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Károli Gáspár University of the Reformed Church in Hungary
Rektori Hivatal | Rector's Office

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 software package to five 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 neptun ID and @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 software package

The latest version of the Office software 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-organized 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)

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- 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 software 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 @kre.hu and neptun password
- 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 the neptun ID password.

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Figure 1: Login Screen

2. Clicking on "Install Office" you can install the software to your own device. The software package includes the well-known office applications (Word, PowerPoint, Excel etc.).
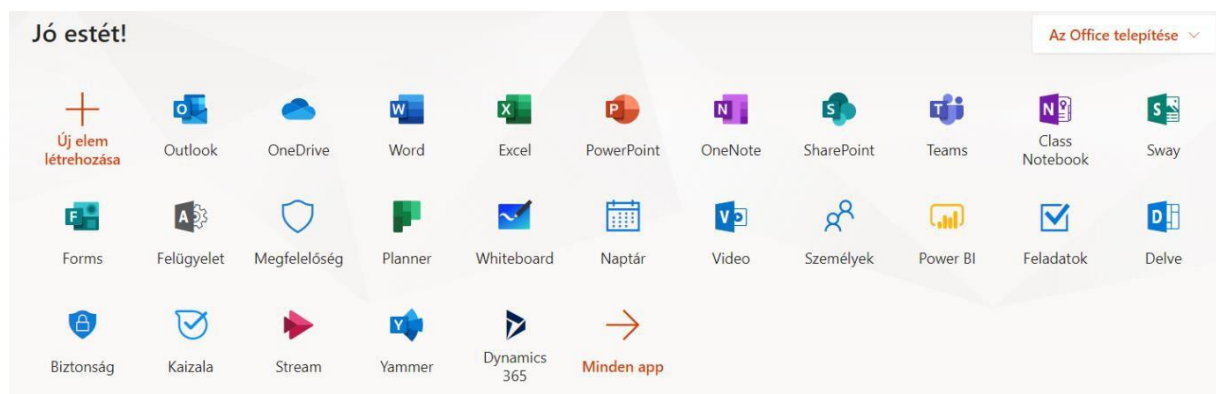

Figure 2 Office 365 dashboard

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