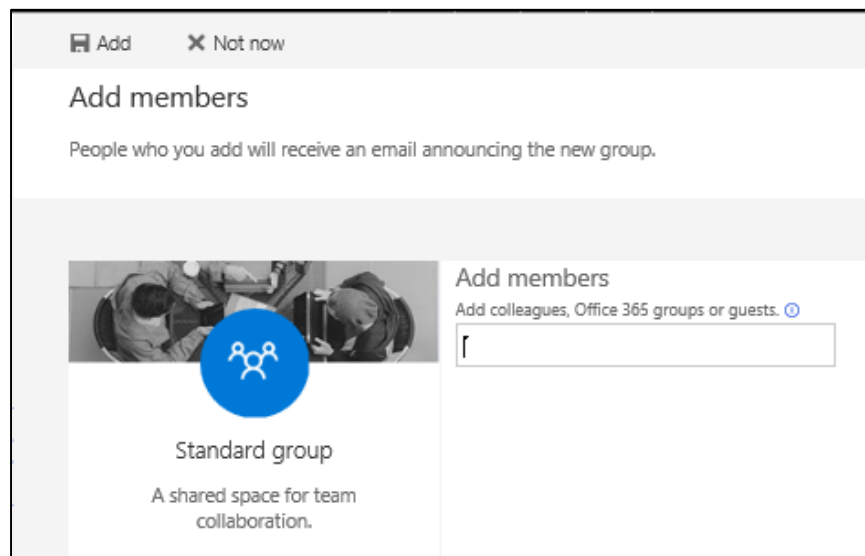
e. After adding the group members, the group page is created and you can share and check the conversation, calendar, files and so many others among group members.
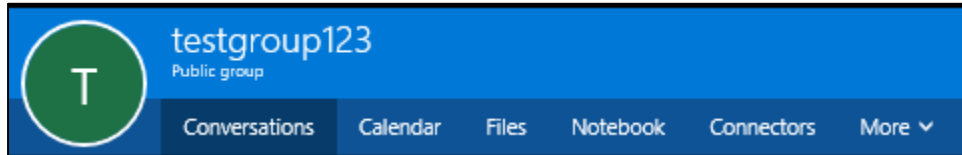
4.6. Lab 6: Outlook – Calendar

In this lab, participants will learn how to Send a calendar event, and check the calendar.

To create a calendar event, click on the arrow next to "New", then "Calendar Event" form the dropdown menu.
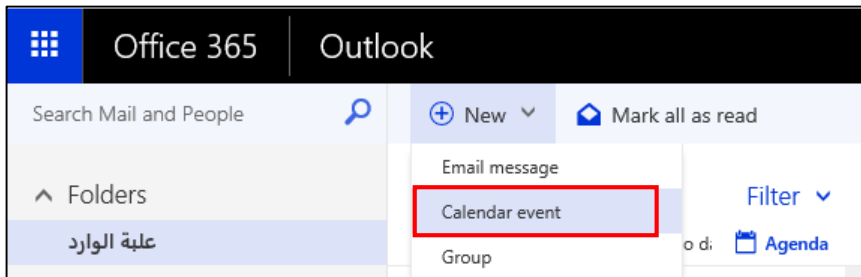
Fill all the details in empty fields and click on "save"
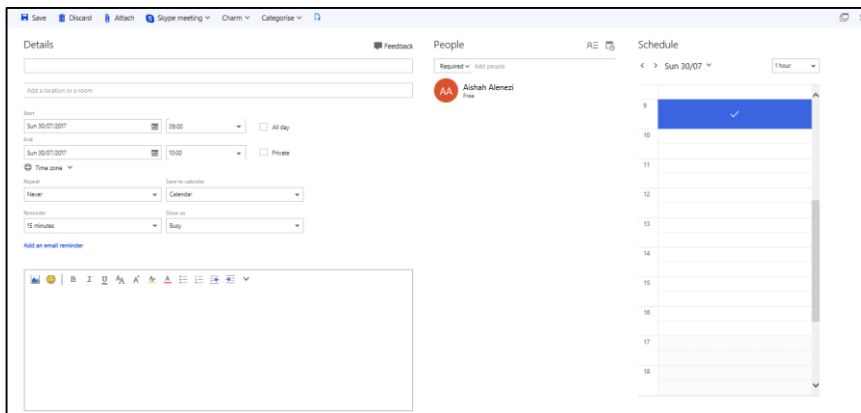
To check on your calendar events, go to "Calendar" app from the side bar as shown.
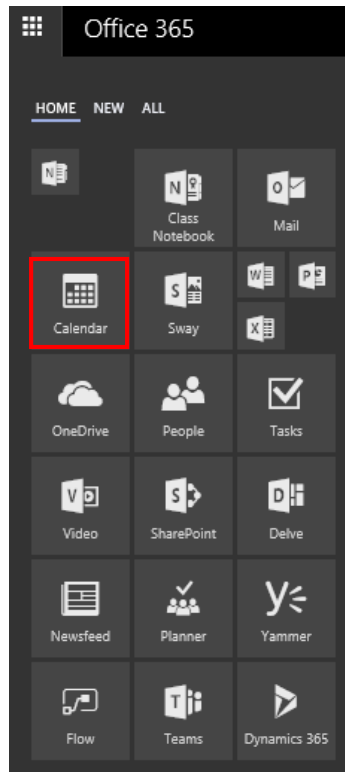
You will see the following screen of your all events
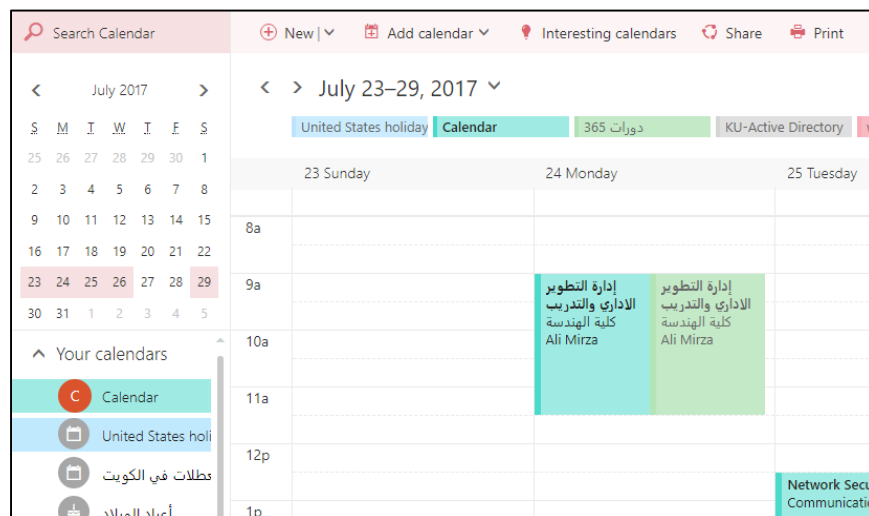
In this screen you can create an event by:

click on the arrow next to "New", then "Calendar Event" form the dropdown menu.
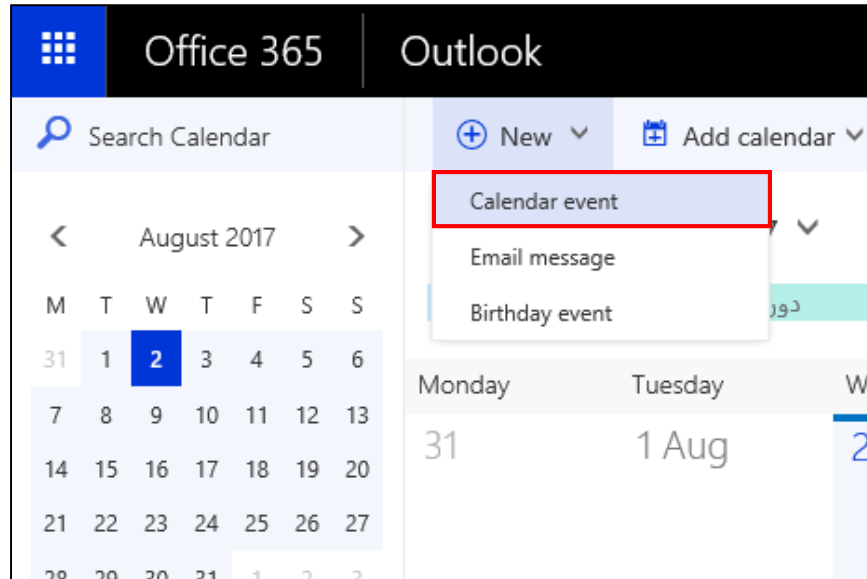
Click on the exact wanted date from the calendar table and a window will show to enter the details of the event.
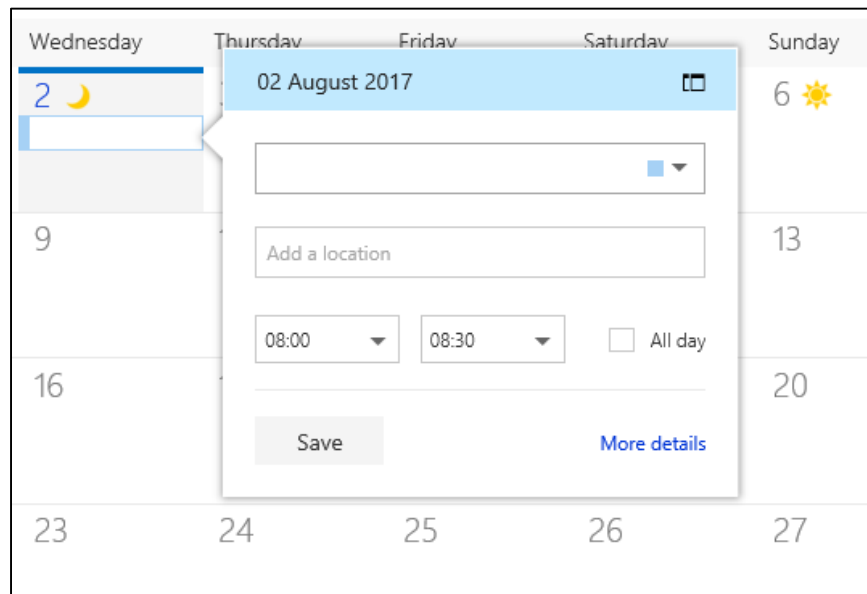
To create a secondary calendar for personal or business events, click on "Add Calendar", then "Secondary calendar" from the drop down menu.

The secondary calendar is perfect for sharing all calendar events automatically to a group of users, so there is no need to add the recipients every time you need to send a calendar event.
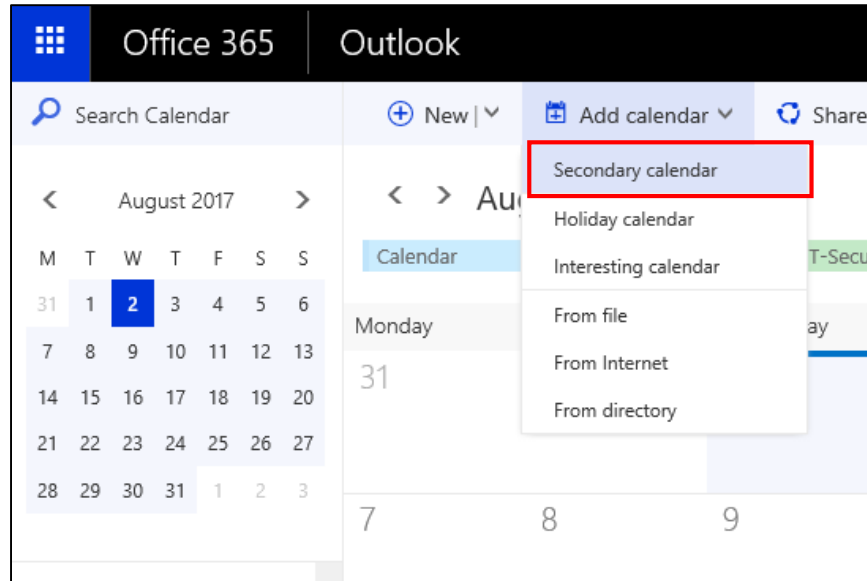
Write the name for the calendar then click on "Enter" or anywhere else in the screen.
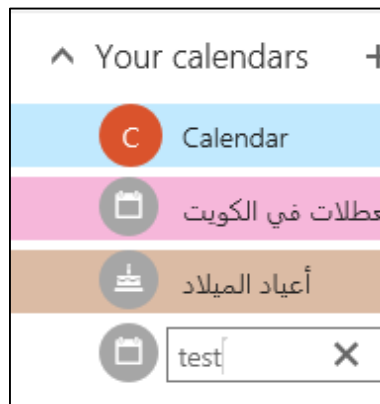
To share the created calendar to group of fixed users, click on "Share", then click on the name of the calendar that you want to share, in this case the calendar name is "test".
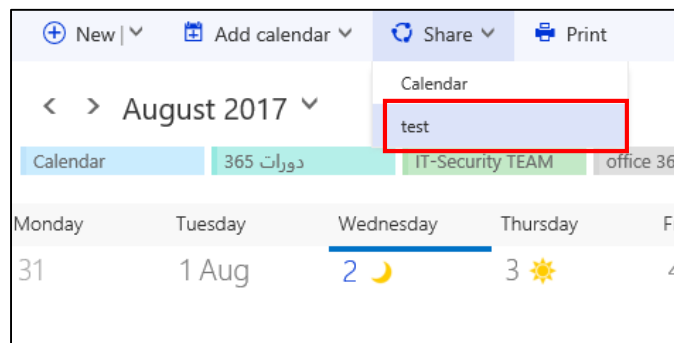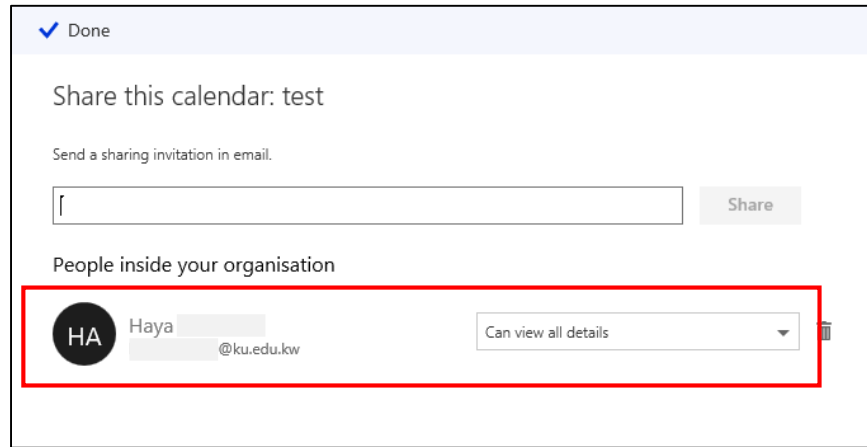
Enter the users you want to share the calendar with, one by one until you complete the list of recipient users, you can search by "name", "KU ID", and "E-mail".
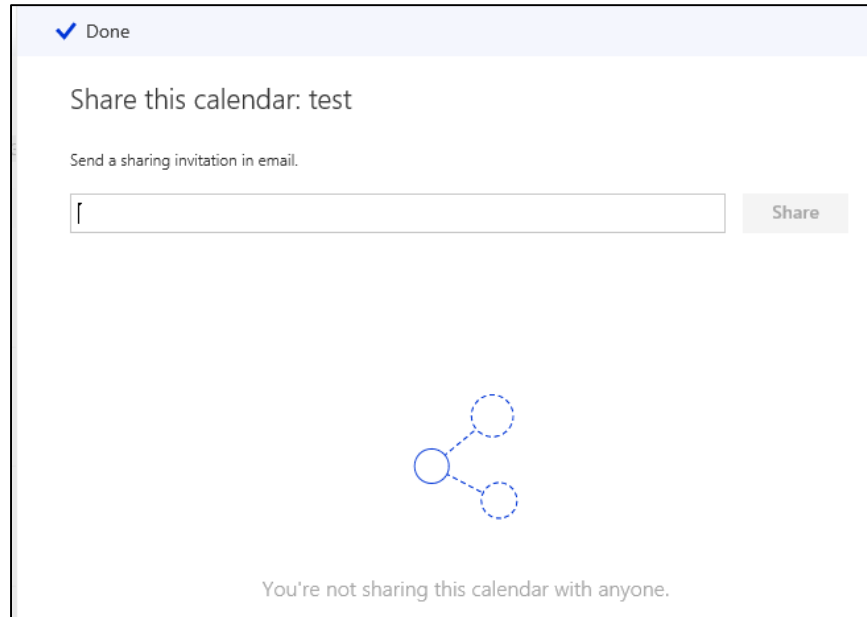
Choose the permission for each user, then click on "Share".
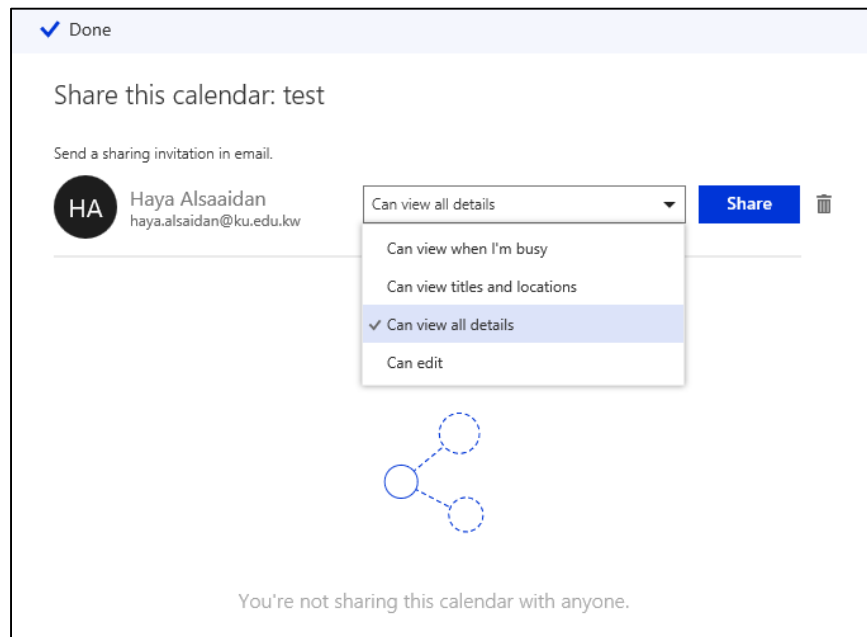
Continue adding the users list, the entered users are shown down (see the red square), when all the recipient list is done click on "Done" to close the window.

4.7. Lab7: One Drive – Files

In this lab, participants will learn how to check and manage the files on OneDrive.

a. Choose OneDrive application from the home page.
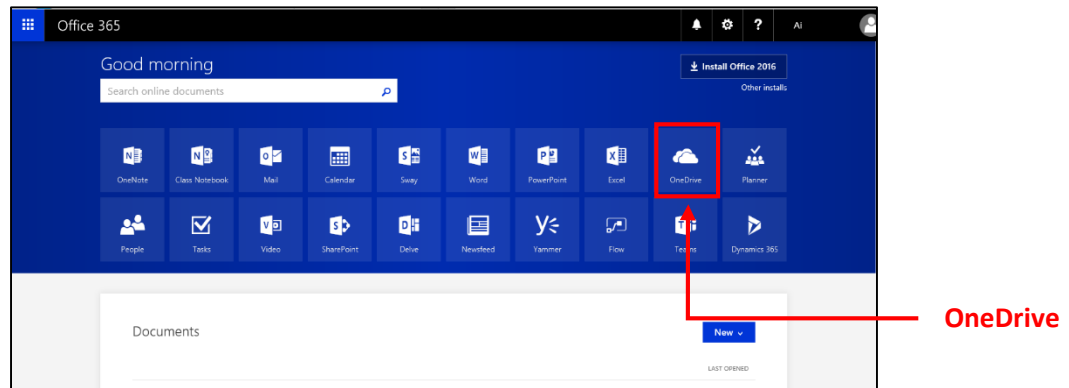
b. Or from the side bar a shown
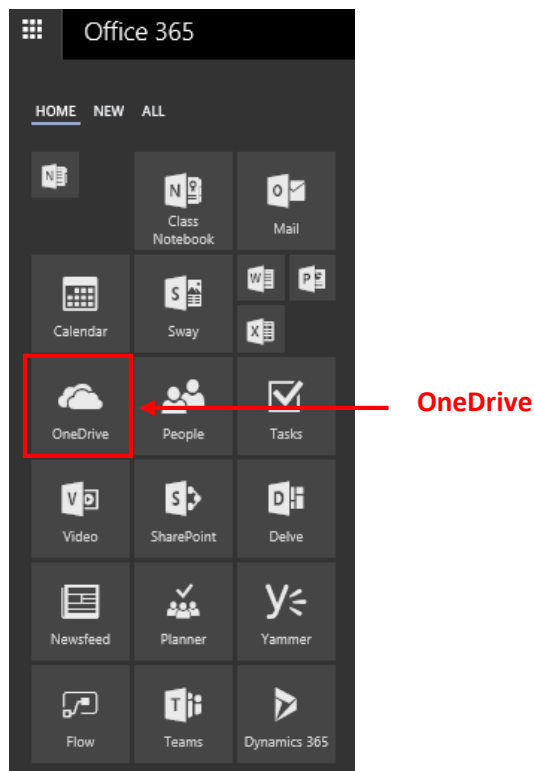
c. You can access your files this screen, create folders or documents "New", upload files "Upload".
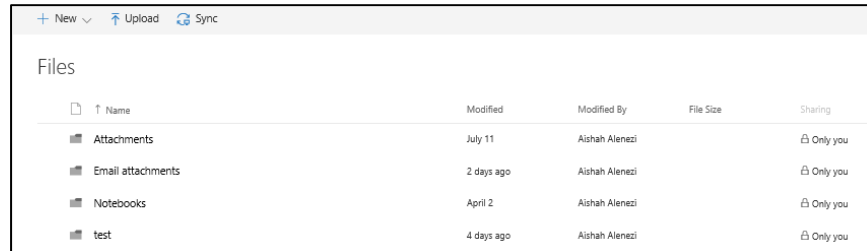
d. To create folder or document click on "New". The following steps are for creating a folder, if you need to create a document, please choose the required type of file.
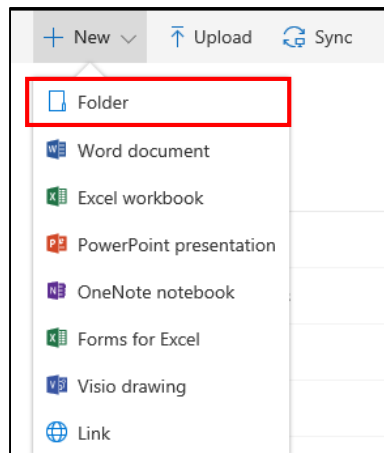
e. Click on "Folder" from the drop down menu, and write a unique name for the folder, then click on "Create", you can enter the folder from the lest and upload any files.
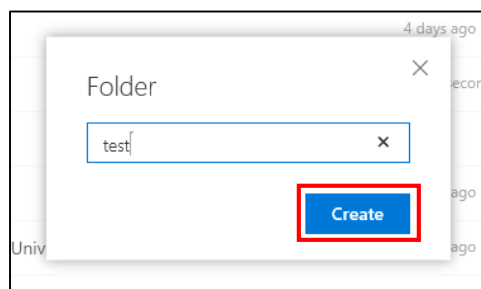
f. To upload files, click on "Upload".
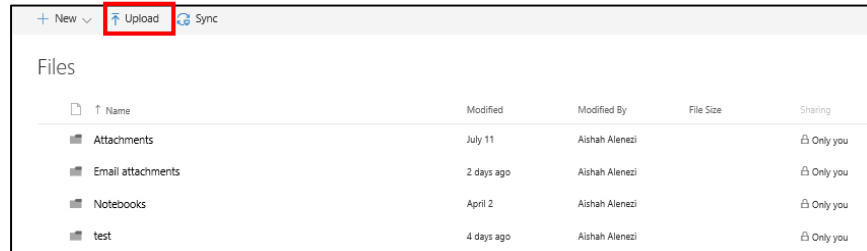
g. Chose the files to upload and click on" Open".
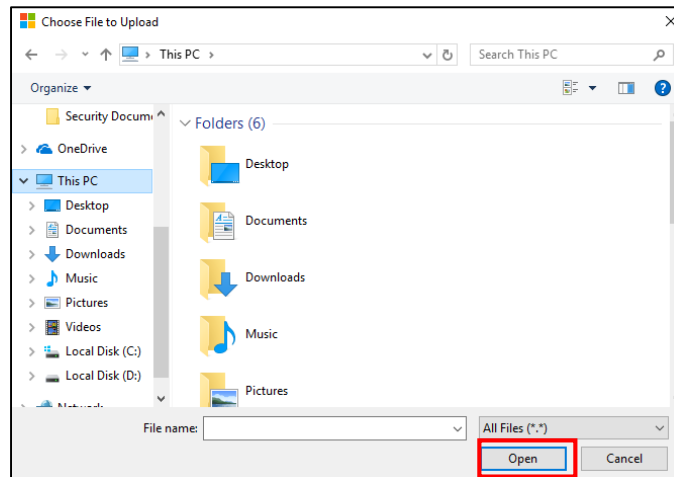
h. Wait few seconds for the upload to complete, you can monitor the uploading from the top bar as shown below.
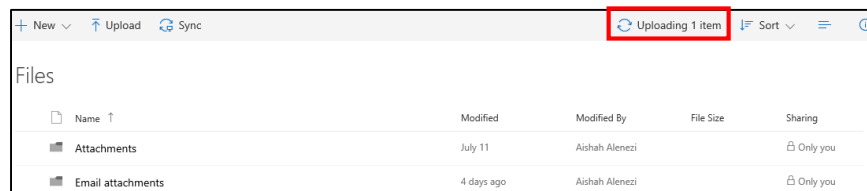
4.8. Lab 8: One Drive – Sharing files

In this lab, participants will learn how to share files in OneDrive.

a. To share files using one drive, you only need to select the file, click on "Share".
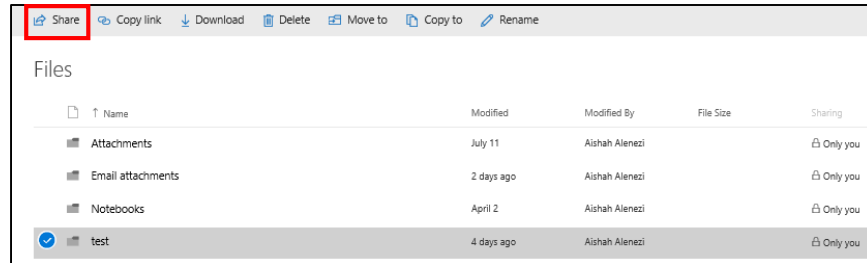
b. You can either copy the link of the file or create an email and add the link to it automatically by clicking on "Outlook", and you will see that the status is changed from "Only you" to "Shared"
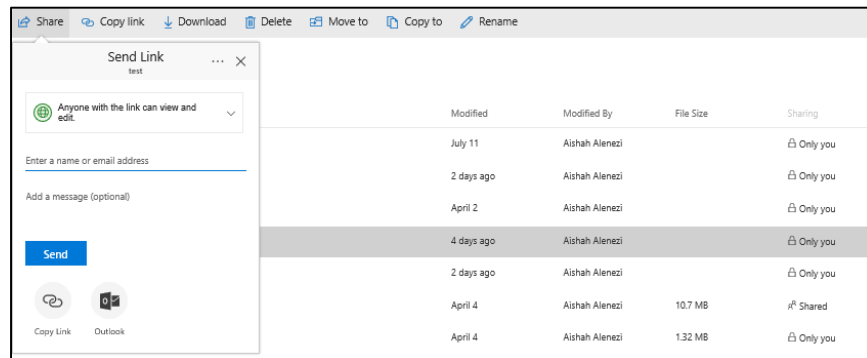
c. Or you can click on the "Only you" text that appears in the last column of the file row.
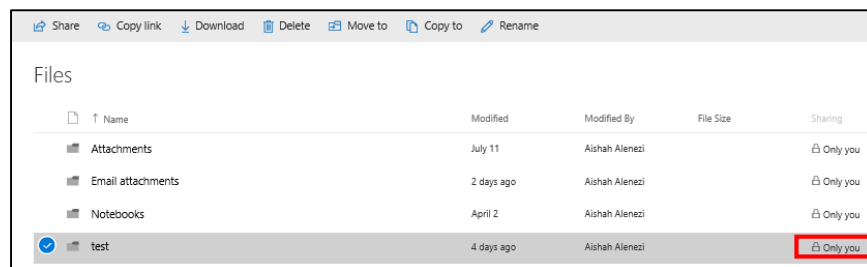
d. A right pane will appear, click on "Change permission".
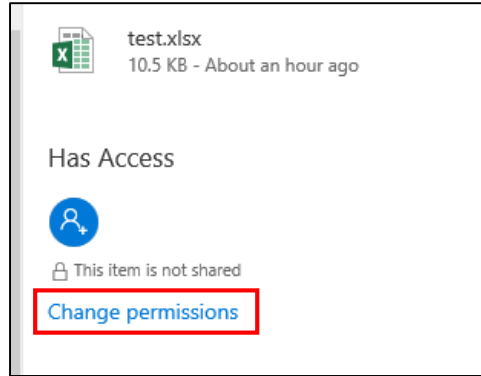
e. Click on "Add People" button.
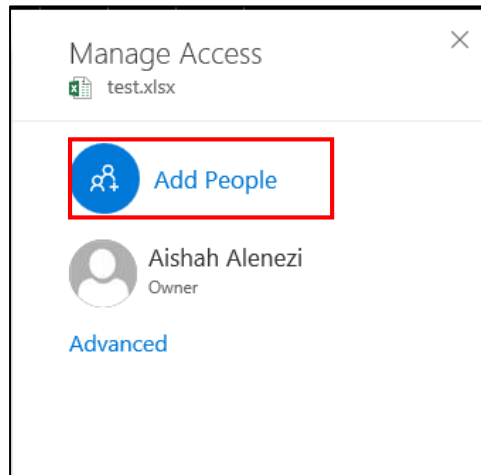
f. Enter the recipients' users that you want to share the document with, you can search by "name", "KU ID", or "Email address".
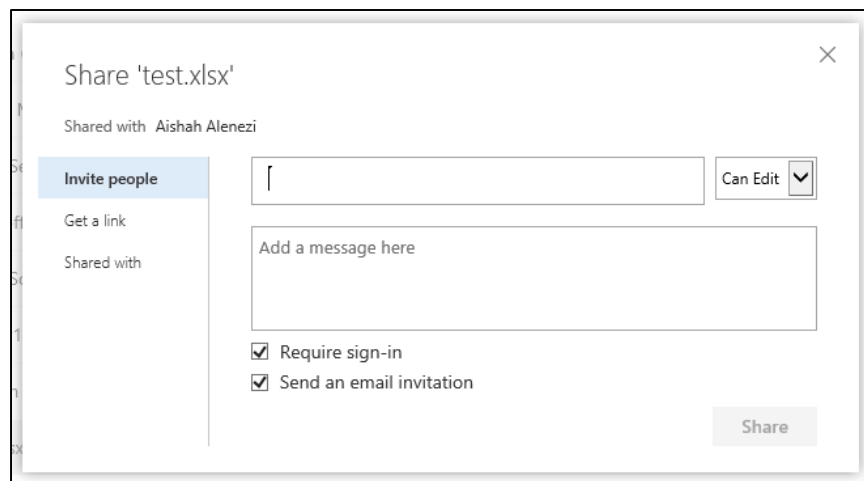
g. You can choose whether they can edit on view only by clicking on the permission next to the search bar, enter a message in the message field, then click on "Share".
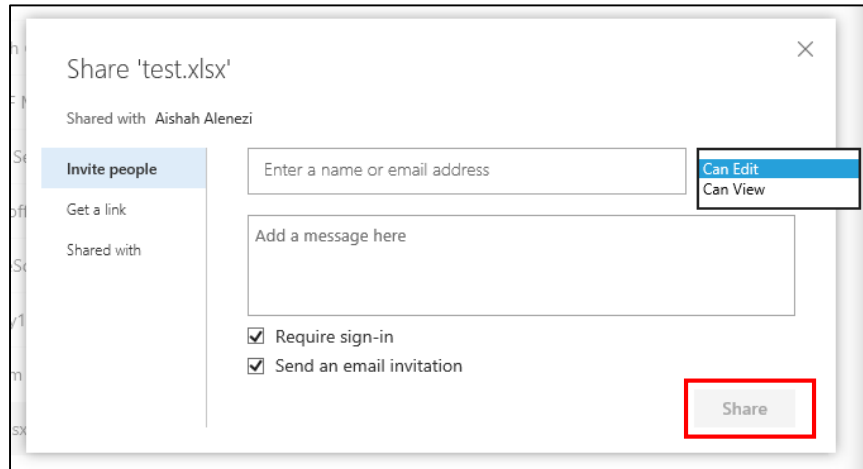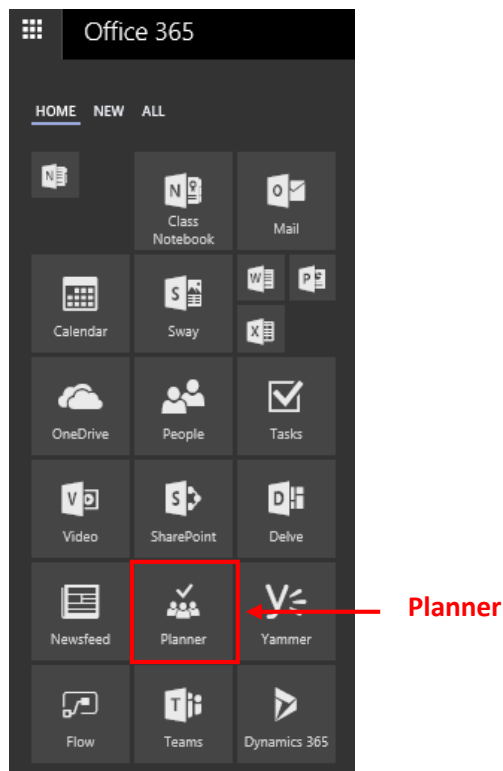
4.9. Lab 9: Planner

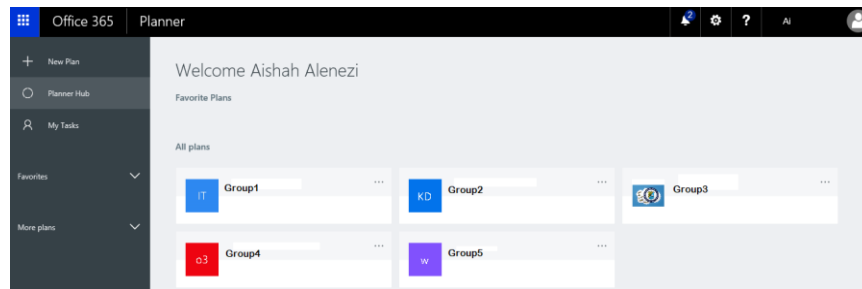In this lab, participants will learn how to create and manage the planner.
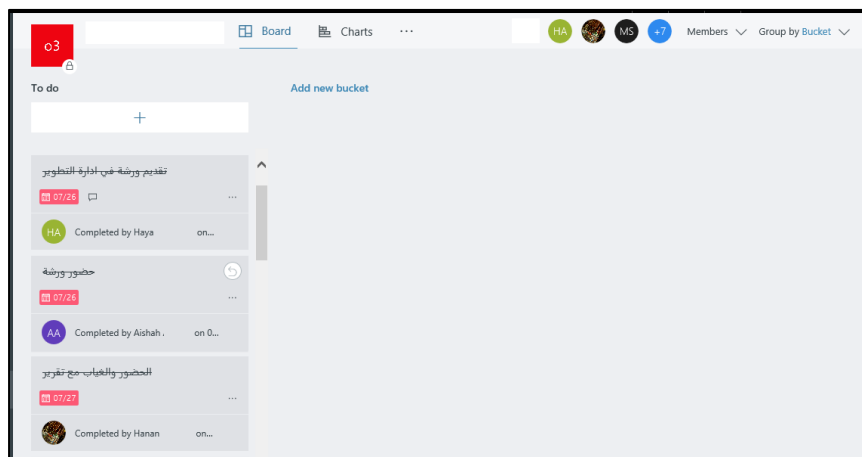
a. Choose Planner application from the home page.
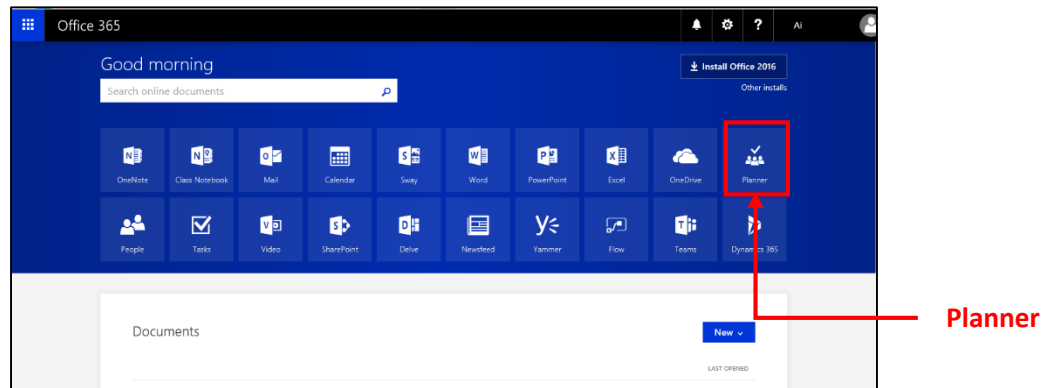
Planner

b. Or from the side bar a shown

Planner

c. You will see the following page, that contains all the groups. You have the ability to create a new planner by clicking on "New Plan", Check your own tasks by clicking on "My Tasks".

d. And when you choose one of them, you will see all the tasks as the following.

e. You can also see the chart of all tasks and the status of each tack by clicking on "Charts".
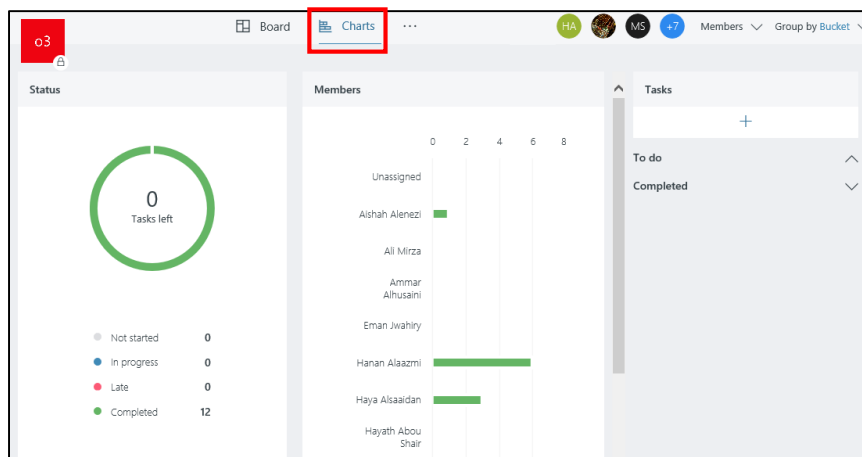
f. You can assign tasks to yourself or to any of groups member, by clicking on the add "+" button, fill the task name, due date and assign it to a user.

5. Install Office 365 Applications (15 minutes)

5.1. Download IOS/Android Applications

In this lab, participants will learn how to download the app in their phones.

a. You can download the apps from the App Store (in iPhones) or from the Play Store (in Android) by typing "Microsoft Outlook" in the search bar in the store and click on "install", when the installation is finished open the app and login using your KU user details.
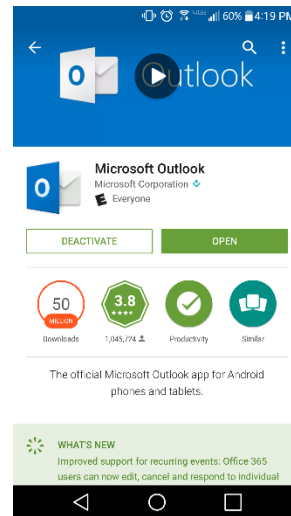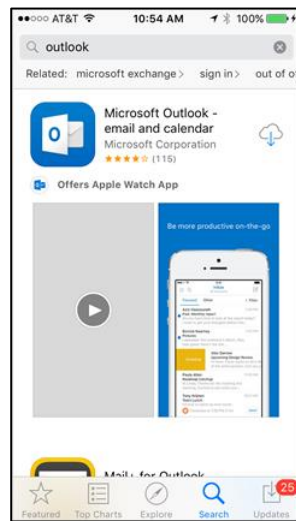
b. Follow the same previous steps to download "OneDrive" and "Microsoft Groups".

Microsoft Groups   OneDrive

5.2. Install Office suites for PCs.

In this section you can find the steps to install Office Suite Apps for PCs.

1. First, press on "Office 365" as shown in the picture below.
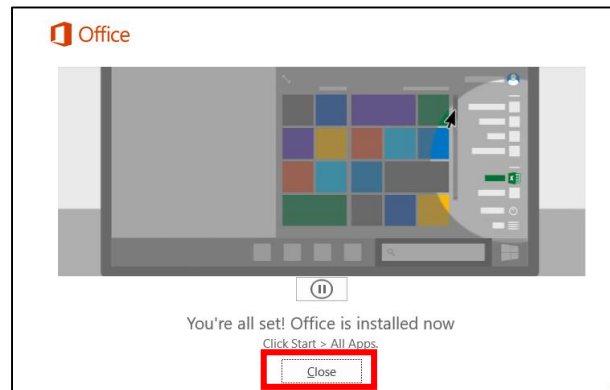2. Then, click on " install office 2016".

1 **2**
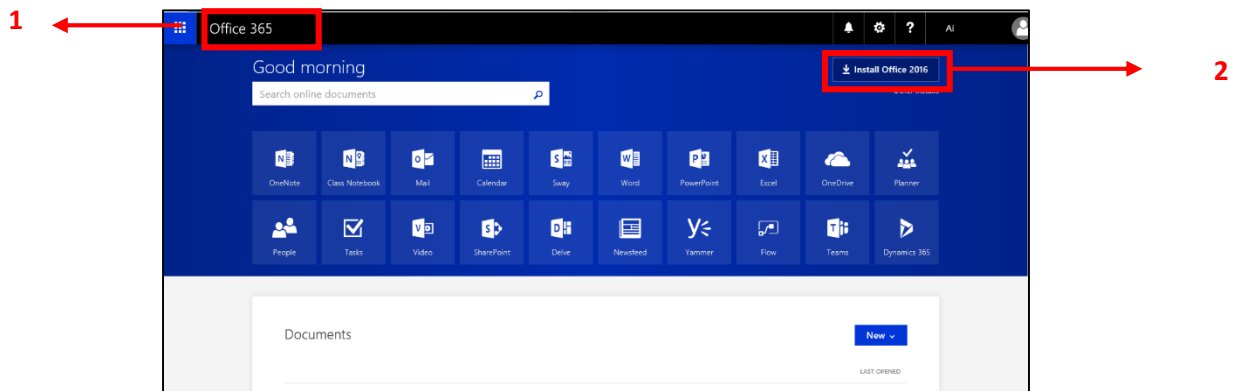
3. Then follow the 3 short steps shown in the below picture.
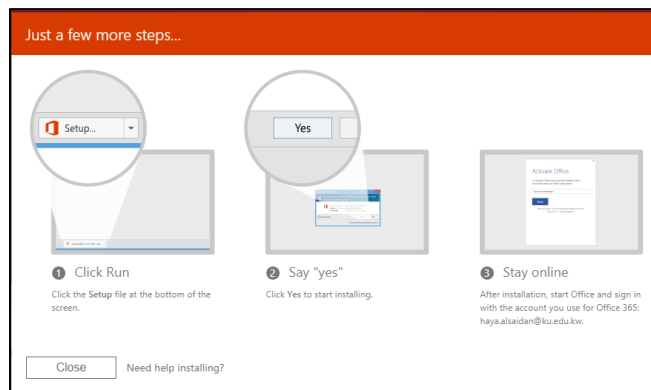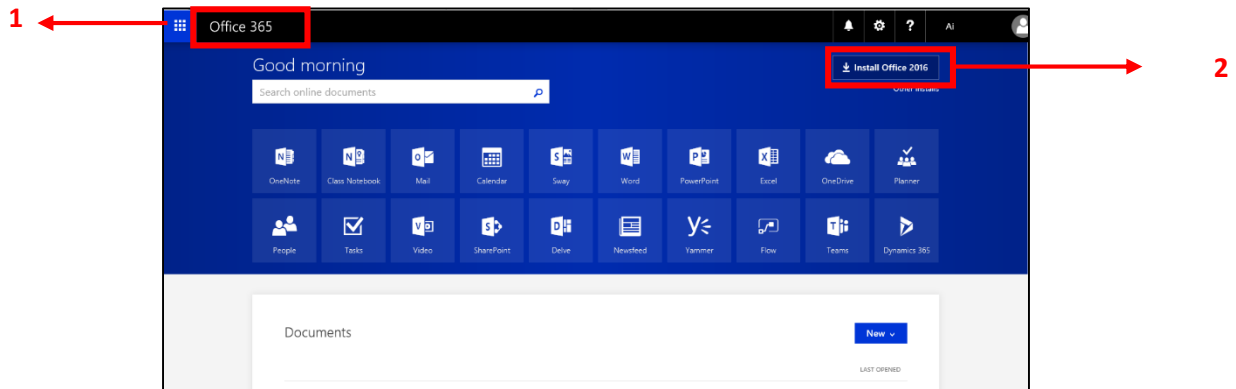

4. A download box will show, wait until the download is finish…
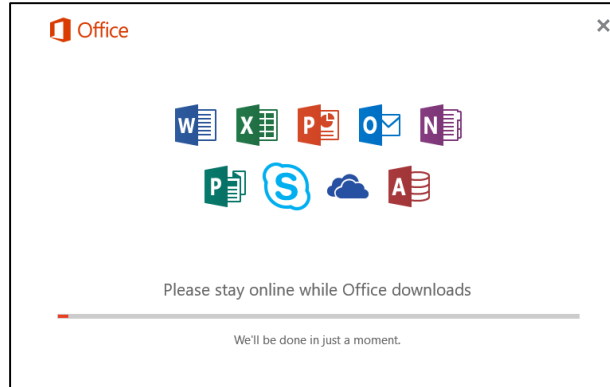
2. After the installation is done press the close button as shown below…

5.2. Install Office suites for MACs.

In this section you can find the steps to install Office Suite Apps for MACs.
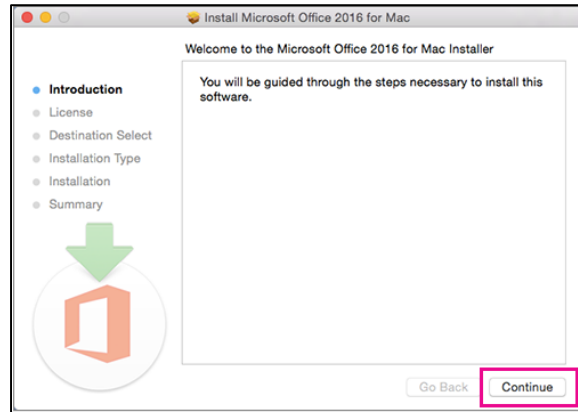
1. First, press on "Office 365" as shown in the picture below.
2. Then, click on " install office 2016".

3. Wait until the download is completed, go to Downloads folder, and double-click on "**Microsoft_Office_2016_Installer.pkg**".
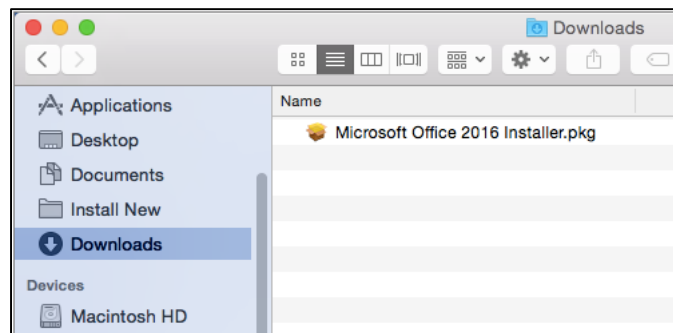

4. Installation screen will appear, select Continue to start installing Office Apps.

5. Review the software license agreement, and then click Continue.
6. Select Agree to agree to the terms of the software license agreement.
7. Choose how you want to install Office and click Continue.
8. Review the disk space requirements or change your install location, and then click Install.
9. Enter your Mac login password, if prompted, and then click Install Software. (This is the password that you use to log in to your Mac).
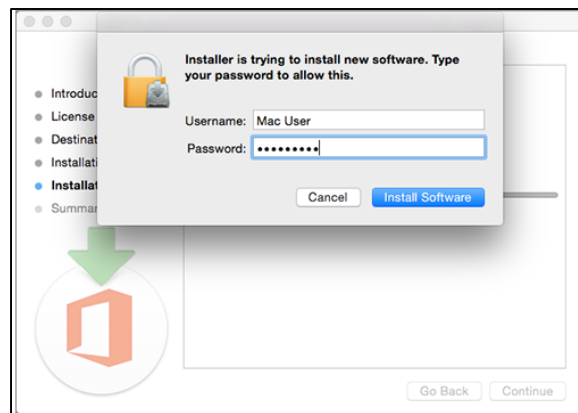
10. The software begins to install. Click **Close** when the installation is finished.
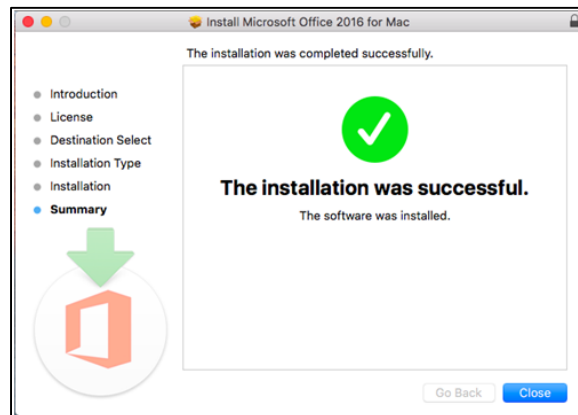
11. Click the **Launchpad** icon in the Dock to display all of your apps.
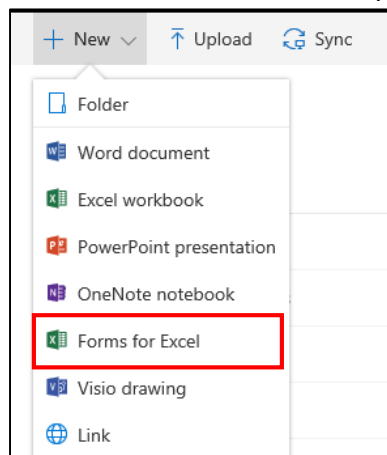
12. You can find Office Suite Apps.

6. Online Questionnaires (15 minutes)

In this section, the participants will learn how to create online surveys, questionnaires, or quizzes.
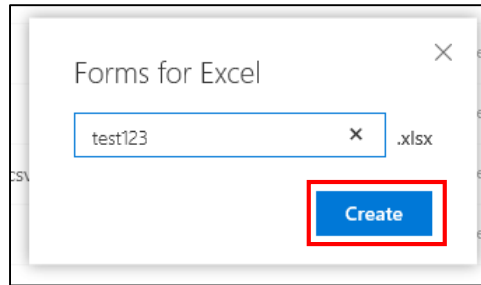
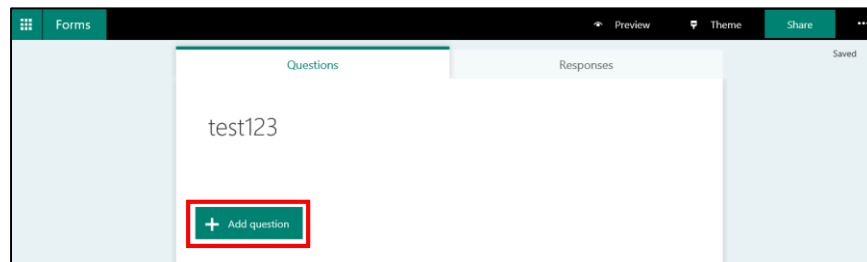a. To create a survey, go to OneDrive application from the side bar a shown
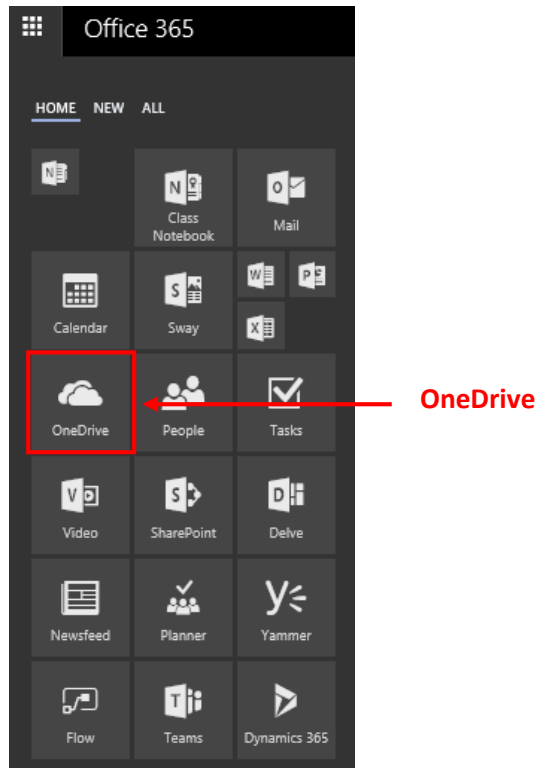
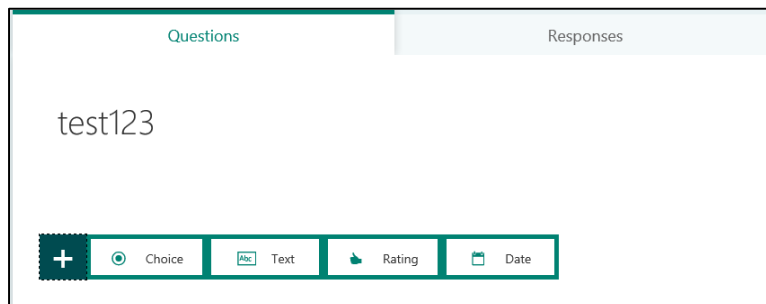b. Click on "New", then "Forms for Excel" from the drop down menu.

c. Enter a unique name for the form, then click on "Create".

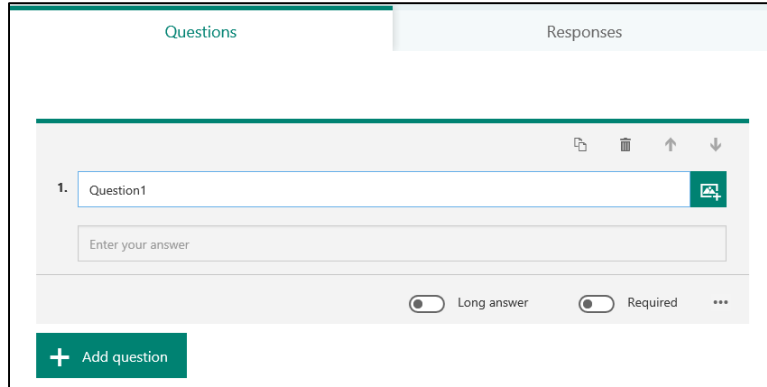d. The following page will appear, click on" Add question" and start adding questions one by one.
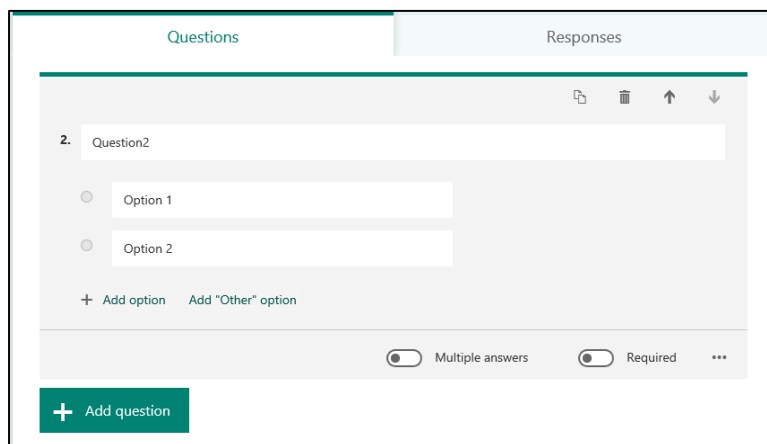

e. You can choose the type of question.

f. Write the question and the answers (in each type of question there are some requirements, example: in the choices question, you can add more choices and enter them)
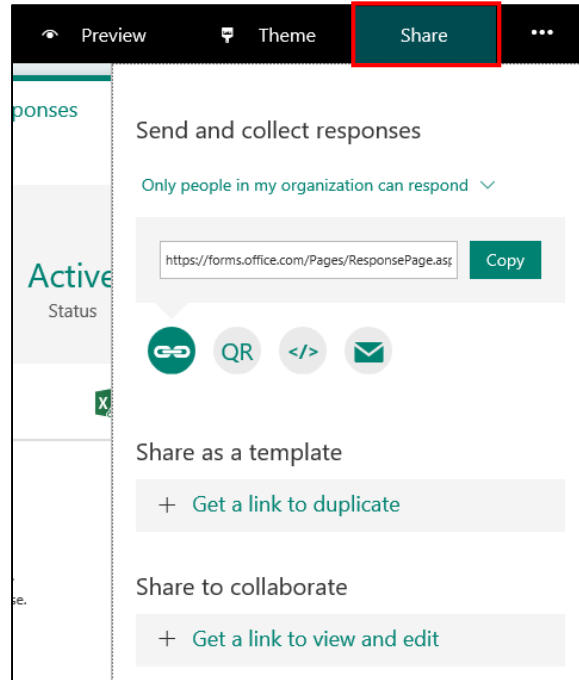
Questions	Responses

1. Question1

Enter your answer

⬤ Long answer   ⬤ Required   •••

+ Add question

Questions	Responses

2. Question2

○ Option 1

○ Option 2

+ Add option   Add "Other" option

⬤ Multiple answers   ⬤ Required   •••

+ Add question

g. You can share the surveys, by clicking on "Share", and you can share by sending the link to others by email or other methods.

h. The response can be checked from the responses tab, when you share the surveys and others start to answer the survey, the responses will be filled automatically.