

Office 365 at Syracuse University



Office 365

- [What is Office 365?](#)
- [How do I Sign-In to Office 365 and find available Office 365 services?](#)
- [Features and Included Applications](#)
 - [OneDrive - File Storage](#)
 - [Teams - Group Collaboration](#)
 - [OneNote - Digital Notebooks](#)
 - [Forms - Surveys, Quizzes, and Polls](#)
 - [Power Automate - Workflows](#)
 - [Planner - Task Organization](#)
 - [Office Delve - Personal Insights Into Work](#)
 - [Stream - Video sharing](#)
 - [Power BI - Dynamic Data Drive Dashboards](#)
 - [Office 365 ProPlus - Downloadable Microsoft Office Applications \(Word, Excel, PPT, etc.\)](#)
 - [Windows 10 - Education](#)
- [Where can I learn more about Office 365?](#)
- [What if I am No Longer a Current Student or Staff/Faculty?](#)
- [Getting Help](#)

What is Office 365?

Office 365 is about productivity

- Sharing files
- Sharing spaces
- Collaborative/multiuser editing
- Real-time communication/persistence
- Interactive workflows
- Publication/distribution
- Everywhere/On every device

Office 365 includes the classic Microsoft Office applications plus other secure productivity services that are delivered over the Internet. Office 365 offers cloud storage, (OneDrive), collaboration features (Teams), and digital notebooks (OneNote) among other features.


How do I Sign-In to Office 365 and find available Office 365 services?

You can find all Office 365 services available by using your @syr.edu email address and Netid password at the portal page: <https://portal.office.com>



Important Information

Faculty & Staff - If you have not already setup Microsoft Office 365 Multi-factor Authentication please do so before continuing. [Multi-factor Authentication Answers Page.](#)

1. Go to <https://portal.office.com> and type in your @syr.edu email address.
2. Use your Netid password that is used for all other Syracuse University services.
3. Click (or tap) on the Office 365 app launcher icon  to see the menu of Office 365 web apps and services that are available to you. You can click on the app launcher icon while in any Office 365 web app to easily switch between applications.

Email access: Syracuse University uses email as the primary vehicle for official communication with students, staff, and faculty. Complete details, including login links, are available on the [Email home page.](#)

Features and Included Applications

- [OneDrive - File Storage](#)
- [Teams - Group Collaboration](#)
- [OneNote - Digital Notebooks](#)
- [Forms - Surveys, Quizzes, and Polls](#)
- [Power Automate - Workflows](#)
- [Planner - Task Organization](#)
- [Office Delve - Personal Insights Into Work](#)
- [Stream - Video sharing](#)
- [Power BI - Dynamic Data Drive Dashboards](#)
- [Office 365 ProPlus - Downloadable Microsoft Office Applications \(Word, Excel, PPT, etc.\)](#)
- [Windows 10 - Education](#)

Where can I learn more about Office 365?

[Office 365 Training Center](#) offers online tutorials of all of the features in Office 365.

What if I am No Longer a Current Student or Staff/Faculty?

The Microsoft Licensing Program, through which Office 365 is being offered, is for current students and staff/faculty of participating Universities. If you are no longer eligible for the program (you graduate or leave the university), there are consumer or commercial Office 365 plans available. Once you are no longer eligible, Office 365 services will no longer be available for you to use, or with limited functionality. As such, any data you have stored in these services will no longer be available to you as well. You will need to retrieve any personal data you need to retain before you leave the University. If you are not an active student, staff, or faculty member, please refer to the [IT Resource Access for Inactive Affiliations](#).

Getting Help

For general support of the information above, contact the [ITS Help Desk](#) by calling at 315-443-2677, by emailing help@syr.edu, or by stopping into 1-227 CST.

Faculty and staff requiring assistance with applications in offices and on University issue devices should contact their [academic](#) or [administrative](#) support personnel.

[Top](#)