

Office 365, Office Online and OneDrive

Office 365 provides users with two distinct tools for working online; Office Online and the OneDrive.

Office Online offers pared-down versions of the following Microsoft applications:

- **Word:** For creating text documents
- **Excel:** For working with spreadsheets
- **PowerPoint:** For creating presentations
- **OneNote:** For taking and organizing notes

Included with this suite of applications is the OneDrive, which provides one terabyte (TB) of storage to UIW students, faculty, and staff. OneDrive is a free cloud storage space you can use as an online hard drive.

- Files, documents, photos and music can be stored in the OneDrive.
- Files stored on the OneDrive can be shared and edited.
- Files and documents can be uploaded to the OneDrive or downloaded to your computer.
- Files can also be synced so that changes made to files are automatically copied between the OneDrive and your computer.

This makes the OneDrive an ideal location for backing up important files. To access the OneDrive, all you need is an Internet connection.


Office Online and OneDrive are both located in the cloud and can only be accessed online from almost any device with the Office Online and OneDrive application including desktops, tablets, iPads, and smart devices.

Access Office 365 Office Online and the OneDrive

News/Announc2EmailIT/Help Desk


1. Go to www.uiw.edu


2. Click the **Email** link



Pick an account


3

tpeak@uiwtx.edu

Use another account

3. Choose your **account**

4



← tpeak@uiwtx.edu

Enter password

.....|

Forgot my password

5

Sign in

If you have issues signing in please contact the UIW Help Desk at 210-829-2721 or email helpdesk@uiwtx.edu.

4. Enter your **password**
5. Click **Sign in**



6. In the upper-left of your screen, click the **Office 365 link** or the **Waffle** to access all of your Office 365 tools