Accessing Office 365 Tools
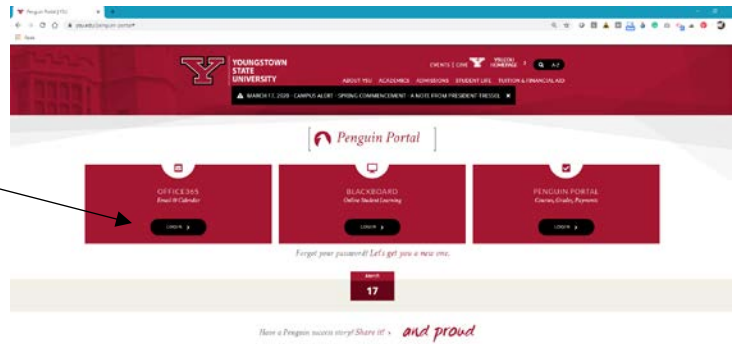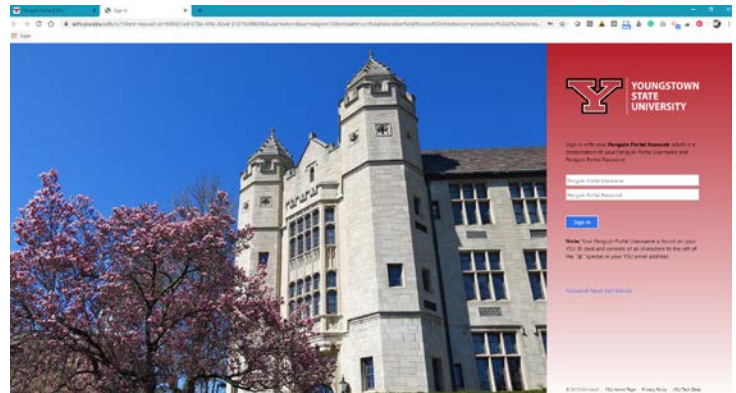
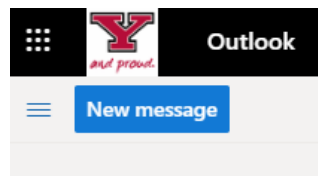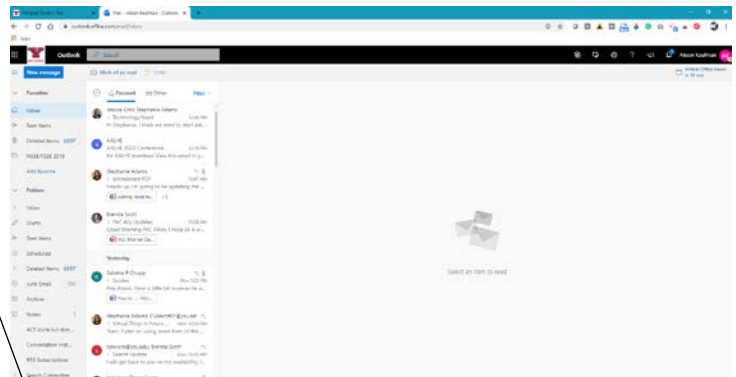1. Visit www.ysu.edu/penguin-portal and click to LOGIN to Office 365.

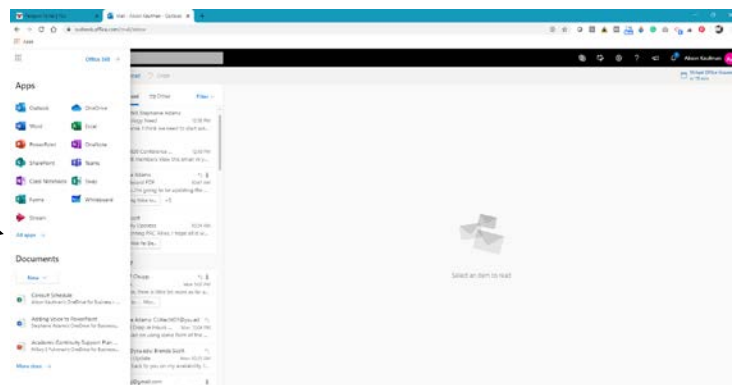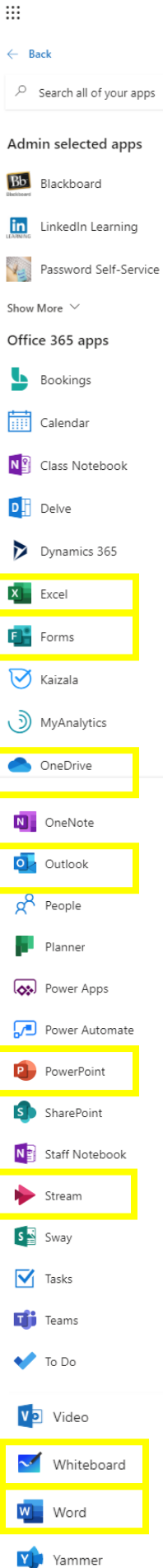2. Login with your YSU credentials just like you would with your email.

3. In the upper left hand corner of your screen you will see 9 small dots in a square. If you click on that icon, you'll get a dropdown with the Office 365 online tools.

   These are a great resource that are free to you and your students with your YSU login.

4. Click "All Apps" to be able to see the full view of available apps.

Search all of your apps

Admin selected apps

Blackboard

LinkedIn Learning

Password Self-Service

Show More ∨

Office 365 apps

Bookings

Calendar

Class Notebook

Delve

Dynamics 365

Excel

Forms

Kaizala

MyAnalytics

OneDrive

OneNote

Outlook

People

Planner

Power Apps

Power Automate

PowerPoint

SharePoint

Staff Notebook

Stream

Sway

Tasks

Teams

To Do

Video

Whiteboard

Word

Yammer

There are several apps available through Office 365.

Here are 8 that may be particularly useful to you for moving your course online.

- **Excel** – An online version of the spreadsheet tool, Excel. You do not need to have Excel downloaded on your device to be able to work in this app. You can create collaborative/shared Excel files through this app. This could be especially useful for students who do not have the Excel software, it may also be useful for group work.
- **Forms** – A basic surveying tool that may be useful for collecting student feedback or finding out information about your students.
- **OneDrive** – Personal cloud storage, integrated with your Outlook email. You can share files and folders to students, faculty, and staff at YSU.
- **Outlook** – The place to access your YSU email.
- **PowerPoint** – An online version of the presentation software, PowerPoint. You do not need to have PowerPoint downloaded on your device to be able to work in this app. You can create collaborative/shared presentations through this app. This could be especially useful for students who do not have the PowerPoint software, it may also be useful for group work and particularly group projects.
- **Stream** - Like YouTube, Stream is a video service that you and your students can access using a personal YSU login. Microsoft Stream will also automatically transcribe your recording.
- **Whiteboard** – A digital online whiteboard with the ability to collaborate. This could be a great tool for group work and group projects.
- **Word** - An online version of the word processing software, Word. You do not need to have Word downloaded on your device to be able to work in this app. You can create collaborative/shared documents through this app. This could be especially useful for students who do not have the Word software, it may also be useful for group work and particularly group projects.