

Office 365 quick start guide for students

Rovaniemi Municipal Federation of Education and Lapland University of Applied Sciences have adopted the Office 365 cloud service. Office 365 (O365) is a service enabling Office applications as well as various productivity tools and services that can be utilised via the web (cloud service) to be adopted. Cloud services refer to web-based data processing services that are hosted outside the organisation.

The following services for students are part of the Office 365 cloud service.

- **Exchange Online** – email as a cloud service.
- **OneDrive for Business** – 1 Tb of personal additional storage space.
- **Office Online** applications.
- **Lync** – instant messaging and video conferencing system.

Getting started


- Office 365 is generally accessed either via the service portal through a web browser or, for certain services, connection to your own device is possible.
- The user ID for the service is based on your username and email address: [username@domain](#) in which the domain refers to your organisation's addresses, which are **@edu.lapinamk.fi** or **@edu.lao.fi**.
 - For example, an ID for a student at Lapland University of Applied Sciences = [A1400123@edu.lapinamk.fi](#)
 - And an ID for a student within Rovaniemi Municipal Federation of Education, for example = [T1400123@edu.lao.fi](#).
- The password to the service is the same as your username when you log in to the network.
- Log in through a browser to the portal at: <http://o365.luc.fi>
- Comprehensive instructions and videos for Office 365 are available on the service provider's [website](#).

NOTE: The service as a whole is available only for the duration of your studies.

Exchange Online

- The email service is used on the same familiar tools as before, however, with certain changes. Email can still be used in a web browser via the Outlook Web App (OWA) portal, or it can be connected to a desktop application (such as Office Outlook), a mobile phone or a tablet computer.
- The size of your mailbox in the service is 50 Gb and the maximum attachments size is 25 Mb.
- A Calendar and Contacts, which are shared among users, are included in the service.
- Email is accessible through the portal's general web address and also through the direct web address <http://outlook.luc.fi>.
- Additional instructions for use of Exchange Online can be found on the manufacturer's [website](#).

OneDrive for Business

- A total of 1 Tb (1,000 Gb) of personal storage space in the cloud. The maximum allowed file size is 2 Gb. Files are **NOT** backed up.
- File sharing among users and publicly is possible.
- OneDrive for Business is a suitable storage location for storing any files required in your studies.
- The content can, if required, be synchronised with a PC, a tablet or a smartphone device. The files are then available on the device and changes made there, such as additions or removals are updated in the cloud when the device is in an Online status.
 - If you wish to synchronise the library with a computer, you will first require the OneDrive for Business sync app. The application is available as a stand-alone version or it is included in the latest Office software packages.
 - Log in to Office 365, and in the header at the top of the page select **Asetukset**  > **Office 365 -asetukset > Ohjelmisto > OneDrive**.

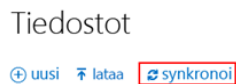
NOTE: If your device is using **Office 2013 ProPlus/Standard** or **Office 365 ProPlus**, you do not need to install the OneDrive for Business app, as it is already included in the software package.

NOTE: Check availability for modern Macs, tablet and smartphone devices from the system manufacturer's app store.

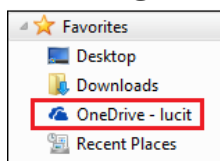
- Select **OneDrive** at the top of the page to return to the OneDrive service.



- Select the **Synkronoi** button.




- Click **Synkronoi heti** to start the sync app wizard.
The wizard automatically fills in the name and web address of your OneDrive for Business library.
- Start synchronisation by selecting **Synkronoi heti** in the wizard.
The folder is listed in your Favourites (Suosikit) with the name **OneDrive for Business** or **OneDrive @ lucit**.



- Additional instructions for using OneDrive for Business can be found on the manufacturer's [website](#) or at [quick start guides](#).

Office Online applications


- Office Online enables you to use the familiar Office Word, Excel and PowerPoint applications, and other products in any modern web browser.
- The Office 365 ProPlus app package can also be installed on your device free of charge through Office Online. The package is included in the additional advantages of the school agreement offered by the manufacturer. The package is available for most devices, such as [PC](#), [Mac](#) and [smart devices](#).
 - If you wish to install Office 365 ProPlus on a PC or Mac device - Log in to Office 365 and at the top of the page select **Asetukset**  **> Office 365 -asetukset > Ohjelmisto > Office.**
- Office Online does not have its own menu in the portal; instead the service starts as an example, if necessary, from OneDrive when creating or editing a document. Office does not have all the functionalities when run in a browser, therefore you can rapidly change editing to the installed Office application, if necessary.
- More information, instructions and tips (e.g. on use and app installation) on Office Online can be found on the manufacturer's [website](#).

NOTE: Office 365 ProPlus is available for the duration of your studies and can be installed on five different devices. The installation is not supported by the IT services of educational institutions.

Lync

- Lync enables instant messaging, audio and video calls and Lync meetings.
- Access is mainly through the Lync software, which can be installed on PC, Mac and smart devices.

NOTE: The Lync software is available on the workstations of the Municipal Federation of Education and Lapland University of Applied Sciences maintained by the IT Service. The software logs the user into the service automatically.

- If you wish to download Lync, e.g. on your PC, log in to Office 365 and at the top of the page select Asetukset  > Office 365 -asetukset > Ohjelmisto > Lync.
 - In the case of other devices, such as Mac, tablets and smartphones, please check the app store of the system manufacturer.
 - Lync meetings can also be joined using the Lync Web App. This is an add-on for a browser and is installed automatically when joining a meeting if the actual Lync software has not been installed on the computer.
- Additional instructions for using the Lync service can be found on the manufacturer's [website](#).