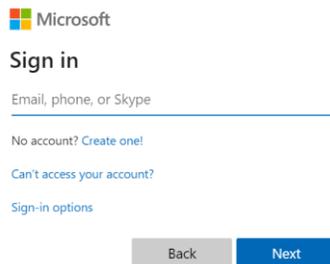


Seven steps to Office 365

Office 365 is the successor to Office 2016. With Office 365 and One Drive you can work from anywhere and on any device without having to use Remote Workplace.

Step 1 log in

- Start your browser (Chrome, Edge, Safari or Firefox, not Internet Explorer 11)
- Go to portal.office.com



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading 'Sign in'. There is a text input field with the placeholder text 'Email, phone, or Skype'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom of the form are two buttons: a grey 'Back' button and a blue 'Next' button.

- Under 'Sign in' enter your University Microsoft account (username/studentnumber@vuw.leidenuniv.nl) So Jan van Leiden logs in with LeidenJvan@vuw.leidenuniv.nl
- *Note:* your login name is **not** your email address; it's the combination of your username - e.g. LeidenJvan - and @vuw.leidenuniv.nl
- Click on 'Next'. This will take you to the University Office 365 page; you should see a photo of Campus The Hague



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Sign in with your organizational account

- As password, enter your ULCN password
- In answer to the question 'Stay signed?' you can choose 'Yes'. Then you won't have to log in each time, but will be logged in automatically the next time you go to portal.office.com.

Step 2 Start working with Office365

In the main menu you will see familiar applications such as Word, Excel and PowerPoint. You can start these applications and begin using them. Outlook will be added later.

Files that you create in one of these applications will be automatically stored in OneDrive. OneDrive is your P-drive in Office365.

We'll start by creating a document in Word

- Start Word
- Choose 'New blank document'
- Type a bit of text
- You will see in the blue menu bar at the top of the page that the document is saved as 'Document1'



- You can change the document name by clicking on 'Document1' and entering another name

For more information on using Office application see step 5.

Step 3 How to work from home with the latest version of Office

The online version of Office isn't as extensive as the version that you use at work. If you want to use more advanced options, you can install Office 365 on your private device (Mac or Window) (5 devices max.).

Please note: you don't have to do this on a University computer or laptop. This already has the latest version of Office.

To install Office 365 on your device, do the following:

- Go to portal.office.com
- Log in with `ULCNstudentnumber@vuw.leidenuniv.nl` or `ULCNusername@vuw.leidenuniv.nl` and your regular password
- On the start page click on the button in the top right [Install Office] > Office 365 apps and follow the instructions.

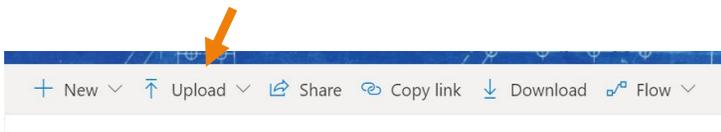
If you are working in the online version and want to switch to the desktop version, you can do so by clicking the option **Open in Desktop App**.

Step 4 How to access your files

If you are still at your University workspace in Leiden of The Hague, you can transfer files from the P-drive to OneDrive yourself. (The same does not apply for the J-drive.)

To upload your files, do the following:

- On your pc or Mac go to portal.office.com and log in with your University account (username/studentnumber@vuw.leidenuniv.nl) and your regular (ulcn) password.
- Go to your OneDrive (the first time you link to OneDrive an environment is created for you in the background. During the corona crisis, there have been many new users and in some cases you will first see an error message (access denied). If you click through again, your OneDrive will be available
- Click on upload in menu bar at the top



- Choose Files (individual file) or Folder (a whole folder)
- You can now navigate to the P-drive (not the J-drive, see below for more details) and click a file or folder. This will then be uploaded to OneDrive.

The instruction film below also gives a clear explanation of this downloading. Use CTRL + click to open the links in this document.

<https://support.office.com/nl-nl/article/foto-s-en-bestanden-uploaden-naar-onedrive-b00ad3fe-6643-4b16-9212-de00ef02b586?omkt=nl-NL&ui=nl-NL&rs=nl-NL&ad=NL>

You are working from home and your files are on the P-drive but not in OneDrive and you don't have access to Remote Workplace. The ISSC can transfer these files to OneDrive for you. To request this use the form below. The link below will take you to the form on our helpdesk portal.

<https://helpdesk.universiteitleidennl/tas/public/ssp/content/serviceflow?unid=fecde772e73042a886c2e9b902736696&from=a01a5dac-3dcf-4cf6-8a6c-aed626036223&openedFromService=true>

We will try to transfer your data as soon as possible, but at the moment we can't say exactly how much time this will take. We are in an exceptional situation and many staff members will be asking us to do this. We will do our utmost to help everyone quickly.

Please note: only use this form if you want to have data from the P-drive transferred. The J-drive is more complex because the data here is used by several people, which means the ISSC has to plan this work. See Step 6 for more information.

Step 5 Further information

Microsoft has an extensive website with handy short films that may be of help. The links will take you to a page with short instruction videos.

Word	https://support.office.com/nl-nl/article/word-voor-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73
Excel	https://support.office.com/nl-nl/article/excel-voor-windows-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb
PowerPoint	https://support.office.com/nl-nl/article/training-voor-powerpoint-voor-windows-40e8c930-cb0b-40d8-82c4-bd53d3398787
OneDrive	https://support.office.com/nl-nl/article/videotraining-voor-onedrive-1f608184-b7e6-43ca-8753-2ff679203132

Step 6 How to work from home with colleagues: meetings, chats, file sharing in MS Teams

MS Teams gives you the option of online chats and meetings. You can also use a central library of folders and files. You can see this as the successor to our present workgroups. MS Teams is also the successor to Skype for Business, which is still used at the University.

Follow these steps to access MS Teams

- Go to portal.office.com and log in with your University account (username/studentnumber@vuw.leidenuniv.nl) and your regular (ulcn) password.
- In the main menu, choose MS Teams

Working with a few colleagues

- Click on 'New chat' in the blue menu bar at the top of the page



- By **To** (At the top of the page, under the blue menu bar) fill in a surname and choose the colleague you want to chat to. You can repeat this for multiple colleagues
- At the bottom of the screen, you will see **Type a new message**. If you type a new message and press enter, your colleagues will receive the message
- Colleagues who are also in MS Teams can respond. Colleagues who aren't logged in at the moment will see this conversation when they log back in again.
- To call or video call the same colleagues, click on one of the icons below



The camera is a video call. The phone is a voice call and the button on the far right (two people and a plus sign) is to add other people.

- If you click on the camera or phone, these people will be called and a connection made as soon as they answer.

Working in a team

If you always work with the same group of people, it can be handy to have a team in MS Teams. See later for how to ask the ISSC to create a team. The person submitting the

request becomes the team owner; he or she then adds the team members. **For the training on 15-3 we are using a test team by the name of BB Test zondag 15-03.**

- In MS Teams click on teams in the left-hand bar. You will see the teams that you are a member of. **This will only be the test team above.**
- Klik op



- At the bottom of the page, you will see a chat window where you can type messages. These messages are visible to everyone in the team.
- You can also start a video call with all the team members. This works as follows
- One person clicks on the camera icon below the chat bar.



- As soon as they click on **'Meet Now'**, the meeting opens. They can also schedule a meeting for a later date
- The other participants can see in the chat window that the meeting has started and they click on **'Join in'**

Met opmerkingen [MO1]: Het Engels kan ik niet controleren - ik zit nog niet in een team

Met opmerkingen [MO2]: Zie opmerking boven

Requesting a team

Before you can use MS Teams, a team will have to be created. You can request this at

<https://helpdesk.universiteitleiden.nl/tas/public/ssp/content/serviceflow?unid=be3be99a08e4477ba2f22e0d10d07a42&from=a01a5dac-3dcf-4cf6-8a6c-aed626036223&openedFromService=true>

More information

This is just a brief introduction to MS Teams. For more information see the extensive collection of instruction videos at the following link:

<https://support.office.com/nl-nl/article/videotraining-voor-microsoft-teams-4f108e54-240b-4351-8084-b1089f0d21d7>

The owner requests the team and is given the rights to invite colleagues to join the team.

If you as a team decide that you would like to have data from the J-drive transferred to MS Teams, ISSC can do so for you. A request form isn't yet available. A secretariat that is still working at the University may be able to transfer the files for you.

For more information or help, please contact the ISSC Helpdesk ISSC

+31 71 527 8888

helpdesk@issc.leidenuniv.nl