



## **Information on Microsoft Office 365 for Students**

We inform you that according to the decision of the Management of Károli Gáspár University of the Reformed Church the Microsoft Office 365 has become available for our students from 3 April 2020.

As part of this, the students get a university e-mail address, 1 TB OneDrive storage and opportunity to download the Office programme package to five computers and five mobile devices free of charge.

### **The main components of Office 365**

#### **University e-mail address**

As part of the service our students get a university e-mail address composed of their educational ID number and @cloud.kre.hu. First and further login is possible on the webpage <http://portal.office.com>

#### **1 TB OneDrive Storage**

Access to OneDrive of 1 TB is also available for the students thus they can organise their notes and other study materials in one place, in transparent way. These materials can be easily accessed and shared with each other anywhere, anytime from the cloud. The OneDrive is available on <http://portal.office.com>.

#### **Office Programme package**

The latest version of the Office programme package can be downloaded free or used online from <http://portal.office.com>. The students can legally install it on their computers and mobile devices, so they can practice and do their tasks using the latest programs of the university.

#### **Available 365 services:**

- Exchange (enables intelligent, well-organised correspondence and efficient calendar use)
- Microsoft OneDrive (you can save your files and photos to OneDrive, you can create, view, edit and share files, and you can have access to them from any device, anywhere)
- Microsoft SharePoint (dynamic and productive team website that enables efficient teamwork whereas files, data, news and sources can be shared)



- Microsoft Teams (a digital centre where conversations, content, tasks and applications can be brought to one place, you can chat, participate in video conferences and calls, and can cooperate with your partners no matter where you and the participants are)
- Microsoft Sway (web-based application for making presentations)
- Microsoft Forms (with the help of this service individual tests, assignments, questionnaires, registration forms and other similar content can be quickly and easily created)
- Microsoft Stream (video service where you can securely upload, view and share videos)
- Microsoft Flow (online workflow service which enables the automatic workflow of the most common applications and services)
- Microsoft Yammer (you can develop communities of common interest where you can collect ideas and feedback, and can keep the members informed)

#### **Available Office programme package of Microsoft 365:**

- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft OneNote
- Microsoft Access
- Microsoft Publisher

#### **Terms and conditions of the service**

- E-mail address @cloud.kre.hu and password provided by the university
- Internet browser (preferred: Google Chrome, Microsoft EDGE)

#### **Access to the service**

1. The students may login on website <https://portal.office.com> with the email address and password sent by the University.

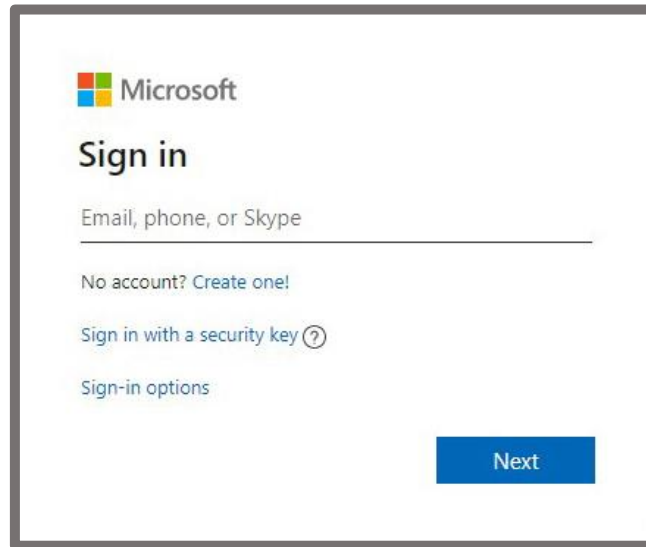


Figure 1: Login Screen

- After the login the initial password must be changed. After you have changed your password the applications of your Office 365 account appear on the screen. Clicking on “Install Office” you can install the programme to your own device. The programme includes the well-known office applications (Word, PowerPoint, Excel etc.).

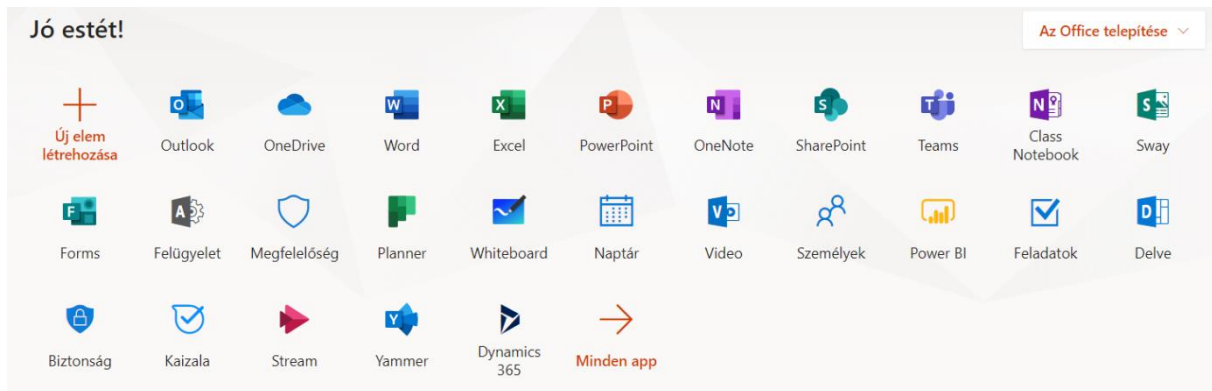


Figure 2 Office 365 dashboard

**You may find further information on Office 365 on the following websites:**

Microsoft Educator Center: <https://education.microsoft.com/en-us>

Office 365 Training Center: <https://support.office.com/en-us/office-training-center>

Office Basics: <https://support.office.com/en-us/article/office-basics-video-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb>

Office Quick Starts: <https://support.office.com/en-us/article/office-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e>