Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

# Office 365 for Trinity Staff

Getting Started Guide

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Office 365 for Trinity Staff

Office 365 for Trinity staff allows users to access a host of Microsoft products (Outlook, Word, Excel, etc) via a web browser and without requiring the user to have the applications installed on their machine.

Accessing Office 365 Online

To access Office 365 online, follow these steps:

1. Open a web browser (Google Chrome, Firefox, Microsoft Edge, etc) and type office.tcd.ie in the address bar to access the log-in page.
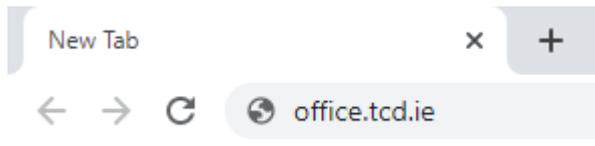
2. Enter your Trinity username, in the form username@tcd.ie. Use your original, short version of your username (e.g. bloggsj@tcd.ie) and not the longer version of your email (joe.bloggs@tcd.ie). Click Next.
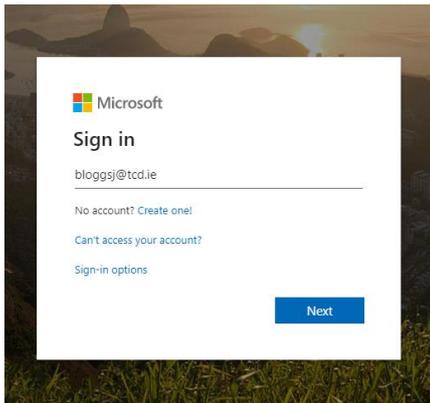
3. Enter your Trinity password and click Sign in.
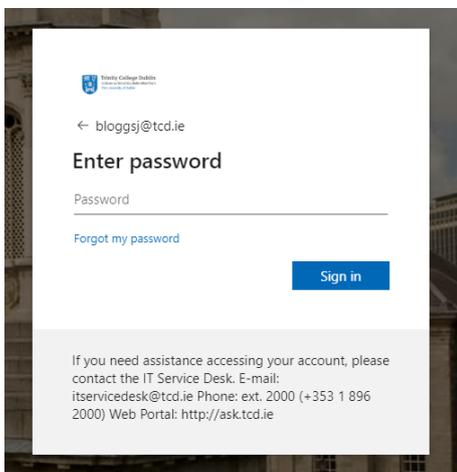
4. After entering your password, you may be prompted with an additional verification step if 'Two Step Sign-in' is enabled on your account. With Two Step Sign-In, you will be prompted

to confirm your identity by a separate method, typically through a code provided by text message to your mobile phone. Enter the code sent to you and click verify.


5. Lastly, you may be asked if you wish to stay signed in. Click Yes or No.

6. You are now logged into your Office 365 account and should see its landing page.

Office 365 Landing Page

Once you are logged into Office 365 and can see the landing page, you can access applications by clicking on the relevant icon (e.g. Outlook, OneDrive, Word, etc.).

These icons will open the online 'Web App' versions of the software which are very similar to the 'Desktop App' versions.
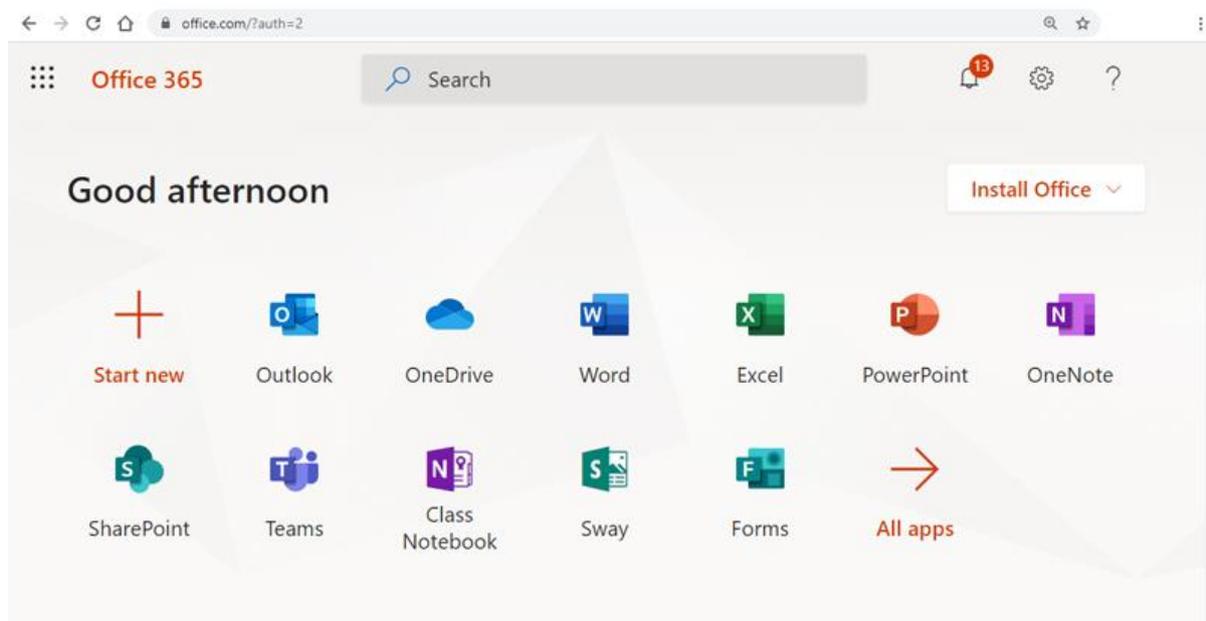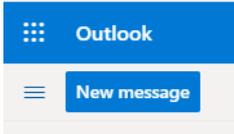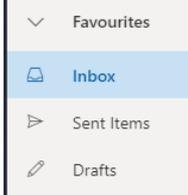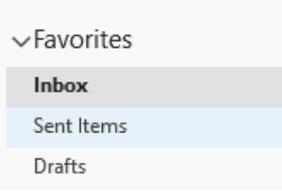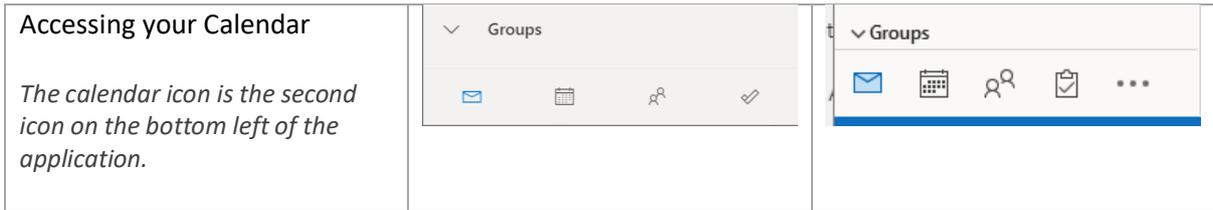

Office 365 Landing Page

Using the 'Web App' version of Outlook

Although the 'Web App' version of Outlook looks slightly different to the 'Desktop App' version, the functionality of the application is almost identical.

Comparison of common functions in Outlook 'Web' versus 'Desktop'

	Web App	Desktop App
New Message button. *This is located in the top left hand corner of the application.*		
Inbox, Sent Items, Drafts, etc. *These are located along the left-hand side of the application.*		
Reply, Reply-All and Forward icons. *These are located on the top right of an individual email.*		

| Accessing your Calendar

The calendar icon is the second icon on the bottom left of the application. | | |

Using OneDrive

OneDrive is a personal cloud storage where your data (files, folders, Word documents, etc) are stored on the internet. Think of OneDrive as the online version of your local computer files storage.

You can create a Word documents, Excel spreadsheets, PowerPoint presentations, or Excel Forms from within OneDrive.

Also, if you start a Word, Excel or PowerPoint document from within the Office 365 landing page, those documents will be saved to your OneDrive storage.

Working with files stored on OneDrive looks and feels the same as working with the files stored locally on your computer.
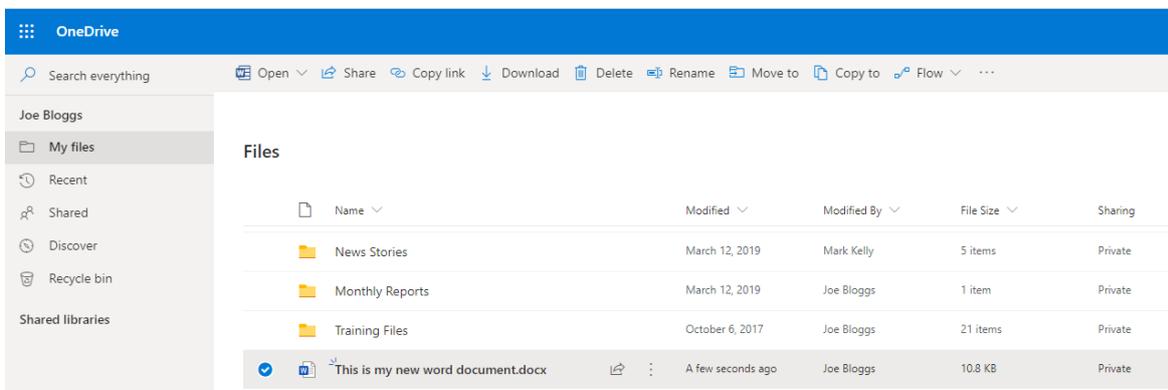
You can also share documents stored on OneDrive with colleagues and collaborate in real time via the 'Web App' versions of those applications.

To open OneDrive, click on the OneDrive icon on the Office 365 landing page.
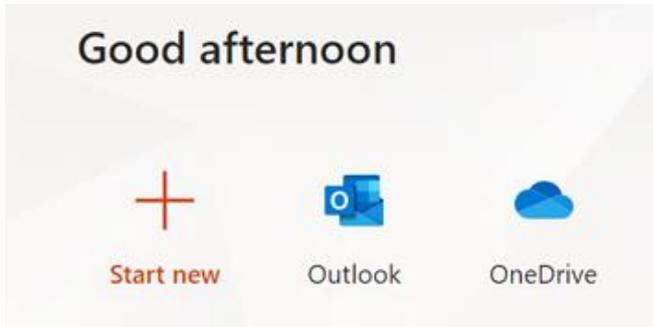
OneDrive icon on the Office 365 landing page

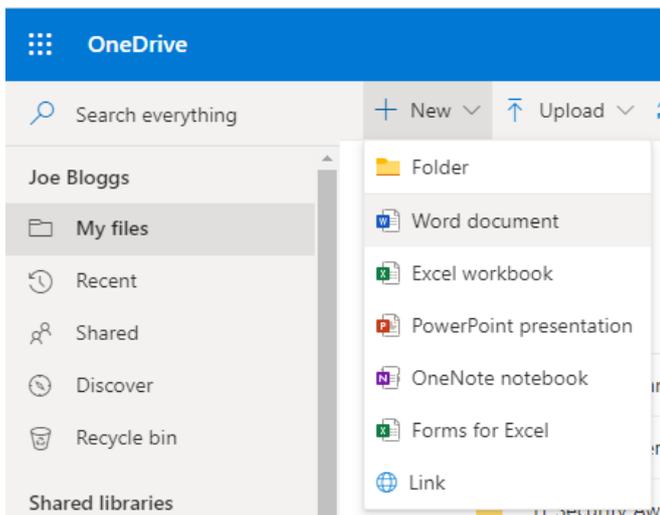This will bring you to the OneDrive dashboard.

OneDrive dashboard.

## Creating a new file or folder via OneDrive

To create a file or folder in OneDrive

1. Select 'New' and choose the type of file you want. In our case, we chose 'Word document'
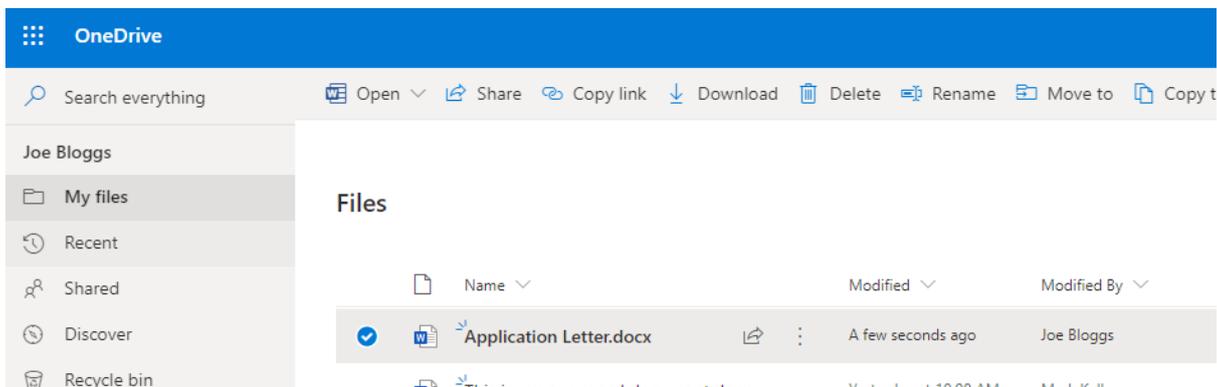

This will open a blank Word document in the 'Web App' version of Word.

2. To rename the document, click the file name in the title bar, for example Document, and then type a name. In our case we have renamed 'Document' to 'Application Letter'.
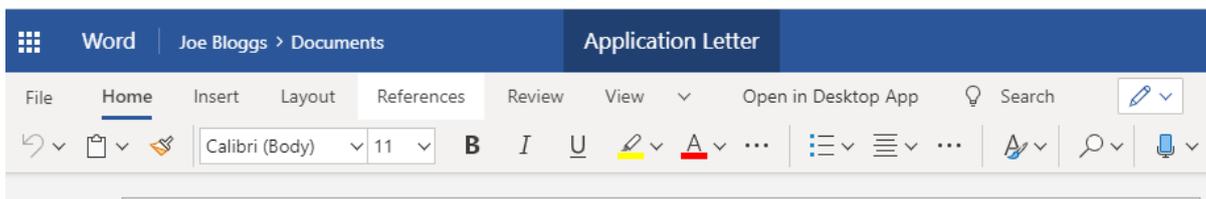

3. The location of this file will automatically be saved to your OneDrive account.

4. All changes you make to the word document are automatically saved. There is no need to do File -> Save, as you might in the 'Desktop App'.

## Sharing files with other colleagues via OneDrive

To share a file with another colleague, click on the ellipsis (three dots) next to the file in OneDrive and select 'Share'.
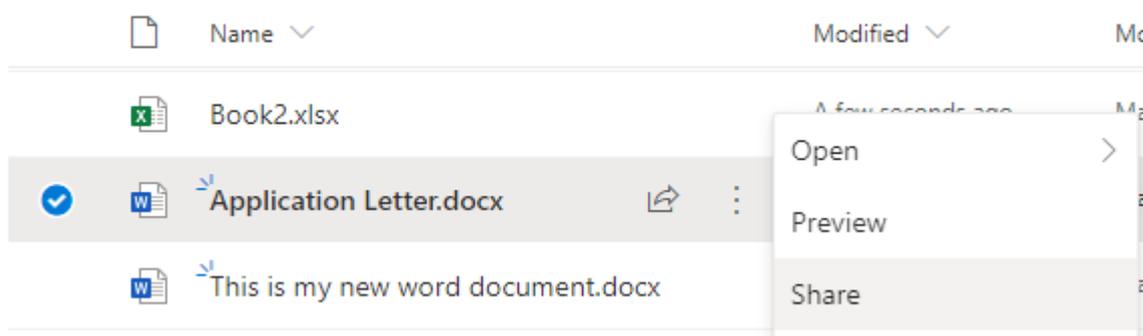
This will open a pop-up box where you can enter the @tcd.ie email address or name of the person you would like to share the item with.
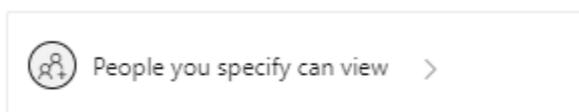
You can add multiple email addresses / people at the same time.

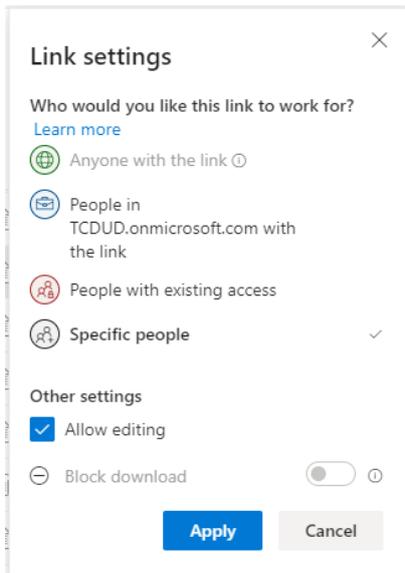Hitting 'Send' will send those users an email with a link to your document.
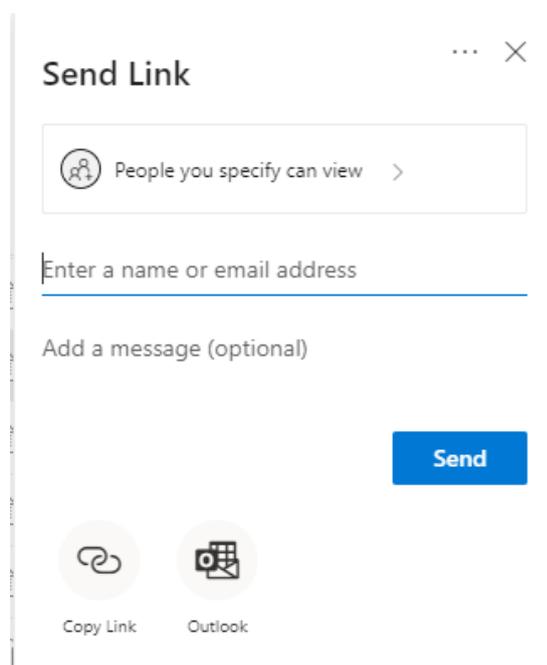
Allowing people 'Edit' rights to the document.

If you would like the people you are sharing the document with, to be able to 'edit' the document, first click on the button 'People you specify can view'.

This will open some further options. Click on the checkbox 'Allow editing' and select 'Apply'.

The 'People you specify can view' option will now change to ''People you specify can edit'.