Microsoft 365 (Formerly O365) Landing Page

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Overview

Microsof 365 (M365) is a cloud suite of classic office products and cloud/web-based productivity tools.

Key Features

- Create text documents with full formatting solutions.
- Create mathematical spreadsheets.
- Make sophisticated presentations.
- Seamless email and calendar integrations.

Licensing

> IS&T is currently transitioning to this new model for licensing O365 and Office Clients. If you need expedited access to any of the products or services not currently available to you, contact the IS&T Service Desk.

Your status at MIT determines which portions of M365 you can access. If you need more access, contact the IS&T Service Desk.

MIT Affiliates

How do I tell if I'm an affiliate?

- Office Online: web-based document editing
- Instant messenger (IM), persistent chat, Yammer
- OneDrive
- Files and content management: file storage, sharing, information discovery, Groups, Planner
- Microsoft Teams with video chat, classroom experiences, professional learning communities (PLC), and staff teams
- OneNote Class Notebook, Sway
- 5 TB quota for files

MIT Faculty Staff and Students

- All the products and services MIT Affiliates receive
- Office client applications: Word, Excel, PowerPoint, Outlook
- Minecraft for Education with Code Builder

Email and Calendaring Users

- All the products/services their MIT affiliation provides
- Fully integrated M365 email and calendar
- Outlook on the Web

For more on the products included in M365, see Microsoft Education Licensing.

How to Obtain

To download Microsoft Office, visit the IS&T Microsoft Office page.

- Microsoft 365 Web Portal
- Microsoft 365 Pro Plus Mobile Apps
- Microsoft Client Applications

For instructions on activation, visit Office Activation.

How to Use

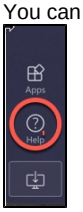
Office

- Office Cheat Sheets

Teams

A suite of online collaboration tools that brings together instant messaging, threaded conversations, meetings, audio or video calls, desktop and file sharing, and more. It works seamlessly with Office 365 apps like Word, Excel, PowerPoint, OneDrive, SharePoint, and OneNote.

- Teams Quick Guide [istdraft:PDF]
- Microsoft's Teams Help
- Teams Training Videos
- You can also access help from within Teams. Click **Help** on the bottom left, then browse the tabs or search for a topic.



For more see: Microsoft Teams for Education Landing Page

OneDrive

- MIT OneDrive Landing Page

Email and Calendaring

- [Office 365 - Email and Calendaring Landing Page]

Troubleshooting and FAQs

- Can students get Microsoft Office for free?

See Also

- Install or Upgrade to Microsoft Office for Mac 2021
- [archive:Install or Upgrade to Microsoft Office for Mac 2016]
- MECM - SCCM - Installing and updating Microsoft Office
- Microsoft Campus Agreement
- Microsoft 365 Mobile Platform at MIT
- Where can I get Microsoft Office training?
- Microsoft Teams for Education Landing Page

Have Questions or Still Need Help?

- Contact the IS&T Service Desk



Additional escalation information for Help Staff can be found here:

- [hd:Microsoft 365 Activation]