

# The Palo Verde College Office 365 FAQ page.



Click any of these questions and it will take you to the answer on this page.

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## What is Office 365?

Office 365 is a collection of services that allows you to collaborate and share your work. Office 365 includes Outlook Online with **50GB** of email space and **100GB** of archiving, Office Online (Word, PowerPoint, Excel, and OneNote and more), **1TB** of OneDrive storage just for you, Yammer, and SharePoint sites and more. You can install the full Office applications on up to 5 PCs or Macs for free at home.

Here are a couple of short videos about what Office 365 is and how it can help you.

[What is Office 365 for business?](#) Only 1:30 min.

[Get started with Office 365.](#) Only 3:00 min.

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## Why are we upgrading to Office 365?



Your go-to Office—anywhere

Whether you're working in your office or on the go, you get a familiar, top-of-the-line set of productivity tools. Office applications let you create, edit, and share from your PC/Mac or your iOS, Android™, or Windows device with anyone, anywhere in real time. You also get many other features, services and more.

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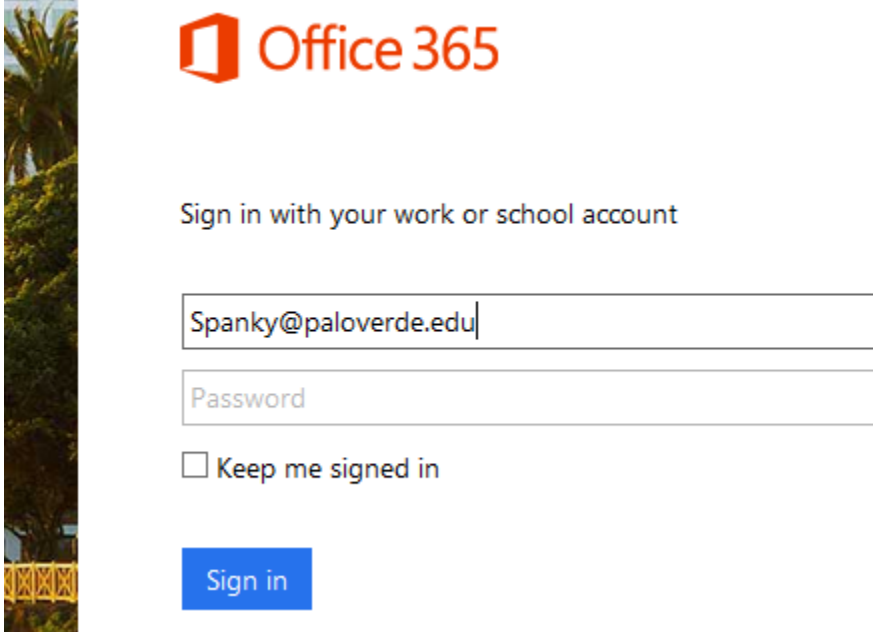
# Where is Office 365 and how do I log onto it?

## *Where is it?*

Office 365 is “In the Cloud”, a fancy way of saying something is hosted on somebody else’s servers and not on our local servers. In this case, we are using the Microsoft “Cloud”.

## *How do you log onto 365?*

1. First go to <https://portal.office.com> and login to your 365 account. If you are on campus and logged into your computer, you shouldn’t have to enter your password, just your email address and press enter on your keyboard. If you are off campus, your user name and password are required. Below is what the login box should look like...



*And then...*

2. Next, if you haven’t already, you will need to setup your password reset system using your cell phone or an email account **other than** PVC. This will not be for anything other than resetting your password in the future, that way you can reset your password anytime anyplace, (with internet). It will reset your 365 password *and* your desktop password at the same time so they all stay the same. If you have done this before, you will not see this.

Don't lose access to your account



Spanky@PaloVerdeColle

**Click Here**

Add information to your account so you don't ever forget your password.

[Set it up now](#)

[Sign out and sign in with a different account](#)

[More information](#)

*And then...*

3. Next set up password reset. You only have to setup one authentication method, but I suggest you setup both. The system will text and/or email you a code, just put the code in the box to verify it's you, then click finish.

## Microsoft Azure

### don't lose access to your account!

To make sure you can reset your password, we need to collect some info so secure. **You'll need to set up at least 1 of the options below.**

! Authentication Phone is not configured. [Set it up now](#)

! Authentication Email is not configured. [Set it up now](#)

*And then...*

4. You will see your Office 365 home page. If your email has been migrated all the tiles you see will take you to that application in 365. The “Mail”, “Calendar” and “People” tile will not function until your Outlook account has been migrated to 365.



*And no and then.*

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# What is Yammer

Yammer is where teamwork happens.

Yammer is our private social network, just for PVC, which helps you and your team, department or committee stay on top of it all. Think of it like Facebook just for Palo Verde College. You can start conversations, collaborate on files, share information with the entire college, or **only** your group and organize around projects so you can go further—faster.

The “Yammer” tile is on your 365 home page and looks like this...



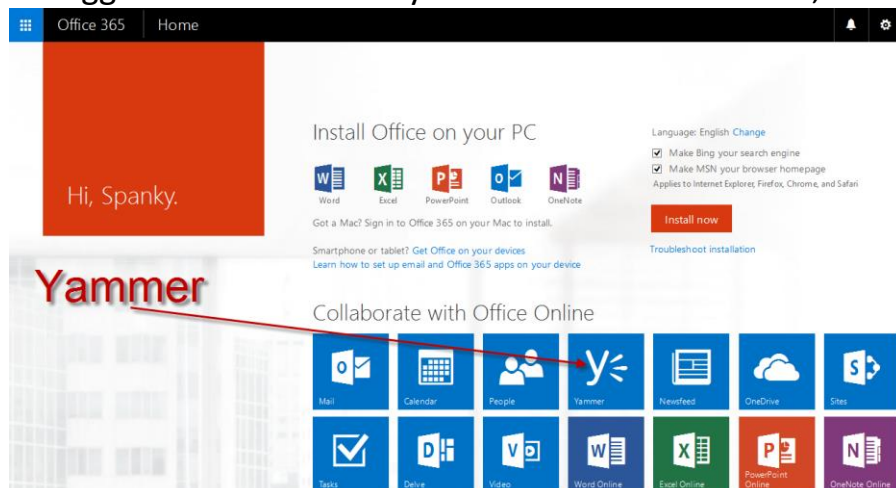
Think of all the email that does not really need to go to PVC-Everyone, much of that can go on a Yammer site for the people that want that information. Then others can subscribe and get a notice when something is posted to the groups Yammer page.

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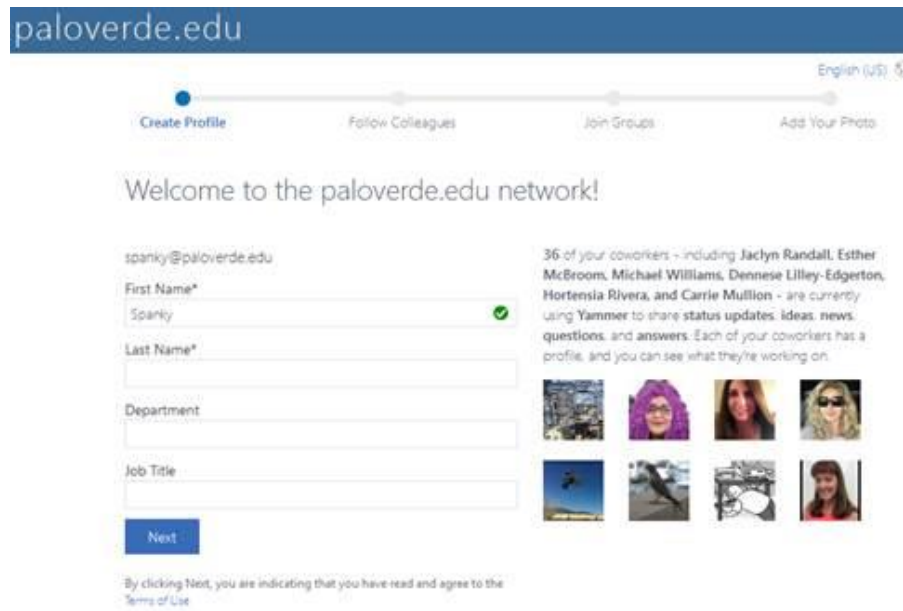
## How do I make a private Yammer site?

1. Log into [Office 365](#) so you can see all your toys. Click on the Yammer tile, the big “Y”. If you haven’t logged onto Office 365 yet and want to know how, click here.



And then...

2. If this is your first use of Yammer you will go to the Yammer page and add a little information...

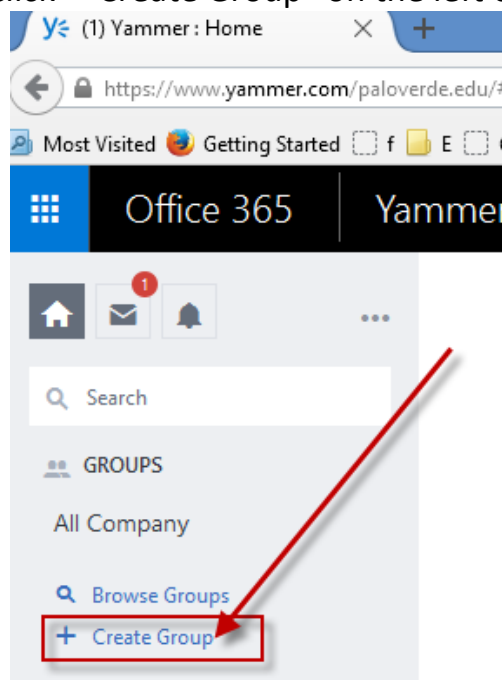


And then...

3. Next you will have a few screens with optional information you can fill in if you wish, and you will end up on your Yammer page.

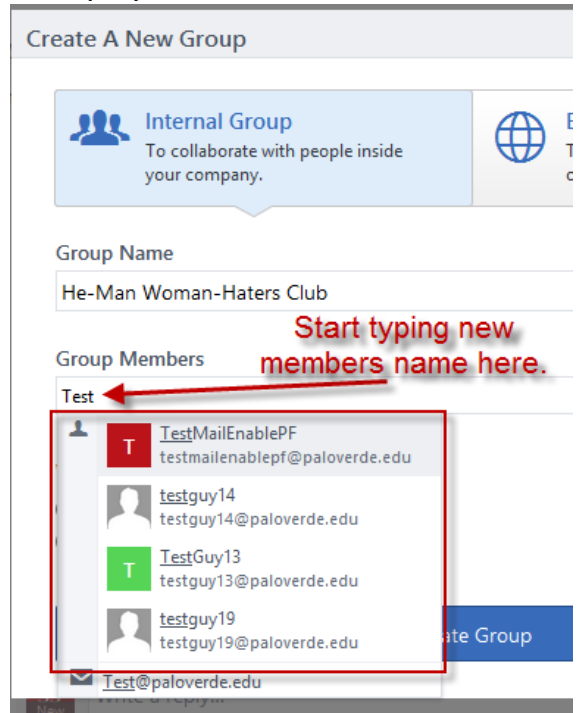
And then...

4. To create a group, click "+Create Group" on the left of your Yammer page...



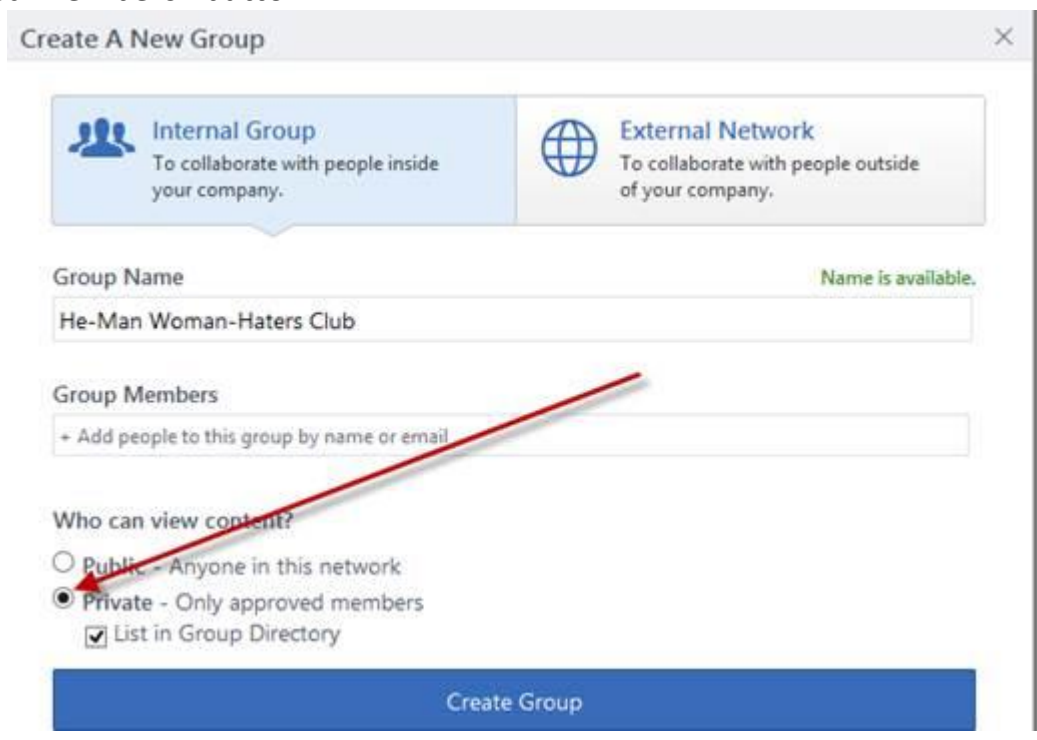
And then...

5. You will get a popup, first, give your group a name and then select who you want in your group by typing their name or email into the “Group Members” box. As you type their name should be listed below the box, click their name when you see it. Repeat for each new member. Don’t click “Create Group” yet.



And then...

6. The default is **anyone can view** your group, to create a private group, select the “**Private – Only approved members**” button.





7. Then just click “Create Group” and you’re done!

*And no and then.*

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## What is Office 365 Video?

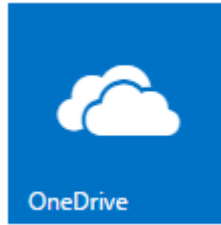


Office 365 Video is an intranet website portal you can post and view videos. It's a streaming video service for Palo Verde College that's available with SharePoint Online in Office 365. It's a great place to share videos of teacher communications or recordings of classes, meetings, presentations, or training sessions, for example. Office 365 Video displays a thumbnail image of each video on the site. You just select a thumbnail to view a particular video. You will see the “Video” tile on your 365 home page like the one above.

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# What is OneDrive for Business?



OneDrive for Business is a place where you can [store, sync, and share your work files](#). As part of Office 365 or SharePoint Server 2013, OneDrive for Business lets you update and share your files from anywhere and work on Office documents with others at the same time.

For more about OneDrive for Business [click here](#).

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If you have any questions or problems email [helpdesk@paloverde.edu](mailto:helpdesk@paloverde.edu)

Thank you,

The PVC IT Team