

Office 365 Education

All students, faculty, and staff at Missouri State University have an Office 365 Education subscription. Depending on your classification as student or faculty/staff, your account will have different features.

- Faculty/Staff Office 365 Education Accounts
- Student Office 365 Education Accounts

How to Log into Office 365 Education

How to Set Up Multi-factor Authentication (MFA) for Office 365

- How to Set Up the Microsoft Authenticator App

Office 365 Education Apps and Features

- How to Download and Install Office
- Microsoft Forms
- Microsoft Planner
- Microsoft SharePoint
- Microsoft Teams
- Office 365 Groups
- Office Web Apps
- Outlook Online Calendar
- Skype for Business

Office 365 Education Email

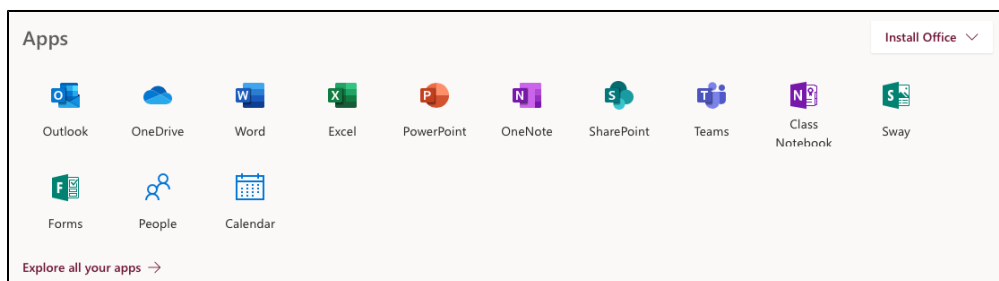
- Advanced Mail Features
- How to Add or Open Shared Mailboxes in Office 365 Email
- How to Create and Edit a Contact List
- How to Set Your Out of Office Reply in Office 365 Education
- Office 365 Education Email on Your Desktop
- Office 365 Education Email on Your Mobile Device
- Office 365 Education for Faculty and Staff

OneDrive for Business

- How to Install OneDrive for Business on your Desktop
- How to Log In to OneDrive for Business
- How to Store Files in OneDrive for Business

Faculty/Staff Office 365 Education Accounts

Full-time faculty and staff members at Missouri State University have comprehensive Office 365 Education accounts. The list below describes the apps and features included with your subscription.

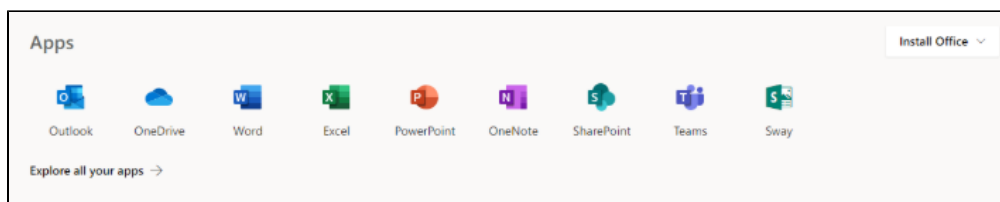


- **Outlook** - MSU email account
- **OneDrive** - Your work-provided, online file storage system
- **Word** - Microsoft Word Web App to create shareable, collaborative online documents
- **PowerPoint** - Microsoft PowerPoint Web App to create shareable, collaborative online presentations
- **Excel** - Microsoft Excel Web App to create shareable, collaborative online spreadsheets
- **OneNote** - The OneNote Web App, a place to take notes, manage projects, etc.
- **Class Notebook** - A OneNote notebook that contains class templates for lectures, lesson plans, etc.

- **Staff Notebook** - A OneNote notebook for collaboration with other faculty/staff
- **Calendar** - Outlook calendars
- **Sway** - A presentation-building application similar to PowerPoint and Prezi
- **Teams**- A more robust collaboration space with multiple application integrations
- **SharePoint** - Create internal web sites for documentation and collaboration, and access your Office 365 Groups or SharePoint Online Team spaces
- **Forms** - Similar to Google Forms, Microsoft Forms allows you to create custom forms and surveys
- **Planner** - Create to-do lists and manage your tasks
- **People** - The MSU online directory
- **Tasks** - A list of your flagged emails and a place to create tasks for yourself
- **Video** - A video sharing application similar to YouTube
- **Delve** - Your Office 365 profile and a place to to discover and organize the information most interesting to you right now
- **Yammer** - A social networking site just for Missouri State users
- **PowerApps** - Build your own apps
- **Flow** - Create a workflow in Office 365
- **Stream** - A video sharing application similar to YouTube
- **Dynamics 365** - A business planning and customer management application
- **To-Do** - A checklist application to help you stay on top of your tasks
- **StaffHub** - Enables staff and supervisors to manage work schedules, communicate, and share content

Student Office 365 Education Accounts

As a registered student at Missouri State University, the Office 365 Education portal is where you will access your email, but there are a few other applications and features available to you. As of October 2018, students now have access to OneDrive, SharePoint Online, Teams, and the Office web apps. One of the best features of Office 365 Education is the ability to [download the Microsoft Office Suite](#) for personal use on your laptop or desktop and [Skype for Business](#).



- **Outlook** - MSU email account
- **OneDrive** - Your school-provided, online file storage system
- **Calendar** - Outlook calendar
- **Word** - Microsoft Word Web App to create shareable, collaborative online documents
- **PowerPoint** - Microsoft PowerPoint Web App to create shareable, collaborative online presentations
- **Excel** - Microsoft Excel Web App to create shareable, collaborative online spreadsheets
- **OneNote** - The OneNote Web App, a place to take notes, manage projects, etc.
- **Teams**- A more robust collaboration space with multiple application integrations
- **Sway** - A presentation-building application similar to PowerPoint and Prezi
- **Forms** - Similar to Google Forms, Microsoft Forms allows you to create custom forms and surveys
- **Planner** - Create to-do lists and manage your tasks
- **People** - The MSU online directory
- **Tasks** - A list of your flagged emails and a place to create tasks for yourself
- **Video** - A video sharing application similar to YouTube
- **SharePoint** - An access point for your Office 365 Groups or SharePoint Online Team spaces
- **Delve** - Your Office 365 profile and a place to to discover and organize the information most interesting to you right now
- **Yammer** - A social networking site just for Missouri State users
- **PowerApps** - Build your own apps
- **Flow** - Create a workflow in Office 365
- **Stream** - A video sharing application similar to YouTube
- **Dynamics 365** - A business planning and customer management application
- **To-Do** - A checklist application to help you stay on top of your tasks