

Office 365 FAQ for DNI Students September 1, 2015

Q: What is our school-assigned email account for?

A: Official email communication from DNI will be sent to this account. DNI will NOT send official communications to your personal email account. For privacy reasons, you should only use your student email account for all school-related correspondence. It is important that you check this account on a regular basis as all school departments will communicate with you using this account.

Q: What is Office 365?

A: Office 365 is Microsoft's email and applications web-based platform. You will access your email through Outlook Web Access. Office 365 includes online versions of Word, Excel, and PowerPoint.

Q: Will I need to install Microsoft Outlook to use my email?

A: No. You can access your email with Outlook Web Access by clicking on the Email link in the student portal or you can sign into Outlook Web Access by clicking:

<https://outlook.office365.com/owa/?realm=tcsedsystem.edu#path=/mail>

Q: How can I access Office 365 online functionality?

A: You can click on the grid (see the image below) in the upper left of Outlook Web Access or click [here](#).



Q: When will I have access to the Office 365 suite of applications? What applications are included? How many copies can I download?

A: You will have access the day we move to Office 365. The available applications are.

- Outlook
- Word
- Excel
- PowerPoint
- OneNote
- Publisher
- Skype for Business
- OneDrive

You can download and install five copies of the Office Suite with your DNI account onto computers, tablets, or phones.

Q: What if I already have installed Office applications?

A: You can keep using your current applications or use the DNI license to install Office 2013.

Q: How do I access my email through Outlook or my mobile device?

- [Instructions for Outlook](#)
- [Instructions for Mac Mail](#)
- [Instructions for iPhone/iPad](#)
- [Instructions for Android](#)

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Q: How do I get started with Office 365?

- [Learn Your Way Around Office 365](#)

Q: What if I have questions or concerns?

A: Should have questions or concerns, please contact the Service Desk at 800.747.8367 or 312.467.8600.