

# What is Microsoft Office 365

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## Introduction

Microsoft Office 365 is a **cloud based suite of office application** that is available for **all NUS students and staff**. It allows you to **collaborate, communicate, store and share documents, media and files** with your students and fellow educators. Other than the web version, you will be able to download Microsoft Office 365 ProPlus application on up to Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones, for easy access to work at anytime, anywhere.

## Features

- 50 GB of email storage space
- Access content through web interface, desktop client or mobile device.
- Share and collaborate content without worrying much about losing any format or data.
- 1 TB of document storage for each user.

## Application available

Microsoft Office 365 provides a wide range of application which you can use. Here are the list of applications which you may use.

Office 365 (Online access through web browser)	Office 365 ProPlus (Offline usage)
<ul style="list-style-type: none"><li>• Outlook</li><li>• <a href="#">OneNote</a></li><li>• <a href="#">Class Notebook</a></li><li>• <a href="#">Sway</a></li><li>• Word</li><li>• Powerpoint</li><li>• Excel</li><li>• <a href="#">OneDrive for business</a></li><li>• <a href="#">Forms</a></li><li>• <a href="#">Planner</a></li><li>• <a href="#">Video</a></li><li>• <a href="#">Delve</a></li><li>• <a href="#">Yammer</a></li><li>• Stream</li><li>• <a href="#">Teams</a></li></ul>	<ul style="list-style-type: none"><li>• Word</li><li>• Excel</li><li>• <a href="#">OneNote</a></li><li>• Access</li><li>• Publisher</li><li>• Outlook</li><li>• <a href="#">Skype for Business</a></li><li>• <a href="#">OneDrive for Business</a></li></ul>

## Getting started

For **staff and students**, you may login to the Office 365 account by using your **NUS user ID** and **password** through <https://login.microsoftonline.com>.

Alternatively for students, you may login through <https://outlook.com/u.nus.edu>.

## Important Note

Please adhere to [DMP](#) guidelines on applying the required protection of the data when storing the data in the cloud.

You are reminded to adhere to the [Software Terms of Use](#) on downloading, installing, accessing and/or using the University software.

# Helpful links

- 1. [Microsoft Office 365 workshop 27th February 2017](#)
- 2. [Microsoft Office 365 workshop 18th April 2017](#)