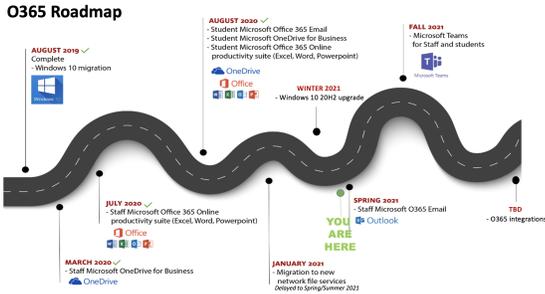


# Office 365 Migration

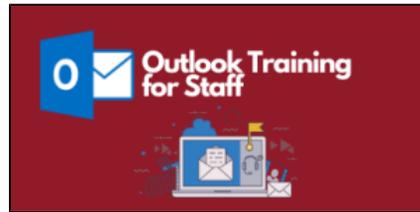
## What is Office 365 (O365)?? ?

Office 365 is comprised of a suite of cloud hosted tools including Microsoft Outlook for O365 email, Microsoft Office 365 Online productivity suite, Microsoft OneDrive for Business and Microsoft Teams.



We are excited to announce that Microsoft OneDrive is now available with 1TB of storage to store your personal work files and is accessible from on campus or from home as part of our migration from Groupwise to O365.

Visit [FAQ - Staff Outlook Email and OneDrive](#) to access the Outlook Training manual or instructions on [how to get started with OneDrive](#).



<p><b>Microsoft OneDrive for Business</b></p> 	<p>Save all your work and files to OneDrive and retrieve them from any device, anywhere. OneDrive offers 1TB of storage to store, sync and share your files.</p>
<p><b>Microsoft Office 365</b></p> 	<p>Office 365 is a software suite that can be downloaded and accessed online at <a href="https://portal.microsoft.com">portal.microsoft.com</a>. Office 365 applications are available at no charge for students and employees, and includes your favorite desktop applications such as Word, Excel, PowerPoint, Outlook, and Teams.</p>

<p><b>Microsoft Outlook</b></p> 	<p>Increased storage; reliable integration with mobile devices; enhanced security; hosting in a Canadian data centre; enhanced collaborative tool functionality, and document sharing capabilities.</p>
<p><b>Microsoft Teams</b></p> 	<p>Microsoft Teams allows you to share files created in Office 365 among your fellow collaborators so everyone can stay up-to-date on the latest project status. Teams allows multiple people to edit documents simultaneously.</p>

## What are the benefits of O365? ?

### Work Anywhere

- One of the biggest advantages of Office 365 is the ability to work from anywhere as long as you have an internet connection. Because it's entirely cloud-based, you can access your email, files and Office programs (Word, PowerPoint, Excel) from any location and any device. (tablets, desktops, smartphones)

### Privacy and Security

- Robust Security and Reliability: Microsoft taking on all of the responsibility for security and reliability.
- Password protected environment
- Spam and malware protection
- Automatic data backup



#### NOTE:

IT Services has implemented an HTML warning for externally originating messages to help prevent phishing attacks. All messages received from external (i.e. non "@selkirk.ca" addresses) will display the following warning.

This email message originates from a system outside of Selkirk College. Please use caution when opening attachments or clicking links. DO NOT request for personal information.

### Collaborate with Ease

- Teams And Users Can Easily Collaborate: Students and staff who need to contribute or edit a particular document, spreadsheet, presentation or anything else can work on the same version one user has created and receive real-time changes.

### File Storage

- File storage options?
- Collaboration options?