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The New UNCSA Cloud Just Got a Little Brighter

Information Technologies is excited to announce:

UNCSA - Office In The Cloud

With **UNCSA – Office In The Cloud**, every UNCSA Faculty and Staff member will receive at-home access to the applications you are already familiar with using on campus.

Outlook, **Word**, **PowerPoint**, **Excel** and **more** are all there and available to you. You will be able to download and install up to five copies of the Office suite on to your personal computers. You will also receive full access to **Office for iPad** on up to five devices. You will even be able to use these applications online, via any web-browser.

We're also excited to announce **UNCSA -Lync**, a communications application to help connect you to the rest of the campus; allowing you to instant message, transfer files, and even have audio and video conferences with other campus users.

With **UNCSA - OneDrive**, you can have your most important files both on your computer and available online; you can even have multiple computers synchronize those files so that every device you have can always be up to date; share files and even whole folders with colleagues for viewing or collaboration.

All you will have to do is log in to your **UNCSA – In The Cloud** email via Outlook Web App (OWA) and Office In The Cloud will be right there waiting for you.

Visit the Information Technologies' webpage for more information.

http://www.uncsa.edu/InTheCloud

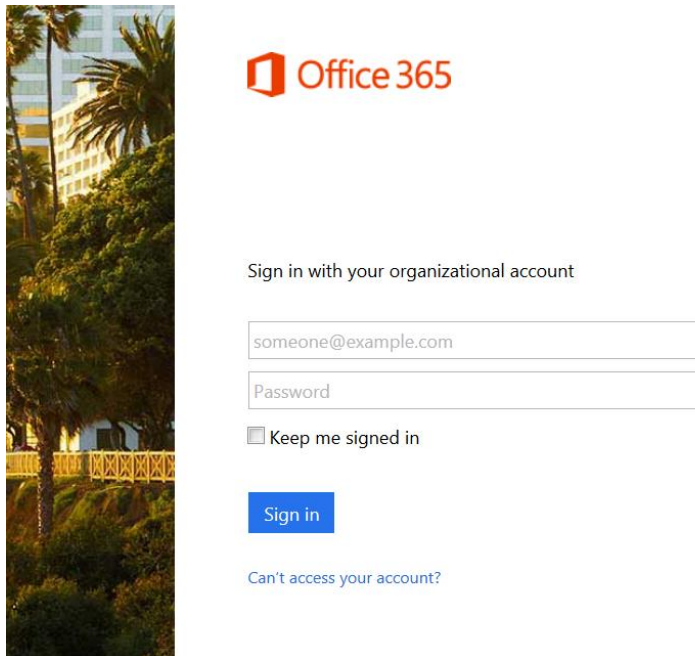# UNCSA – Office In The Cloud
Logging Into Outlook Web App (OWA)

Outlook Web App, most commonly known as OWA, is where you can log in from any web browser and view your UNCSA email. This is also where you can find access to your new Office In The Cloud features and applications.

Begin by pointing your web-browser to:

http://outlook.office365.com

When you see the screen below, enter your complete email address and email password.

Office 365

Sign in with your organizational account

someone@example.com

Password

☐ Keep me signed in

Sign in

Can't access your account?

Once signed in, the upper left corner of the webpage should look something like the image below and your email will be viewable.

Office 365

⊕ new mail

«

▲ Favorites

Inbox **4**

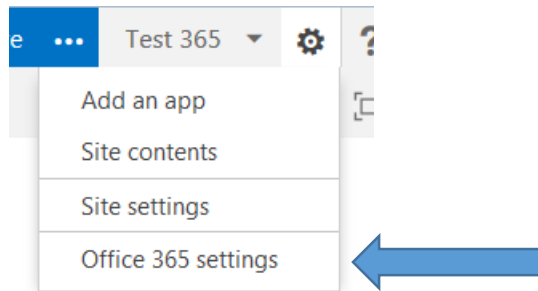Sent Items

Drafts

Deleted Items
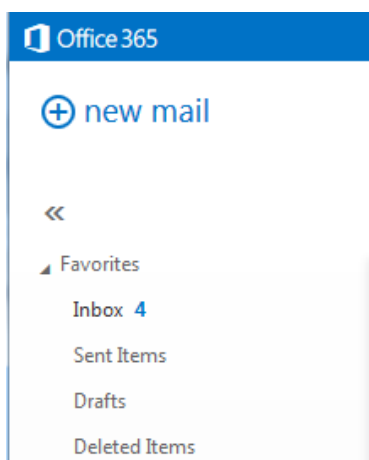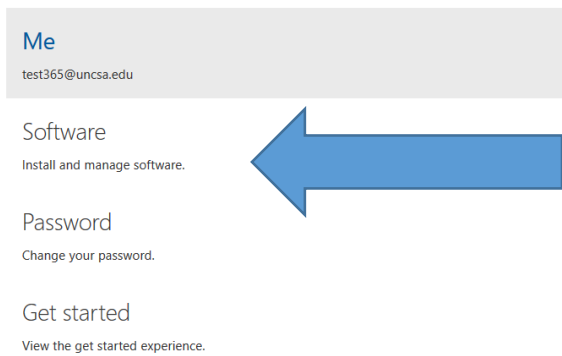
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Accessing Your Apps

Your new UNCSA-Office In The Cloud includes access to downloadable copies of the Microsoft Office Suite. You can find your applications in the Office 365 Settings menu.

Click on the gear icon next to your name in OWA and select "Office 365 settings"

Then Click Software

From here you can download install copies of the applications available to you.

You have five installs of Office for PC and/or Mac.
You can download Lync and install it on as many devices as you wish.

Note: Not all Office applications available on PC are available for Mac.

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Using Lync via the desktop application and OWA

You can use Lync to have real time text conversations, aka Instant Messages (IM), with other UNCSA Lync users that are logged in. You can IM, voice chat, and video conference either one-on-one or with multiple user via a Lync Meeting.

On a desktop, open the Lync application and login using your email address and email password
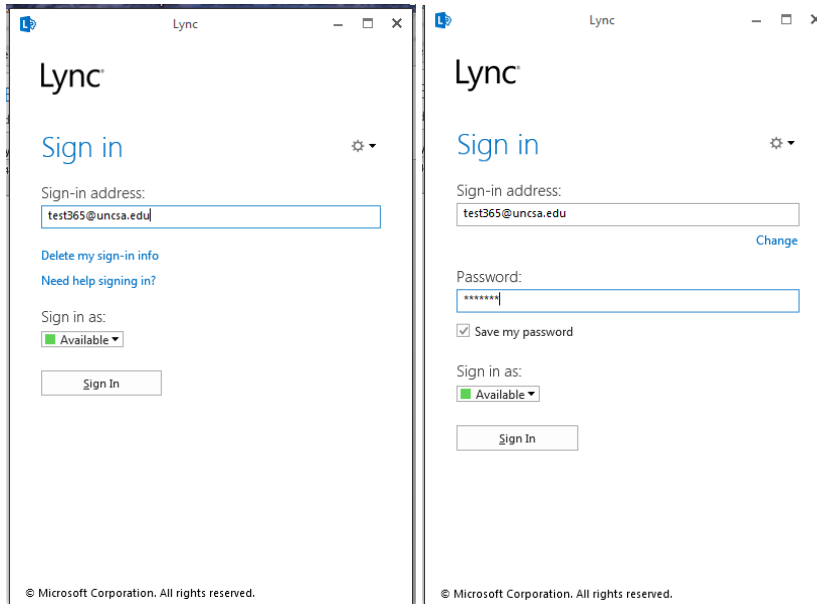
Once logged in, you can search for users by typing their name or email address in the search bar.
You will know someone is online if they have a green bar on the left side of their userpic.
To start IM'ing, just double click the person's name and a window will open. Just start typing and hit your enter key to send.
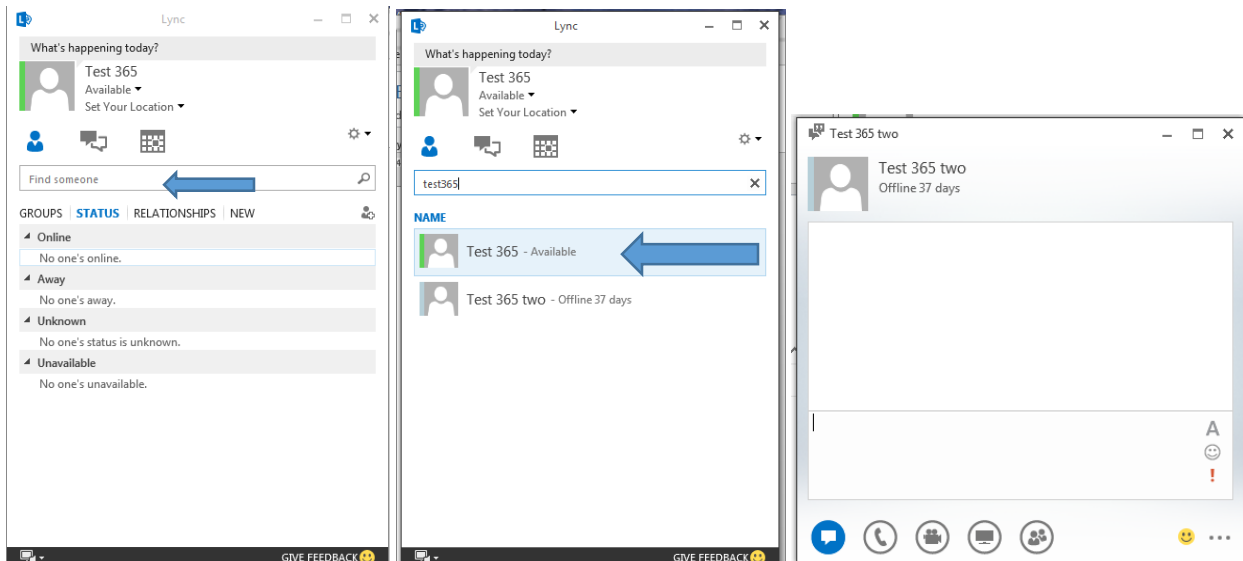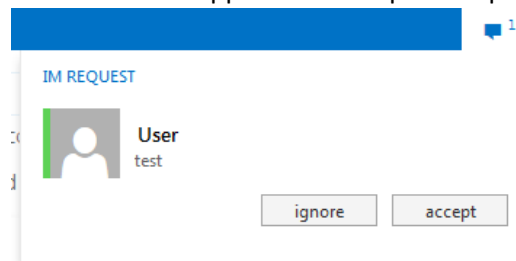
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## Using Lync via the desktop application and OWA (cont.)

You can also access Lync from OWA. When logged into OWA, click on your name in the upper right of the page and then click "Sign in to IM". You'll know you're signed in when a green square appears next to your name.
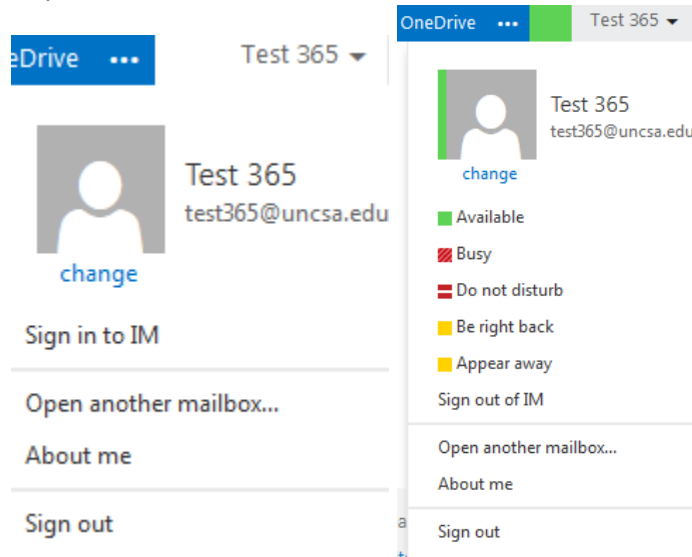
Once signed in, people can begin sending you messages. When you receive an incoming message, a notifaction will appear at the top of the page. Click Accept to begin chatting.

To intiate a conversation, click on the People link in the OWA navigation bar
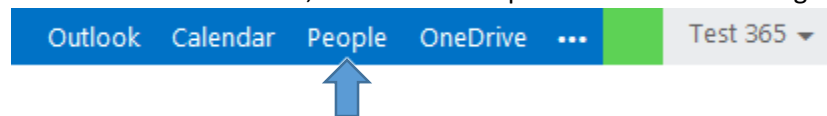
Then search for the user you wish to chat with and click their name. Then click the instant message icon in their contact card.
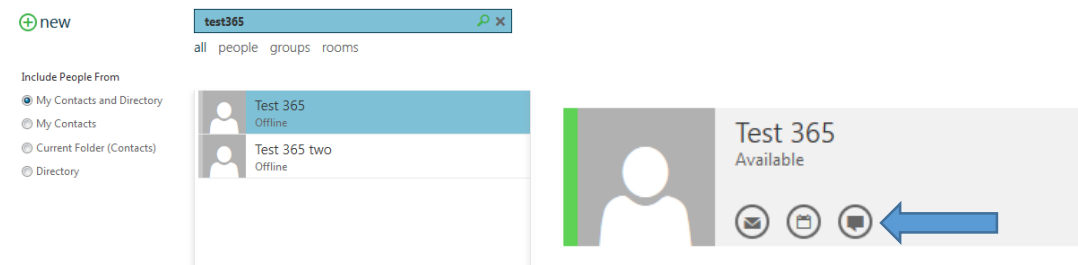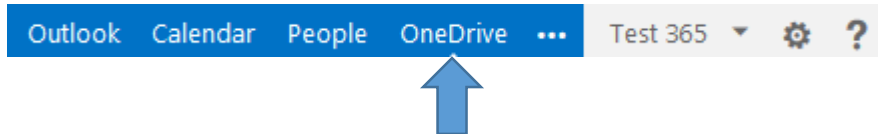
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OneDrive for Business

The UNCSA – OneDrive for Business is where you can store all your most important and/or most accessed files. OneDrive for Business goes where you go and is always accessible from any web-browser.
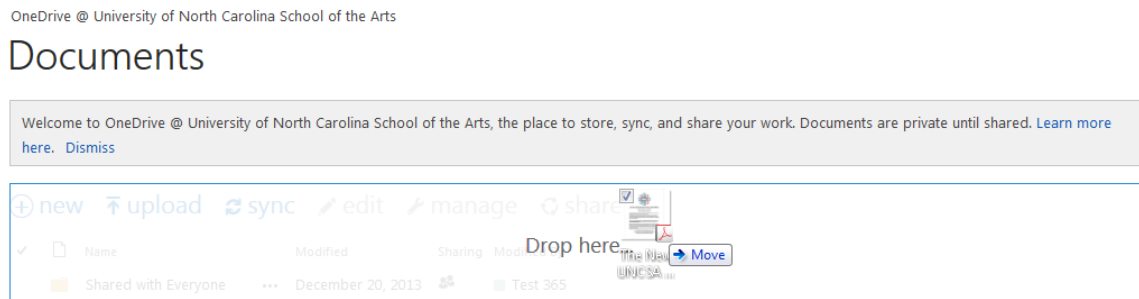
To get started with your OneDrive, click on OneDrive in the OWA navigation menu.

From here you can upload your files and access them anytime.
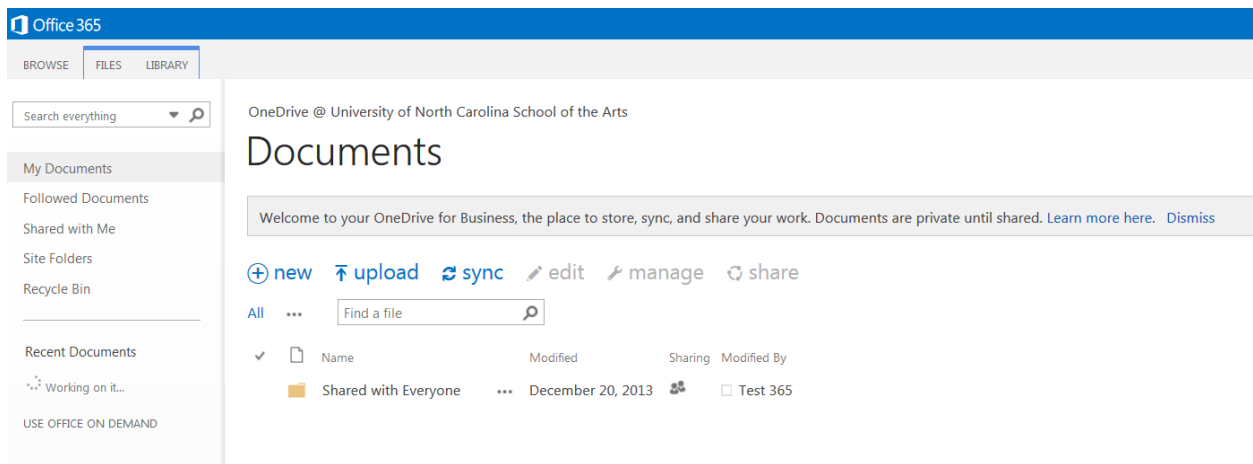
To upload a file, just drag the file from your computer into the page.

On your PC, you can use the OneDrive for Business application to create a folder that will stay synced with your OneDrive online. Anything you put in your PC OneDrive For Business folder will automatically upload and save to your OneDrive online.

For information on how to share folders and files with other UNCSA users, click here.

NOTE: At present there is no OneDrive for Business sync utility for Mac.