

OFFICE 365 INSTRUCTIONS

Date of Current Revision: March 2020

Primary Responsible Officer: AVP for MIS



1. PURPOSE

The purpose of this procedure is to define the process and uses of Office 365 at Fayetteville Technical Community College (FTCC). Office 365 is the primary vessel for users at FTCC. All users have access to Microsoft Office 365 applications. Office 365 is strictly for FTCC college and business documents.

This document will assist you with accessing Office 365. If after using this document you still have problems with logging into Office 365, please contact the FTCC Help Desk at 910-678-8502.

2. SCOPE

This procedure applies to all College faculty and staff, whether full- or part-time members of the College community. This procedure applies to all information collected, stored or used by or on behalf of any operational unit, department and person within the community in connection with College operations. In the event that any particular information at FTCC is governed by more specific requirements under other College policies or procedures the more specific requirements shall take precedence over this procedure to the extent there is any conflict.

3. ACRONYMS / DEFINITIONS

AD. Active Directory. A directory service, such as Active Directory Domain Services (AD DS), provides the methods for storing directory data and making this data available to network users and administrators. For example, AD DS stores information about user accounts, such as names, usernames, email addresses, phone numbers, and so on, and enables, other authorized users on the same network to access this information.

HELP DESK. Is the primary single-point-of-contact for FTCC to provide IT support to all Faculty, Staff, and Students.

MIS. Management Information Services.

4. PROCEDURES

This document will show you how to access Office 365 and sync your files to be access through OneDrive.

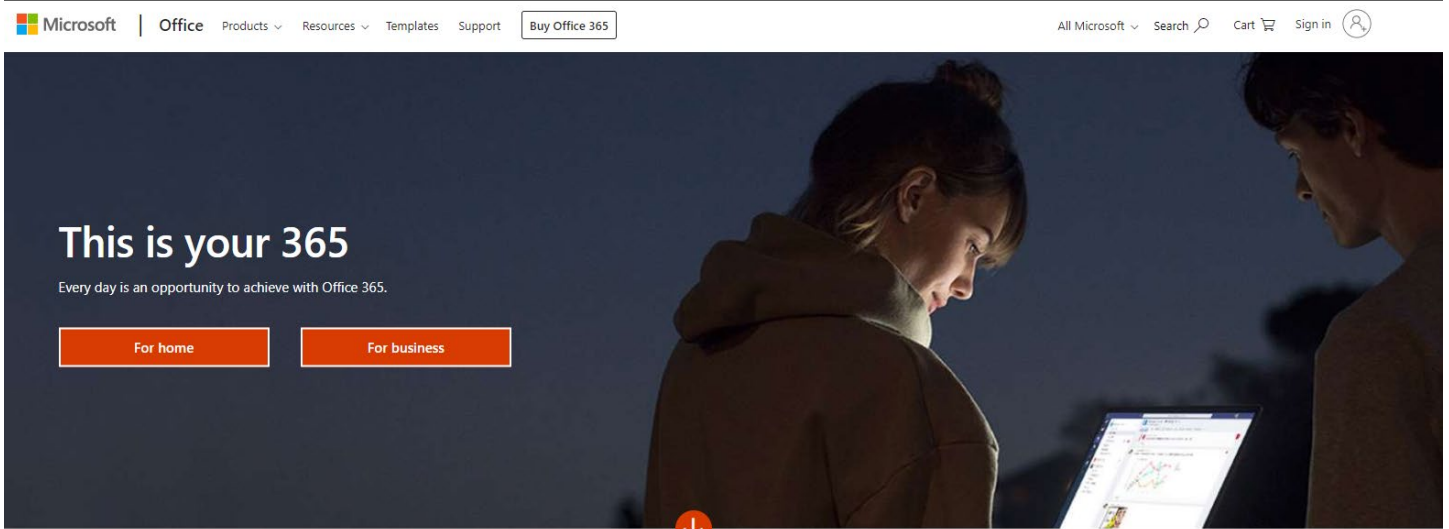
4.1 HOW TO LOG INTO OFFICE 365 WEBSITE

- To access Office365, click office.com and in right-hand corner click sign in.

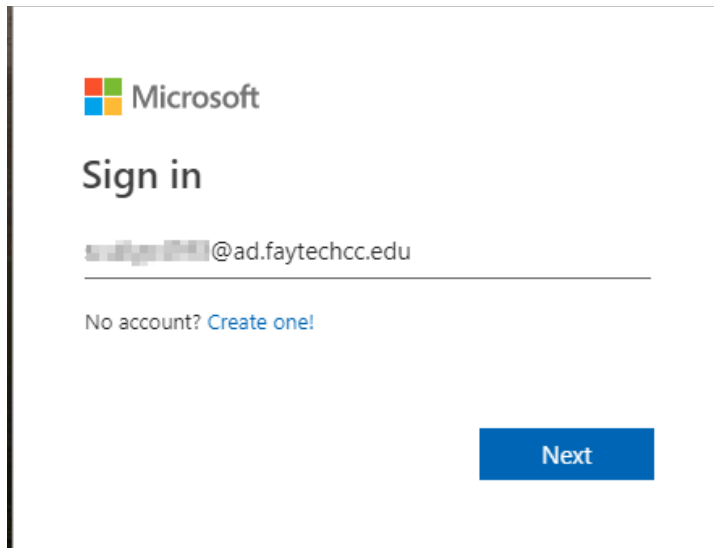
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- Login with your **[AD username]**@ad.faytechcc.edu and network password.
EX: doej1234@ad.faytechcc.edu
Pas\$w0rd1\$ (network password)



- After successfully logging in you will be taken to the Office 365 page.

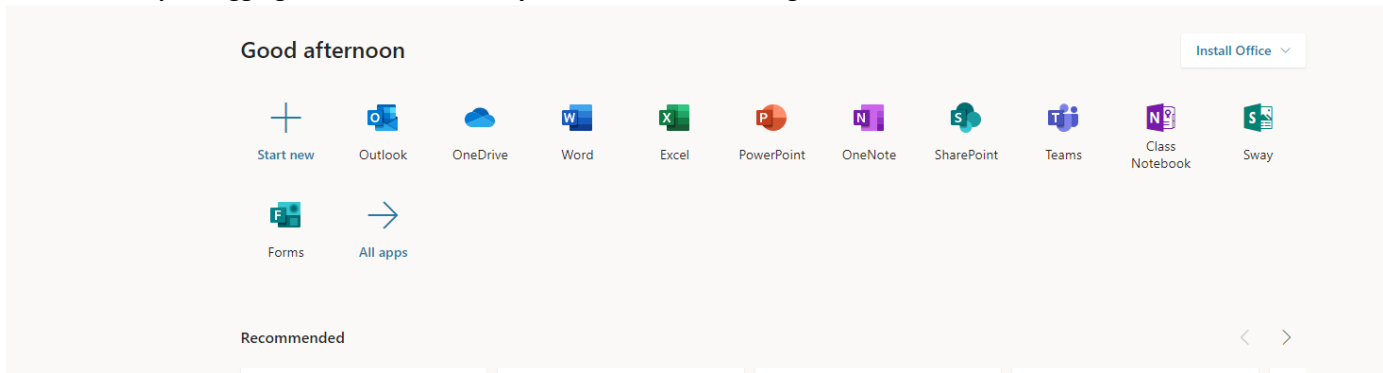
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4.2 Upon logging on for the first time you will see the following screens



4.3. Accessing Outlook webmail from Office 365 online



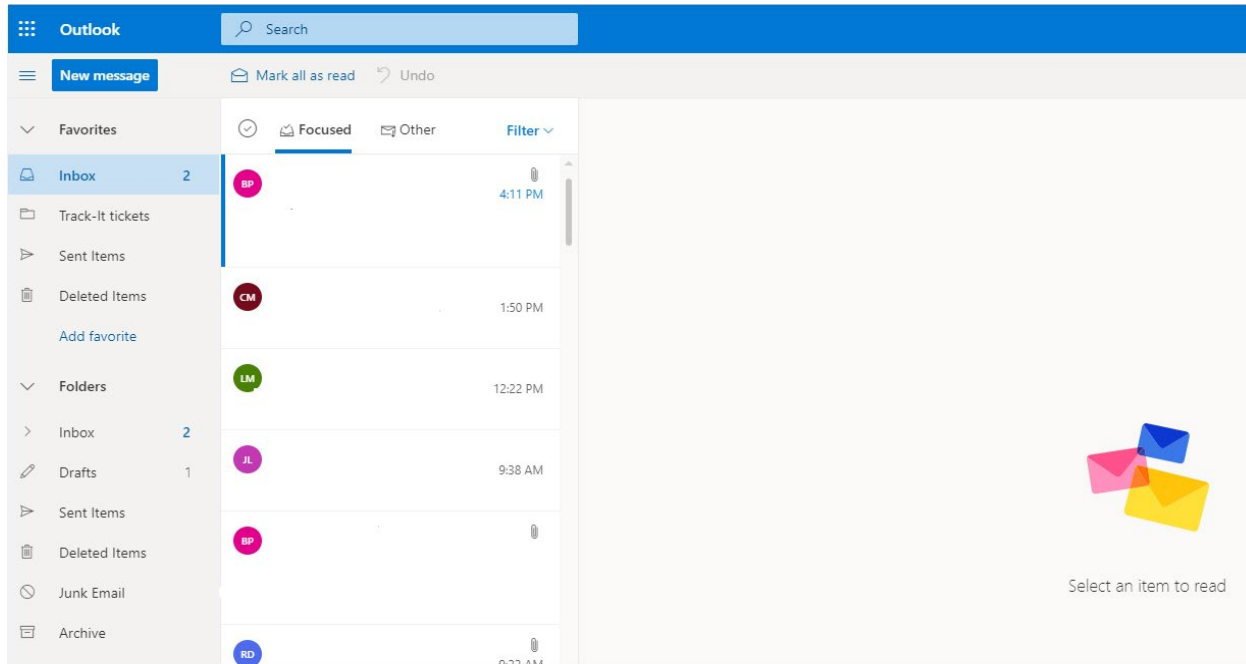
4.3.1 Click on the Outlook Icon as indicated by the arrow

- This is your FTCC mailbox. As shown in the figure below.

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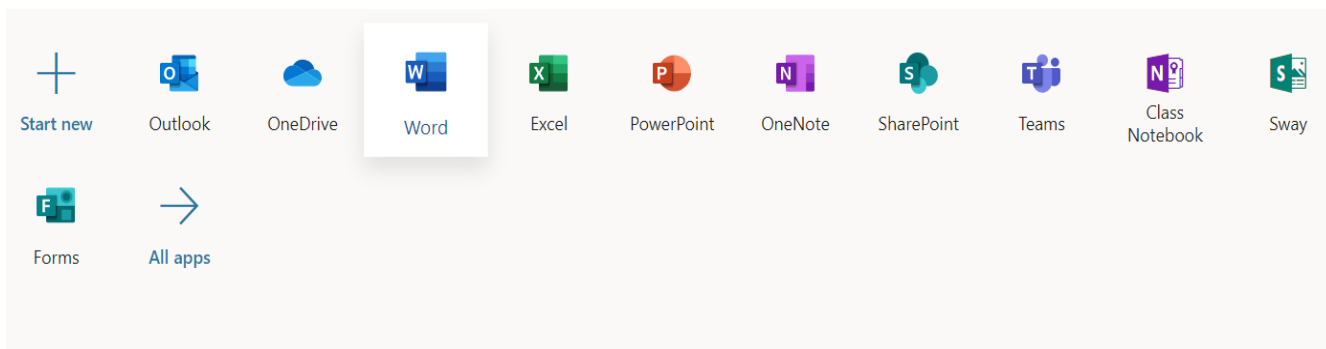
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4.4. Creating Items Office documents using Office 365 online

4.4.1. To create a Word document, just click word icon.

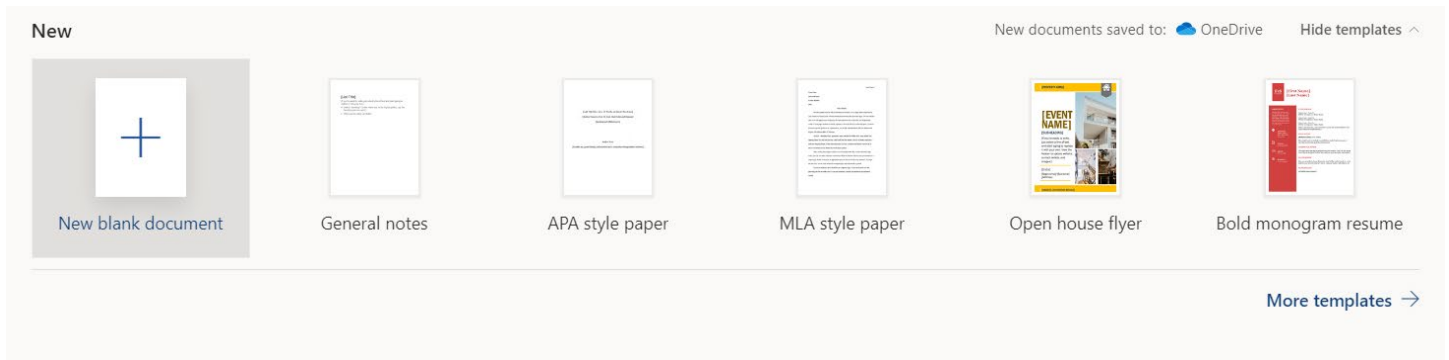


and click the document type:

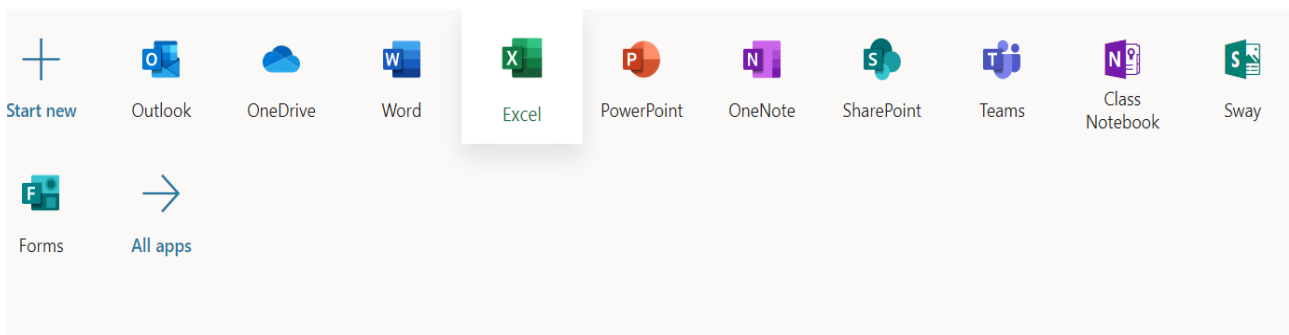
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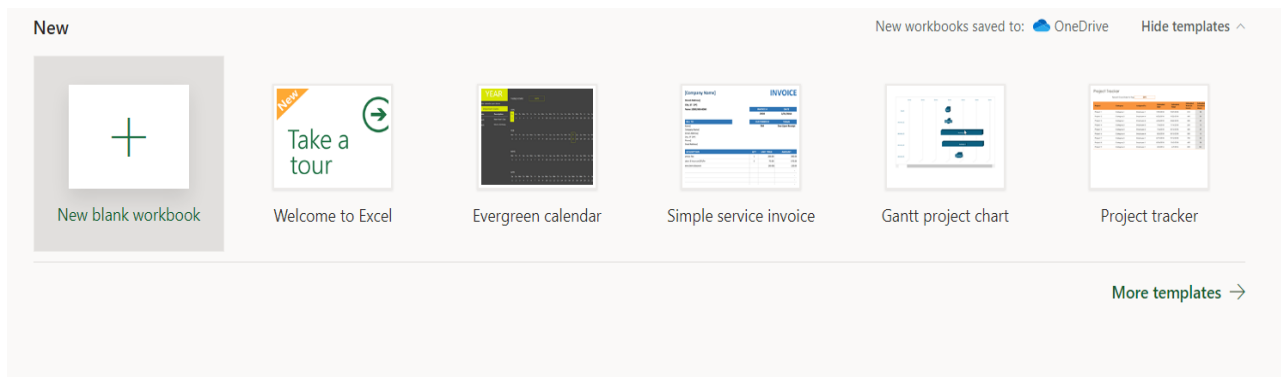
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4.4.2 To create an Excel document, just click Excel icon.



and click the document type:



All documents created in Office 365 online are saved to your one drive and will be sync to your PC.

5. EXCLUSIONS / EXCEPTIONS

No approved exceptions exist at this time.

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6. RELATED COLLEGE DOCUMENTS, FORMS, AND TOOLS

7. DOCUMENT ADMINISTRATION

7.1. DOCUMENT OWNER

This document is owned by Management Information Services Office which is responsible for its content and maintenance.

For questions or comments, please email help@faytechcc.edu.

7.2. DOCUMENT REVIEW

This document is subject to periodic review to validate the content remains relevant and up-to-date. Significant or material changes to this document must be submitted to the AVP for MIS and ISE for review and comment prior to adoption.

7.3. CHANGE HISTORY

Version	Description	Author	Date
1.0	Initial publication	PLS	3/9/2020

7.4. APPROVAL HISTORY

Version	Name	Title	Date
2.0	Pamela Scully	AVP for MIS	3/9/2020

8. APPENDIX

N/A