Office 365 Migration Presentation

Why migrate to Office 365?

Office 365 is an online subscription service that provides email, shared calendars, and the ability to create and edit documents online, instant messaging, and web conferencing, all accessible from any location and from any web-based device.

Cloud-Based Service

Users of Office 365 can retrieve, edit and save Office documents in the Cloud, co-author docs in real-time with others, quickly initiate PC-to-PC calls, instant messages and web conferences with others.

Migrating to Office 365 will benefit you!

Office 365 will benefit you the Faculty or Staff, by providing web-based versions of:

- **Microsoft Outlook**
    - Bigger Email – 50Gb of email storage
    - Send larger documents and attachments
- **Microsoft OneDrive**
    - Bigger Storage Space – 25Gb storage space
- **Cloud-Based Web App Versions** of Microsoft Word, Excel, PowerPoint and OneNote, plus OneDrive Pro, and Lync online communication tools.

Office 365 does not replace the traditional, desktop-based Office applications. However, Office 365 can directly integrate with these desktop Office applications should you already have a compatible version. This enables you to utilize the web-based versions from any location with an internet connection. Simply log in and you are ready to go.

How do I get this? (Only available to students as of 2/3/14. Faculty and Staff will receive information soon.)

For more information or migration assistance please contact our **DoIT Service Staff** at **402-280-1111, or toll free at: 800-329-1011, Option 2 for Student and Option 3 for Faculty/Staff**.

FAQ's

What is the Cloud?	The cloud is a friendly way of describing web-based computing services. Information storage, computation, and software are located and managed remotely on servers owned by Microsoft. Because this infrastructure is located online, you can access it virtually anywhere from a desktop, laptop, or mobile phone.
Is Office 365 compatible with my copy of Office?	Office 365 works best with Office 2010 and Office 2011 for Mac. Office 365 also works with slightly limited functionality for Office 2007 and Office 2008 for Mac. If you have an earlier edition of Office, you will need to update to a newer version of Office in order to use Office 365.
Where do I find information on the CU Migration?	http://newcumail.creighton.edu/
Do I need to install anything on my computer?	You don't need to install anything in order to use Cloud Versions of Office 365. But you may need to upgrade your desktop versions.
What are the Office 365 minimum System Requirements?	**For PC users:** XP operating system with SP3 (No longer supported by Microsoft but is still the minimum); Office 2007; and at least Internet Explorer 7. **For Mac users:** Mac OS X 10.5 (Leopard); Office 2008 for Mac & Entourage 2008 Web Services Edition; Safari 4 or above
Is Office 365 secure?	As an Office 365 customer, you have entrusted Microsoft to help protect your data. You may learn more about Security at: http://www.microsoft.com/en-cb/office365/trust-center.aspx
Is there a place where I can learn more about Office 365?	You may visit the Office 365 Community location at: http://community.office365.com/en-us/default.aspx Here you can find forums, blogs, wikis, and a help center for the Office 365 community.
Where do I go if I need help on installing Office 365?	You may contact **DoIT Service Staff** at **402-280-1111, or toll free at: 800-329-1011, Option 2 for Student and Option 3 for Faculty/Staff**. M-F 9-5PM.
Is there a troubleshooting page for people installing Office 365?	For more information on Office 365 you may go to: http://community.office365.com/en-us/tools/troubleshooting.aspx