



Using Office 365 Across All Your Devices

Fred T. Hofstetter
University of Delaware



Using Office 365 Across All Your Devices

Office where &
when you need it



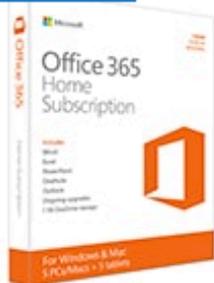
The best & latest
version of Office



Built-in sharing &
cloud storage



New Office 2016 apps



Office 365 Home

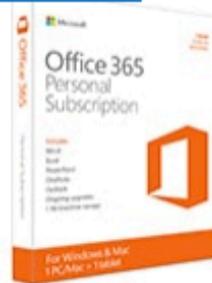
- Subscription for 5 PCs or Macs, 5 tablets including iPad, Android, or Windows, plus 5 phones
- Word, Excel, PowerPoint, Outlook, Skype, and more
- 1TB OneDrive cloud storage
- Ongoing access to updates

\$99.99 per year

\$9.99 per month

★★★★★ 3.9 (1156)

New Office 2016 apps



Office 365 Personal

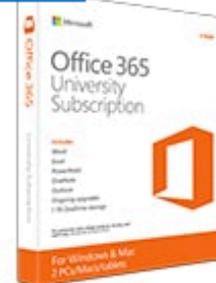
- Subscription for 1 PC or Mac, 1 tablet including iPad, Android, or Windows, plus 1 phone
- Word, Excel, PowerPoint, Outlook, Skype, and more
- 1TB OneDrive cloud storage
- Ongoing access to updates

\$69.99 per year

\$6.99 per month

★★★★★ 3.9 (1566)

For students only



Office 365 University

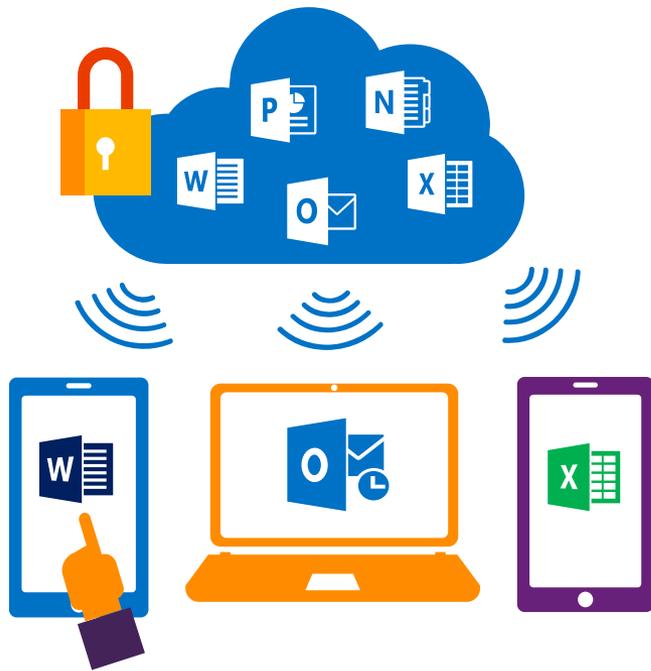
- For 2 PCs, Macs, or tablets including iPad, Android, or Windows, plus 2 phones
- Word, Excel, PowerPoint, OneNote, Outlook, and more
- 1TB OneDrive cloud storage
- Ongoing access to updates

Student price

\$79.99 4-year subscription

★★★★★ 4.0 (176)

Using Office 365 Across All Your Devices



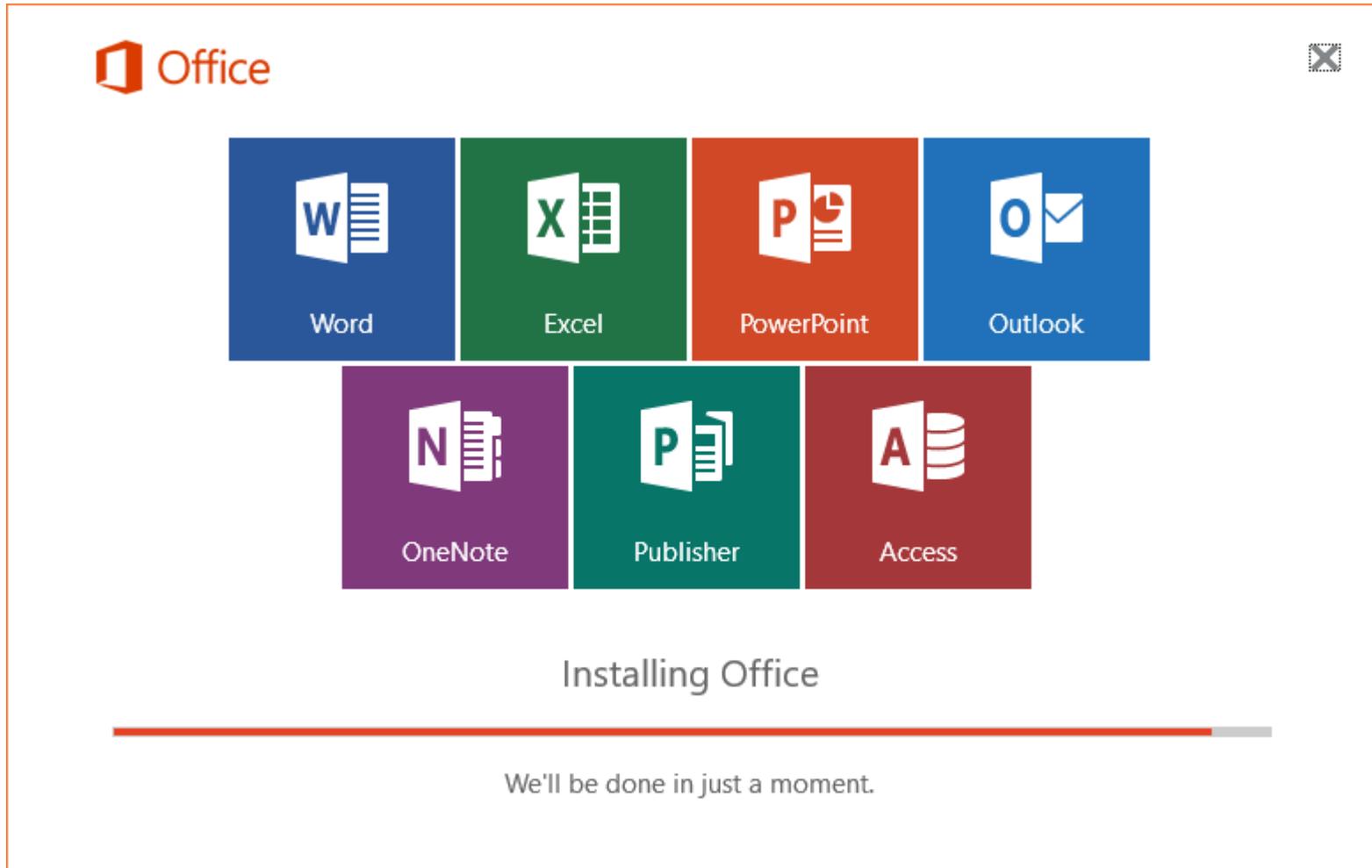
Full, installed Office applications on up to 5 PCs or Macs

Office for smartphones and Windows tablets and iPads®

Online versions of Office—Word, Excel, OneNote and more

1TB of OneDrive storage

Install Office on Your Computer



Install Apps on Your Mobile Devices

Office on your iPad and iPad Pro

Get Word, Excel, PowerPoint, Outlook, and OneNote applications optimized for your iPad® and iPad Pro*.

Enter your phone number or email and we'll send a download link.

Send email



Office on your iPhone

Get Word, Excel, PowerPoint, Outlook and OneNote applications designed for your iPhone®.

Enter your phone number or email and we'll send a download link.

Send email

Send sms

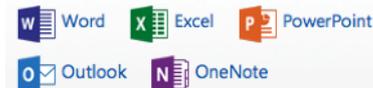


Office on your Android tablet

Get Word, Excel, PowerPoint, Outlook and OneNote applications designed for your Android™ tablet.

Enter your phone number or email and we'll send a download link.

Send email



Office for Android phone

- Office apps built for working on the go
- Familiar Office experience designed for Android™ phone
- Read, review, edit, and share your documents
- Easy access to your documents in the cloud whenever you need them

Enter your phone number or email and we'll send a download link.

Send email

Send sms



office.com/myaccount



Office

Products

Templates

Add-ins

Support

My account

Fred Hofstetter | Sign out

My Office Account - fth@udel.edu

Office 365 Home

Install

PC/Mac installs used: 1

Install Office on 5 PCs or Macs, 5 tablets, and 5 smartphones.



[Install >](#)

Skype

Stay in touch with family and friends with 60 minutes of Skype calls to phones in over 60 countries/regions every month.

[Activate your Skype minutes](#)

Share Office 365

People shared with: 1

Each person you share with gets to install Office and gets their own additional OneDrive storage.



[Share Office 365 >](#)

OneDrive

1 TB cloud storage for all your documents, photos, and other files.

[Visit OneDrive](#)

Manage account

Auto-renew on Monday, November 21, 2016

Manage payment, renewal, and cancellation.

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Help and support

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[Frequently Asked Questions](#)

[What's included in Office 365 Home](#)

OneDrive

The screenshot shows the OneDrive web interface. At the top, there is a navigation bar with the OneDrive logo, a search bar, and icons for New, Upload, Sort, and user profile. The left sidebar contains navigation options: OneDrive (expanded), Files, Recent, Photos, Shared, Recycle bin, and PCs. The main content area displays a list of files and folders under the heading 'Files'. The list has columns for Name, Date modified, Sharing, and Size. The files listed are Documents, ELP, fredword, Pictures, and pptShows. At the bottom, there is a footer with copyright information and links for Terms, Privacy & Cookies, Developers, Report abuse, and English (United States).

OneDrive

Search everything

New Upload

Sort

Files

Name	Date modified	Sharing	Size
Documents	6/28/2012	Owner	
ELP	2/16/2016		346.69 KB
fredword	2/25/2016		474.52 MB
Pictures	1/11/2016		1.16 MB
pptShows	2/25/2016		255.83 MB

1.01 TB available
Upgrade
Get the OneDrive apps

© 2016 Microsoft Terms Privacy & Cookies Developers Report abuse English (United States)

Quick Search

The image shows a OneDrive search interface. At the top, the OneDrive logo and name are visible. Below the search bar, the search term "appraise" is entered. The search results are displayed in a grid of document thumbnails. Each thumbnail shows a preview of a document, including text and tables. The documents are titled "UNIVERSITY OF DELAWARE FACULTY APPRAISAL AND PLANNING FORM". The thumbnails are arranged in two rows of four. The first row shows documents with titles like "fthAppraise2016Service" and "fthAppraise2016Teachi...". The second row shows documents with titles like "fthAppraise2016PlanOf...", "fthAppraise2016PlanOf...", "fthAppraise2015Service", and "fthAppraise2015Teachi...". The interface includes a left sidebar with navigation options like "OneDrive", "Files", "Recent", "Photos", "Shared", "Recycle bin", and "PCs". At the bottom, there are links for "Manage storage", "Upgrade", and "Get the OneDrive apps".

OneDrive

appraise

Type ▾ Date ▾

Search results for "appraise"

UNIVERSITY OF DELAWARE
FACULTY APPRAISAL AND PLANNING FORM

fthAppraise2016Service

fthAppraise2016Service

fthAppraise2016Teachi...

fthAppraise2016Teachi...

UNIVERSITY OF DELAWARE
FACULTY APPRAISAL AND PLANNING FORM

fthAppraise2016PlanOf...

fthAppraise2016PlanOf...

fthAppraise2015Service

fthAppraise2015Teachi...

Manage storage

Upgrade

Get the OneDrive apps

List Documents

OneDrive

appraise

Type ▾ Date ▾

Search results for "appraise"

✓	Name	Sharing	Date modified	Location	Size
	fthAppraise2016Service		1/21/2016	fredword	52.99 KB
	fthAppraise2016Service		1/21/2016	fredword	181.81 KB
	fthAppraise2016Teachi...		1/21/2016	fredword	43 KB
	fthAppraise2016Teachi...		1/21/2016	fredword	16.25 KB
	fthAppraise2016Schol...		1/21/2016	fredword	37.76 KB
	fthAppraise2016Schol...		1/21/2016	fredword	160.03 KB
	fthAppraise2016PlanO...		1/21/2016	fredword	27.2 KB
	fthAppraise2016PlanO...		1/21/2016	fredword	20.97 KB
	fthAppraise2016PlanO...		1/21/2016	fredword	109.45 KB
	fthAppraise2016PlanO...		1/21/2016	fredword	23.55 KB

OneDrive

Files

Recent

Photos

Shared

Recycle bin

PCs

Manage storage

Upgrade

Get the OneDrive apps

Select Documents

The screenshot shows the OneDrive web interface. The top navigation bar includes the OneDrive logo, a search bar containing 'appraise', and action buttons for Open, Share, Download, and Delete. A notification in the top right corner indicates '1 Selected'. The left sidebar shows the navigation menu with 'OneDrive' expanded to show 'Files', 'Recent', 'Photos', 'Shared', and 'Recycle bin', and 'PCs' collapsed. The main content area displays 'Search results for "appraise"' as a table with columns for Name, Sharing, Date modified, Location, and Size. One document, 'fthAppraise2016Service' (Word document), is selected and highlighted in blue.

<input type="checkbox"/>	Name	Sharing	Date modified	Location	Size
<input type="checkbox"/>	 fthAppraise2016Service		1/21/2016	fredword	52.99 KB
<input checked="" type="checkbox"/>	 fthAppraise2016Service		1/21/2016	fredword	181.81 KB
<input type="checkbox"/>	 fthAppraise2016Teachi...		1/21/2016	fredword	43 KB
<input type="checkbox"/>	 fthAppraise2016Teachi...		1/21/2016	fredword	16.25 KB
<input type="checkbox"/>	 fthAppraise2016Schol...		1/21/2016	fredword	37.76 KB
<input type="checkbox"/>	 fthAppraise2016Schol...		1/21/2016	fredword	160.03 KB
<input type="checkbox"/>	 fthAppraise2016PlanO...		1/21/2016	fredword	27.2 KB
<input type="checkbox"/>	 fthAppraise2016PlanO...		1/21/2016	fredword	20.97 KB
<input type="checkbox"/>	 fthAppraise2016PlanO...		1/21/2016	fredword	109.45 KB
<input type="checkbox"/>	 fthAppraise2016PlanO...		1/21/2016	fredword	23.55 KB

Add People

The screenshot shows the OneDrive web interface. At the top, the navigation bar includes the OneDrive logo, search bar, and utility icons (Share, Open, Download, Delete). The main content area displays search results for "appraise". A share dialog box is open over the results, titled "Share 'fthAppraise2016Service'". The dialog contains a text input field for "Enter a name or email address", a "Can edit" dropdown, and a larger text area for "Include a personal message with this invitation (Optional)". A "Share" button is at the bottom right of the dialog. In the background, search results for "fthAppraise2016Service" are visible, including a document titled "UNIVERSITY OF DELAWARE FACULTY APPRAISAL AND PLANNING FORM".

OneDrive

appraise

Open Share Download Delete

1 Selected

Search results for "appraise"

Share 'fthAppraise2016Service'

Enter a name or email address

Can edit

Include a personal message with this invitation (Optional).

Share

UNIVERSITY OF DELAWARE
FACULTY APPRAISAL AND PLANNING FORM

Appraise2016Service

Add People

Manage Documents

The screenshot displays the OneDrive web interface. At the top, the 'OneDrive' logo is visible on the left, and navigation icons for search, settings, and help are on the right. Below the logo, the search bar contains the text 'appraise'. The main area shows search results for 'appraise' with a table of files. A context menu is open over the selected file 'fthAppraise2016Service', listing actions such as 'Move to', 'Copy to', 'Rename', 'Embed', 'Version history', 'View folder', and 'Details'. The 'Embed' option is highlighted in blue.

OneDrive

appraise

Open Share Download Delete ... 1 Selected

Search results for "appraise"

Name	Sharing	Date	Size	
fthAppraise2016Service		1/2	52.99 KB	
fthAppraise2016Service		1/2	181.81 KB	
fthAppraise2016Teachi...		1/2	43 KB	
fthAppraise2016Teachi...		1/2	16.25 KB	
fthAppraise2016Schol...		1/2	37.76 KB	
fthAppraise2016Schol...		1/21/2016	fredword	160.03 KB
fthAppraise2016PlanO...		1/21/2016	fredword	27.2 KB
fthAppraise2016PlanO...		1/21/2016	fredword	20.97 KB
fthAppraise2016PlanO...		1/21/2016	fredword	109.45 KB
fthAppraise2016PlanO...		1/21/2016	fredword	23.55 KB

- Move to
- Copy to
- Rename
- Embed
- Version history
- View folder
- Details

OneDrive navigation: Files, Recent, Photos, Shared, Recycle bin, PCs, Manage storage, Upgrade, Get the OneDrive apps

Open Documents

The screenshot shows the OneDrive web interface. The search bar contains the text 'appraise'. The top navigation bar includes icons for search, settings, help, and user profile. The main area displays a list of search results for 'appraise'. A context menu is open over the first result, showing options to 'Open in Word Online' and 'Open In Word'. The table below lists the search results.

Name	Sharing	Date modified	Location	Size
 fthAppraise2016Service		1/21/2016	fredword	52.99 KB
 fthAppraise2016Service		1/21/2016	fredword	181.81 KB
 fthAppraise2016Teachi...		1/21/2016	fredword	43 KB
 fthAppraise2016Teachi...		1/21/2016	fredword	16.25 KB
 fthAppraise2016Schol...		1/21/2016	fredword	37.76 KB
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 fthAppraise2016PlanO...		1/21/2016	fredword	20.97 KB
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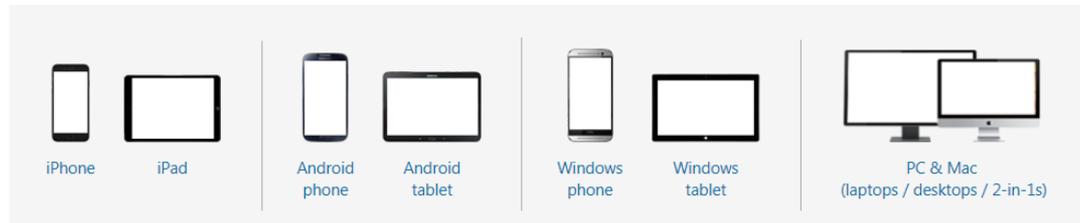
<https://onedrive.live.com/?id=root&cid=705C74695236DB95&q=appraise&ft=31&searchsessionid=4cddd44-0c3e-4222-b232-588f6e4e04a5#>

Office Online

The screenshot displays the OneDrive web interface. At the top, the 'OneDrive' logo is visible on the left, and navigation icons for search, settings, help, and user profile are on the right. A central application launcher grid contains icons for Mail, Calendar, People, OneDrive, Tasks, Word, Excel, PowerPoint, OneNote, Sway, Docs.com, Office, Bing, and MSN. Below the launcher, there are links for 'Manage storage', 'Upgrade', and 'Get the OneDrive apps'. On the right, a file list is shown with columns for 'Date modified', 'Location', and 'Size'. The file 'fthAppraise2016PlanO...' is selected, and its details are visible in the table below.

	Date modified	Location	Size
	1/21/2016	fredword	52.99 KB
	1/21/2016	fredword	181.81 KB
	1/21/2016	fredword	43 KB
	1/21/2016	fredword	16.25 KB
	1/21/2016	fredword	37.76 KB
fthAppraise2016Schol...	1/21/2016	fredword	160.03 KB
fthAppraise2016PlanO...	1/21/2016	fredword	27.2 KB
fthAppraise2016PlanO...	1/21/2016	fredword	20.97 KB
fthAppraise2016PlanO...	1/21/2016	fredword	109.45 KB
fthAppraise2016PlanO...	1/21/2016	fredword	23.55 KB

Devices



Office 365 Training via office.com/myaccount



Office

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Add-ins

Support

My account

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My Office Account - fth@udel.edu

Office 365 Home

Install

PC/Mac installs used: 1

Install Office on 5 PCs or Macs, 5 tablets, and 5 smartphones.



[Install >](#)

Share Office 365

People shared with: 1

Each person you share with gets to install Office and gets their own additional OneDrive storage.



[Share Office 365 >](#)

Manage account

Auto-renew on Monday, November 21, 2016

Manage payment, renewal, and cancellation.

[Manage account >](#)

Skype

Stay in touch with family and friends with 60 minutes of Skype calls to phones in over 60 countries/regions every month.

[Activate your Skype minutes](#)

OneDrive

1 TB cloud storage for all your documents, photos, and other files.

[Visit OneDrive](#)

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Support



Office

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Apps ▾

Setup ▾

Training ▾

Admin ▾

Search all Office help



Office help and training

Find helpful answers. Contact real people. Learn simpler ways to work.

Get help with an app



Excel



OneNote



Outlook



PowerPoint



Word



OneDrive

More apps



Trending topics

What's new in Office 365 in January?

Join the Office Insider program

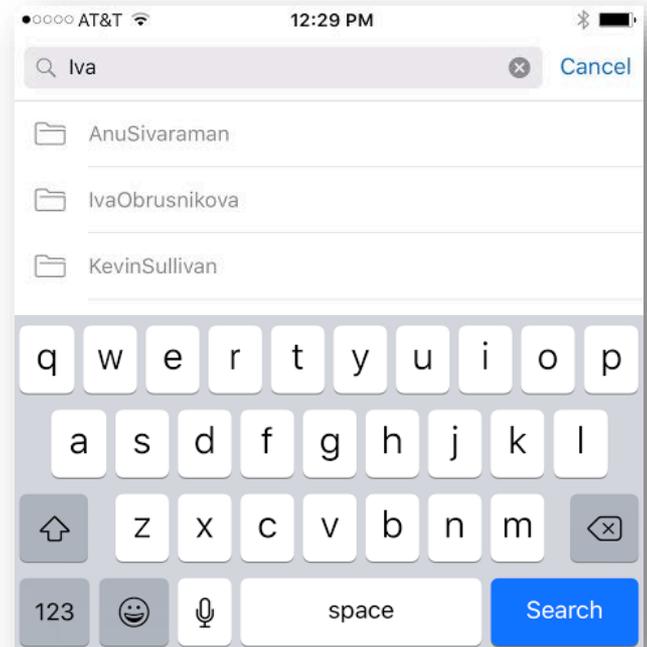


- Outlook is the best mail app I have ever found for my iOS devices. Outlook is also available for Android.
- Before being called Outlook, this app was called Acomplia, which was acquired by Microsoft in December 2014 and rebranded as [Outlook Mobile](#) in January 2015.
- You can use the Outlook app with any IMAP-enabled email client; you do not need to use outlook.com.
- On my iPhone and iPad, I configured Outlook for use with my googleapps@udel.edu gmail account.

Workflow:

Filing Mail on Your Mobile Device

- If you have hundreds of email folders, filing mail on a mobile device can be a daunting task.
- Outlook Mobile solves this problem by letting you search for the folder you need.
- Go to the message you want to file and follow these steps:
 1. Tap **⋮** and choose Move.
 2. In the Search field, begin typing the name of the folder you want.
 3. When the folder's name appears, tap the folder you want.
- Any time you are reading mail, you can tap the Search icon and search for `label:YourFolderName` to bring that folder's contents onscreen.



Workflow:

Using OneDrive as Your Backup Strategy

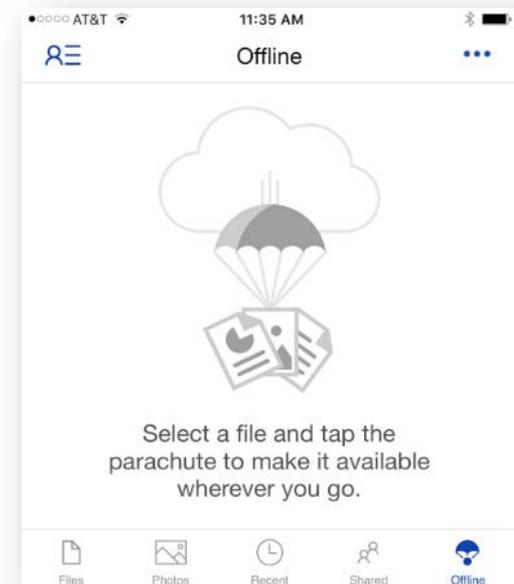
- You can use OneDrive as your cloud-based backup from which you can copy any item into the file system on any one of your devices. This approach has several advantages:
 1. If you are going to be out of range of a network, you can work on the file offline without worrying about losing connectivity.
 2. It is faster to work on the file locally, especially if the file is large.
 3. When you are done working on the file, you can copy it back to the cloud.
 4. In this kind of a scenario, OneDrive is your cloud-based backup.
- After you work on the file offline, you will want to save it into the cloud so you have an online backup that you can access from any one of your devices.
- If you do not see OneDrive as a Save location, add OneDrive by choosing the option to Add a Place.



Workflow:

Marking a File for Offline Editing

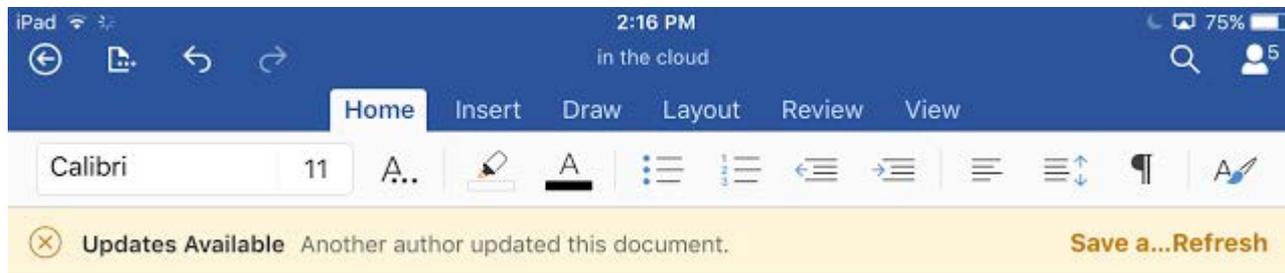
- You can use OneDrive to mark a file for Offline Editing.
- When you do this, OneDrive makes a local copy of the file that will be there for you to work on offline.
- The file automatically syncs back to the cloud the next time your device goes online.
- To mark a file for offline editing, follow these steps:
 1. Tap ... and choose Select Items.
 2. Select the files you want to work on offline.
 3. Tap the parachute icon to put them offline.
- To reverse this process, repeat these three steps.



Workflow:

Sharing a Document Inside an App

- File sharing is an important new feature of Office 365.
- You can share files from OneDrive, or you can share a file from within an app via the app's File menu.
- If you share a file that you are working on in the cloud, users can collaborate in real time, and their contributions are flagged and color-coded to show who is writing what.
- Use the Save-and-Refresh button to update the display.



Office 365

