Office 365 help and training

Office 365 is a cloud-based system that provides access to email, applications and many more related services. It is available to all staff and students while members of the University.

To access Office 365, go to lancaster.ac.uk/office365 and log in using WebLogin.

Office 365 gives users access to:

- **Microsoft Delve help** — allows you to see your public and shared information across Office 365. Use Delve to manage your Office 365 profile and to organize the information that's likely to be most interesting to you right now across Office 365.
- **Microsoft Excel help and training** — spreadsheet program featuring calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.
- **Microsoft Forms help and training** — simple, lightweight app that lets you easily create forms, surveys, quizzes, and polls. Forms is not a replacement for more complex survey software such as Qualtrics, however, it is a useful tool for creating quick and easy surveys.
- **Microsoft Lens help** — allows you to scan documents, notes, whiteboards, menus, signs, memos or anything else.
- **Microsoft Lists help and training** — a productivity app, part of Office 365 and integrated into Microsoft Teams, that allows you to create lists that help track tasks, issues, itineraries, inventory and more.
- **Microsoft MyAnalytics help** — available to staff to give an indication of how staff are spending time at work and it suggests ways of managing time to improve digital wellbeing and productivity, based on existing data.
- **Microsoft Office installation, help and training** — available without charge for Lancaster University students and staff to install on up to 5 devices.
- **Microsoft OneDrive help and training** — provides secure cloud storage as part of Office 365. It is a personal storage service in which all files are associated with individual IT accounts. You can access your files from anywhere via a web browser, mobile apps and from your PC or Mac.
- **Microsoft OneNote installation, help and training** — note-taking and collaboration program. Users can add notes (handwritten or typed), drawings, screen clippings, video clips and audio recordings.
- **Microsoft Outlook help and training** — an email and calendar management app that is available as part of Office 365.
- **Microsoft Planner help and training** — you are able to create a plan that you can share with anyone with an Office 365 Education subscription; therefore anyone within Lancaster University will have access to Planner. Planner allows you to build teams, assign tasks and update statuses all within a single plan.
- **Microsoft PowerPoint installation, help and training** — a presentation program included as part of the Microsoft Office suite.
- **Microsoft Stream help** — a streaming video service which is part of Office 365 that allows you to upload, share and view videos created by members of the University
- **Microsoft Sway help and training** — an app made for cloud and mobile that can be used for tutorials, topic introductions and interactive reports. Sway lets you focus on the information you are presenting by taking care of the design and layout of your Sway for you.
- **Microsoft Teams help and training** — multi featured collaboration tool. You can share and collaborate on files with groups, host conversations, video conference, meet online and chat with anyone.
- **Microsoft To Do installation, help and training**
- **Microsoft Whiteboard help** — gives you access to a freeform digital canvas you can use to collaborate with others in meetings, seminars and planning sessions
- **Microsoft Word help and training** — a popular word-processing application used for producing primarily text-based documents.
- **Power Automate help and training** — a tool that you can use to help you automate tasks using Office 365 apps

Frequently asked questions

There are several app sources available in Office 365 (including Teams add-ons, the Office store, the Microsoft store and local apps).

At Lancaster University there is a general policy covering these:

- On ISS supported PCs, the Windows store is disabled;
- Microsoft approved apps will be available to be installed into Office 365 apps, as long as they don't request access to inappropriate or unnecessary data;
- Non-Microsoft apps are not allowed to be installed into Office 365 apps.

### Training

**Access online courses now**

- Analysing and presenting data with Microsoft Excel
- Communication and collaboration with Microsoft Teams
- Managing email with Microsoft Outlook
- Managing calendars with Microsoft Outlook
- Formatting documents with Microsoft Word
- Managing files with Microsoft OneDrive
- Designing presentations using Microsoft PowerPoint and Microsoft Sway
- Presenting information with visual impact

**Register for upcoming sessions**

- View additional dates and topics
- Request a session in your area

**Join the Office 365 User Group in Teams**
Office 365 at Lancaster University protects staff, student and university data by default, whether your personal files, University records or confidential information. These restrictions are in place to limit the risk of data loss by the use of untested or dangerous apps. Where an app is a recognised need for a departmental or academic function, this should be formally requested so it can go through procurement evaluation via relevant committees before deployment will be considered.