Office365 for students of Lublin University of Technology

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Service Office365

Office365 is a collection of applications and network services available from Microsoft servers.

Most important applications for students:
- **Outlook** – internal e-mail,
- **OneDrive** – network disc; data storage space,
- **Excel**, **Word**, **PowerPoint** – office applications,
- **Teams** – programme to contact teachers: chat, audio-video meetings,
- **Whiteboard** – virtual board used for classes.

What is Microsoft Office 365? A 2020 Beginners Tutorial:
https://www.youtube.com/watch?v=ZY8KQrZd0Tw

The basic feature of OFFICE 365 is its adaptation to efficient teamwork online and the use of data stored in a cloud online.

The IT Centre of LUT sets up students' accounts in Office 365. These are official accounts.

If you already have a private Office 365 account – it won't be compatible with the platform available via LUT for free.

To get an Office365 account, please send an email to the IT Centre to office365@pollub.edu.pl.

You will get the email with the login (in Polish: nazwa użytkownika) and temporary password to your account on Office365 platform.

The temporary password may be changed in account settings.

Due to security matters, it is recommended not to use the same password for Office365 and your email box.

Sample student account login: **name.surname@pollub.edu.pl**

for 1st year students:

S123456@pollub.edu.pl

Sample Erasmus+/ exchange student account login :

E123456@pollub.edu.pl

Numbers 123456 are a student album number.

Sample teacher account login: **n.surname@pollub.pl**

Any exchange of information between the teacher and the student connected to online education and verification of study effects **must** be done **exclusively** via:

- **Office365 on Office365 platform,**
- **Email box with the domain pollub.edu.pl.**

It is obligatory for students to use Office365 account and the email box with the domain **pollub.edu.pl**, because it is one of the forms of identification verification in online contact. The teachers will not take into account students' mail sent from other domains.

**Email box check and students' Office 365 login must be done regularly and systematically!**

1. **Online class with audio-video or audio:**
   - Real time connection: video, audio and text – Teams.
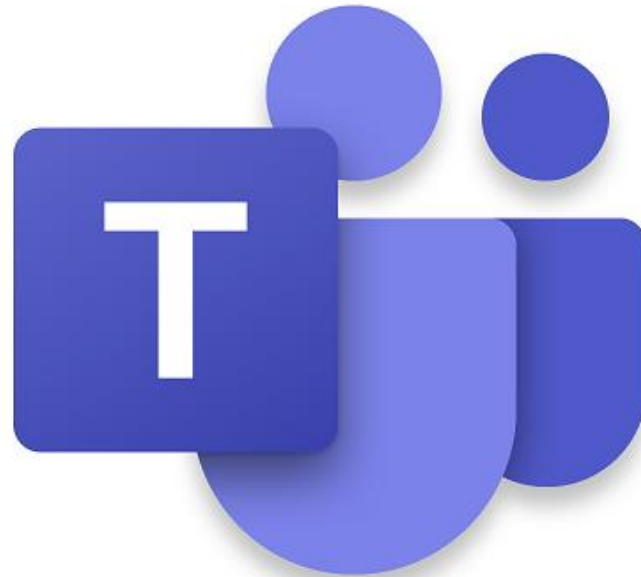
2. Distribution of didactic materials in different formats, including multimedia files :

- **Files for downloading – applications OneDrive and Teams,**
- **Video materials for viewing – Teams application.**
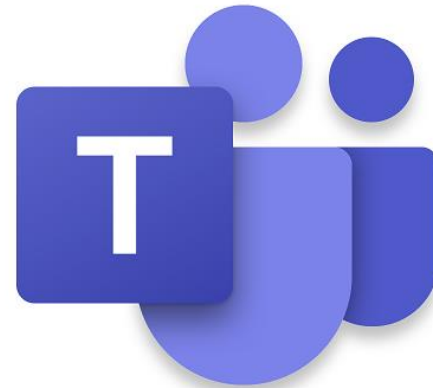
3. Office hours in synchronic or asynchronic mode via audio or text (chat):

- **Video streaming or audio connection (live) and text chat (synchronic or asynchronic) – Teams.**

4. Exchange of materials with students via email and current information via chat :
- **Text chat (synchronic or asynchronic) – Teams,**
- **Internal email in Lublin University of Technology – Outlook.**
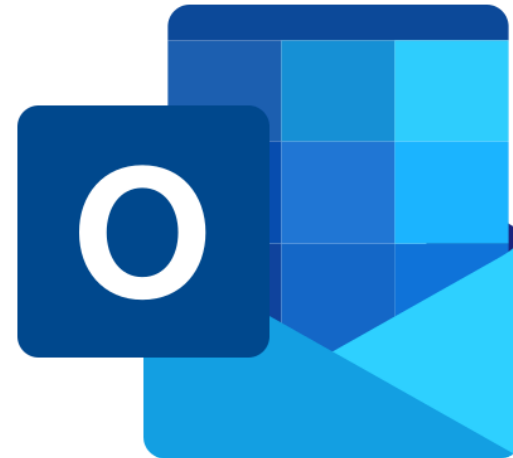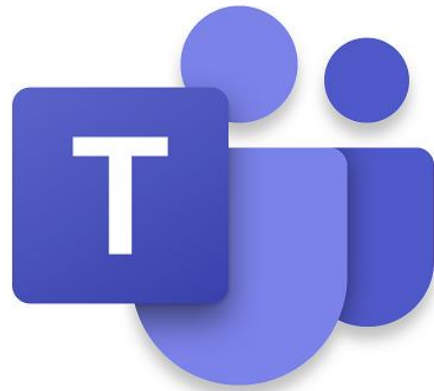
5. Verification of the study effects; including particular works in the semester, semester projects, final projects
- **Oral answers in video streaming – Teams,**
- **Written works – Forms, Teams,**
- **Written documents (reports, projects) – Teams, Outlook.**
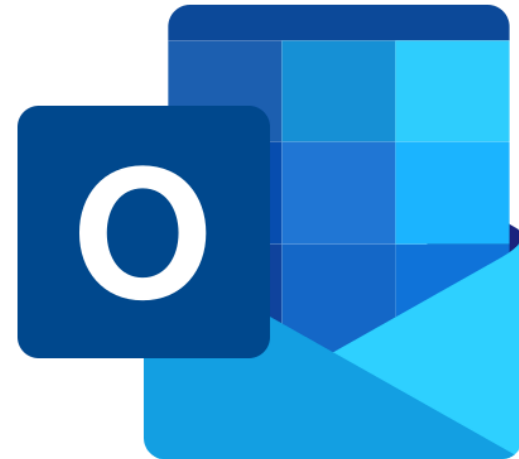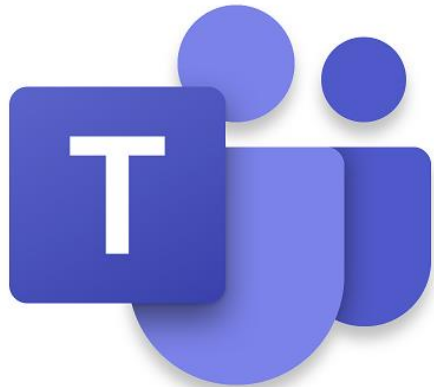
Office365 main platform login website:
http://office.com
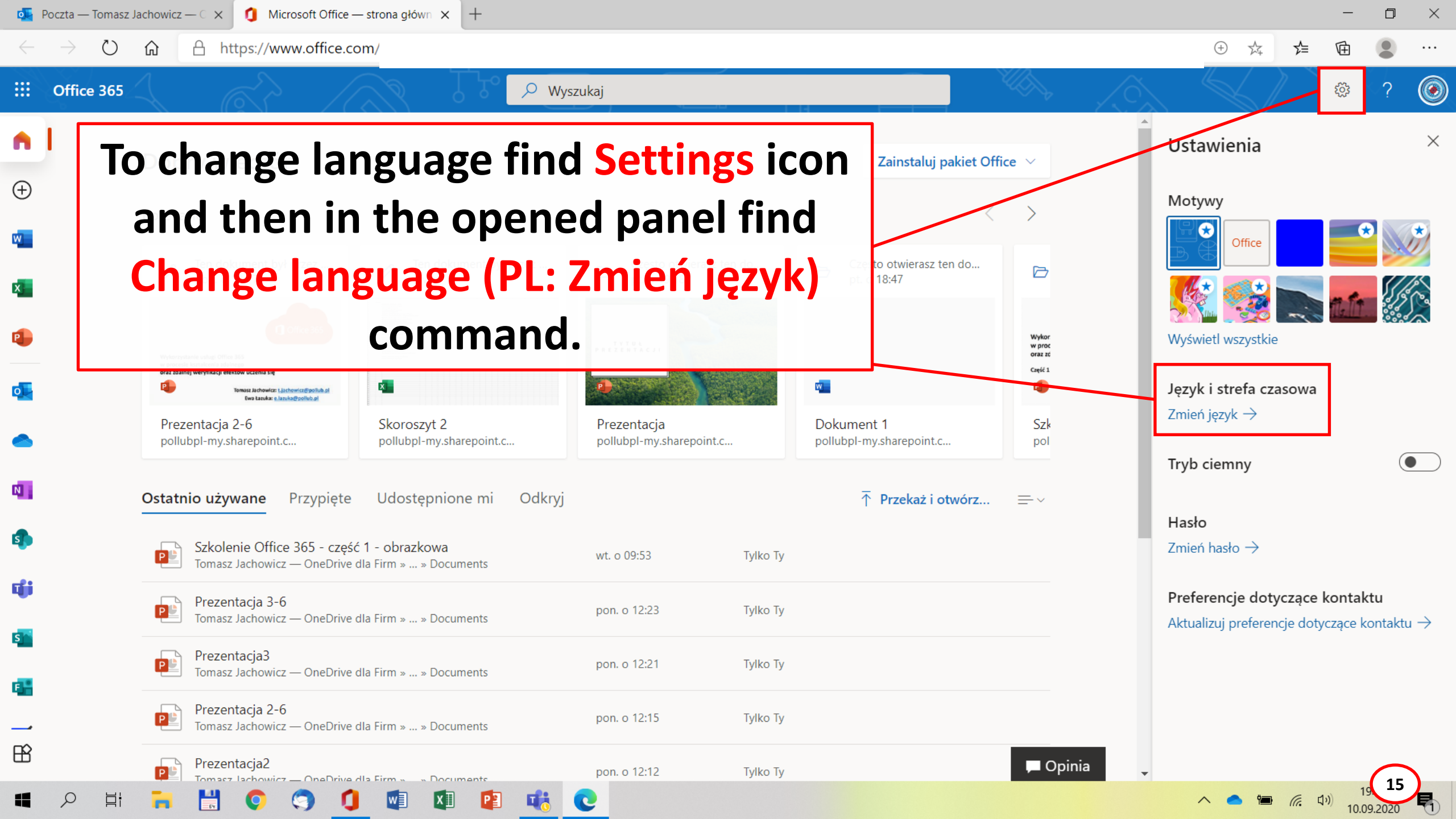
Outlook direct login website:
http://outlook.com
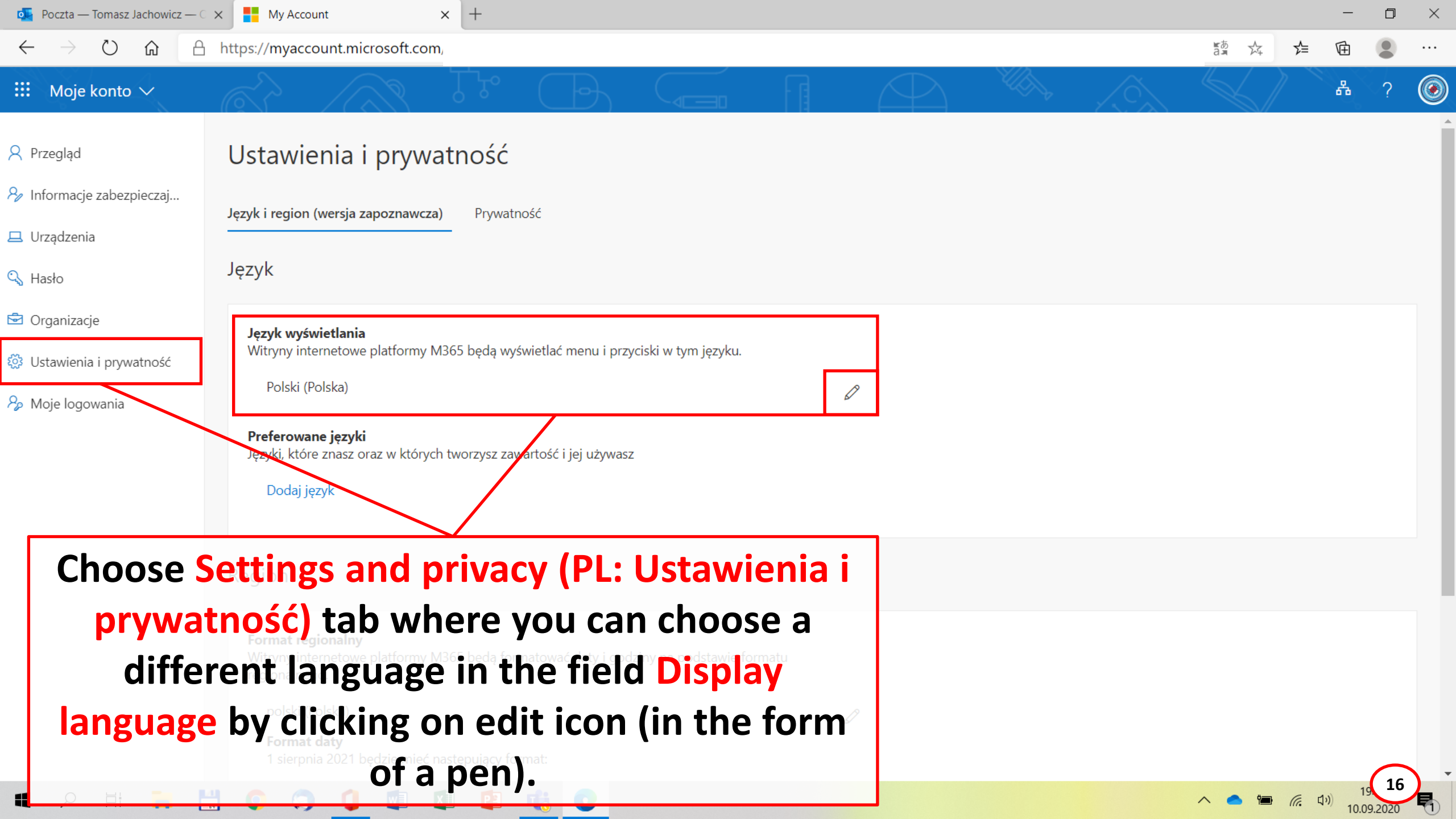
Teams direct login website:
http://teams.microsoft.com

After you login to Office 365, the main language of communication willbe Polish.
If you change the language, all Office 365 applications will be operated in a language you set.

To change language find Settings icon and then in the opened panel find Change language (PL: Zmień język) command.

Choose **Settings and privacy (PL: Ustawienia i prywatność)** tab where you can choose a different language in the field **Display language** by clicking on edit icon (in the form of a pen).

After language selection window appears, we can set a different language for the entire Office 365.

A language change warning message will appear.

After confirming your consent to change the language, you will also see a message to log out and log back in to your Office 365 account.

Office 365 hard disc applications

All components of Office 365 can be opened with a web browser. The recommended browser is Microsoft Edge.

Some of Office 365 apps can be installed on a hard drive. It is especially recommended for two apps: Teams and Whiteboard.

Office 365 mobile apps

Office 365 is available for mobile devices on Android and iOS platforms.

It is worth installing on your mobile device those apps which are used for direct transfer of information i.e. Teams and Outlook. This way instant messaging with lecturers and colleagues from studies will be possible.

Dzisiaj

Word

Wyjazd do   .2020
Sarantis Gr...ia_wyjazdy

Excel

Starsze

PowerPoint

Karta wymaga...rojekt NCBiR
Sarantis Group • Laboratorium

PDF

Regranulat 5 (5 - 190)
OneDrive — Sar... • Documents

Multimedia

Zapytanie...ch DT1_w1
Sarantis Gr...o produkcji

Notatki

Wymagane...wowej_w1
Sarantis Gr...o produkcji

Wymagane...jącym_w1
Sarantis Gr...o produkcji

Strona główna   ✕   Akcje

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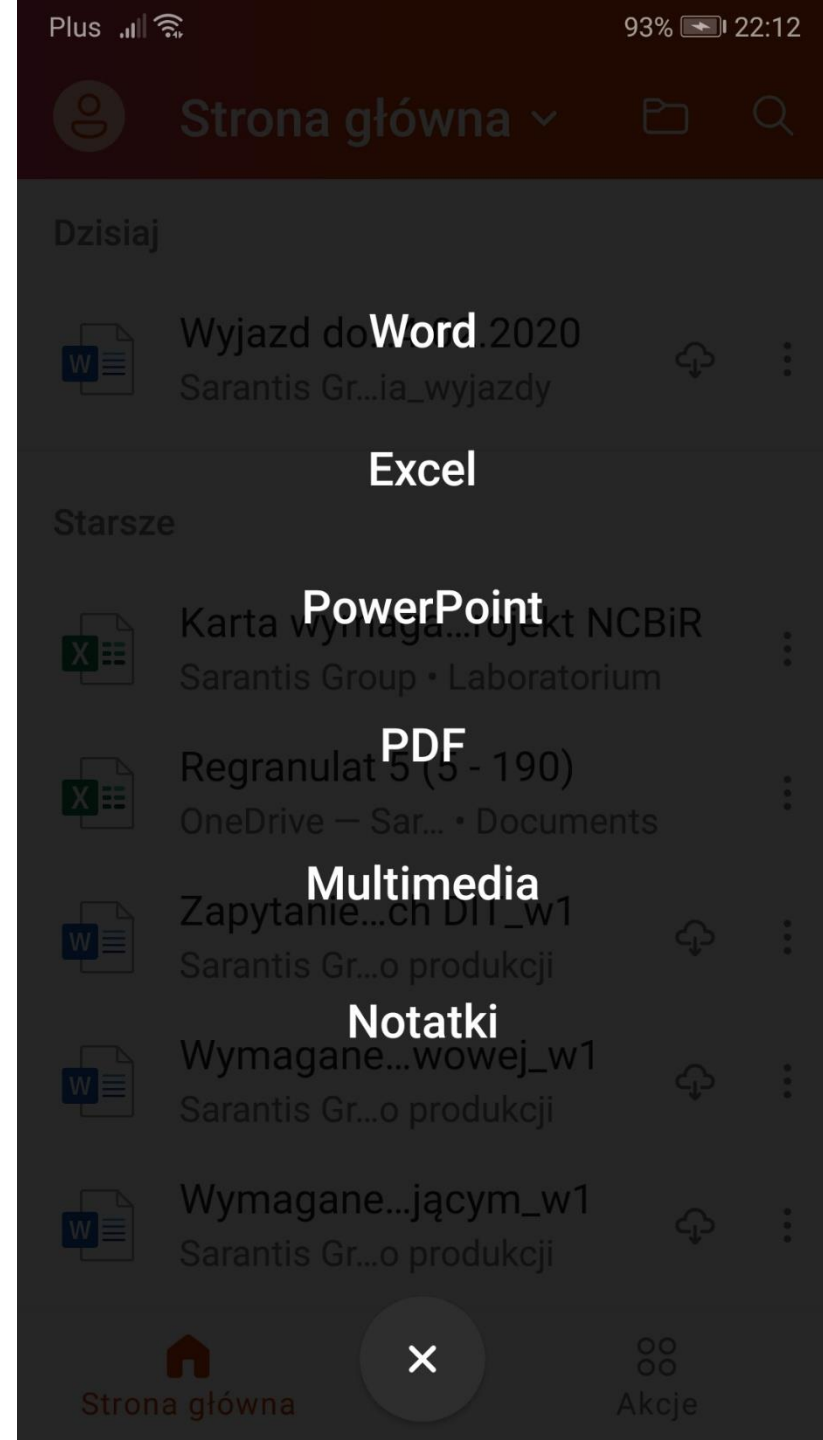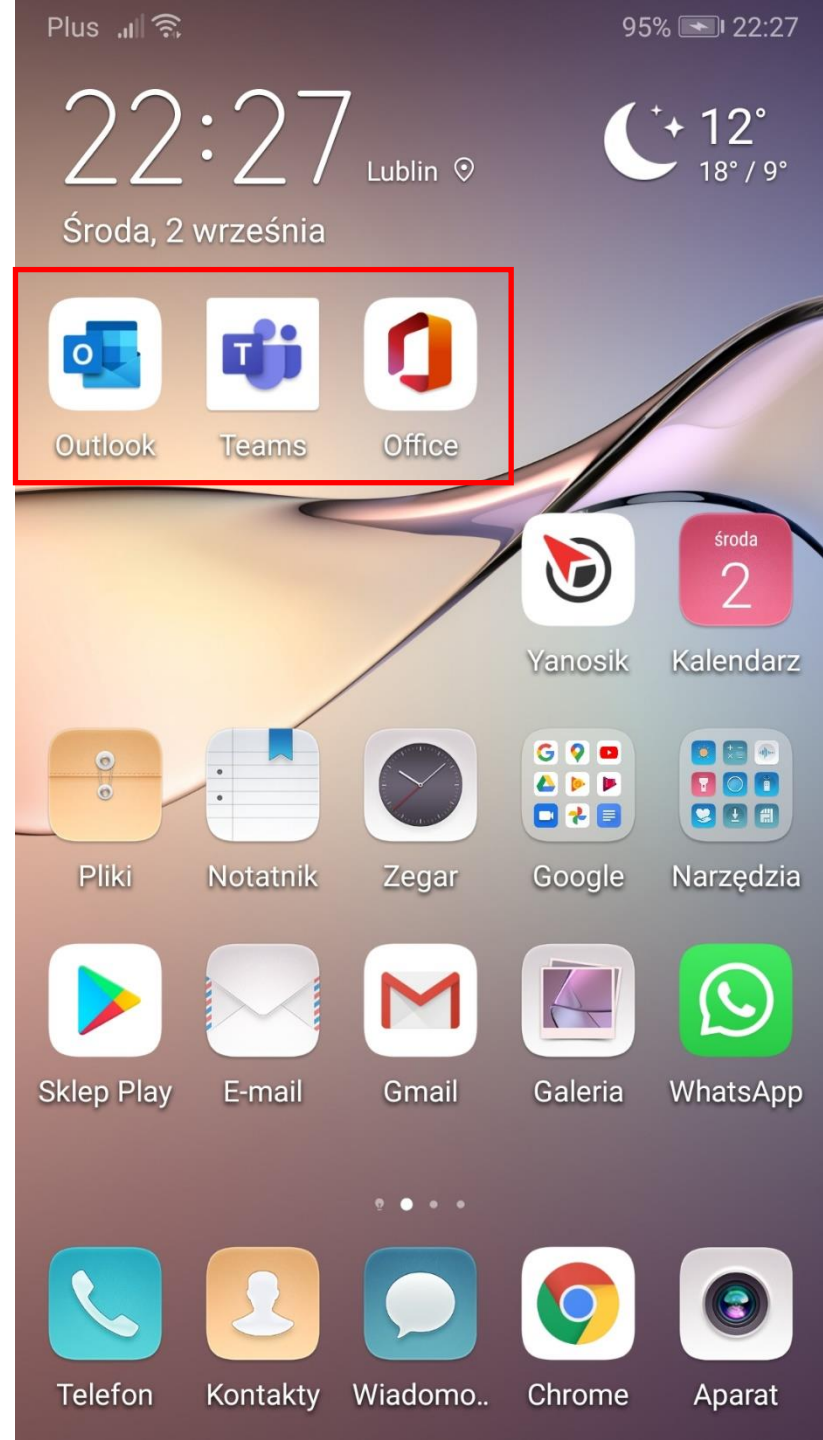
Office 365 – lecturers vs. students

Lecturers and students use the same Office 365 platform. This way they have the same programmes and features.

Models of reports, templates, projects, control works and other documents prepared in Office 365 provided by teachers will not cause problems with reading, saving, and sending for checking.

OneDrive

OneDrive disc space of 1024GB is provided for Office 365 user.

OneDrive Video Training

https://support.microsoft.com/en-us/office/onedrive-video-training-1f608184-b7e6-43ca-8753-2ff679203132
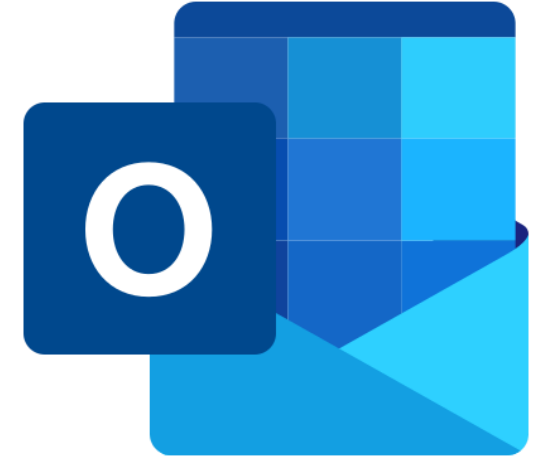
Outlook

Outlook **app is set to send e-mails between the users of Lublin University of Technology organization who have Office 365 accounts.**

E-mail communication between the users of Lublin University of Technology organization sent and received with Outlook functions correctly both ways, however it should be treated as an internal communication only within Office 365 service.

Students have to distinguish the internal communication within Office 365 (Outlook) from an e-mail account working through POP3/IMAP and SMTP servers.

An e-mail in Outlook can be addressed and sent to any numer of recipients within Lublin University of Technology organization. The maximum size of an attachment to the e-mail in Outlook is 35MB.

Outlook Video Training

https://support.microsoft.com/en-us/office/outlook-training-8a5b816d-9052-4190-a5eb-494512343cca
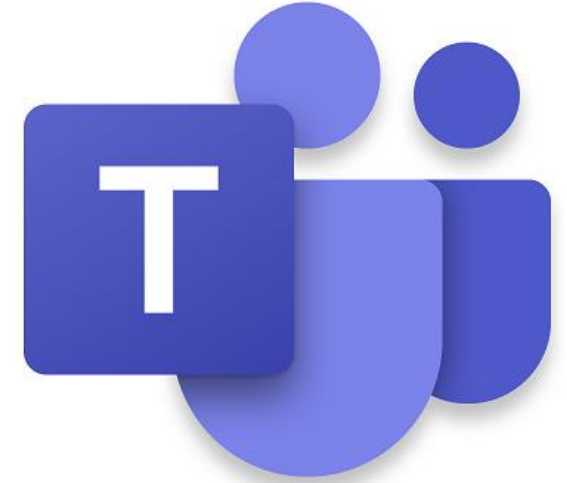
Teams

Teams app plays the most important role in conducting on-line classes. Students have to make an effort to keep in contact with the lecturer and receive the information from him/her on the groups on **Teams** they should be assigned to.

A group on Teams app is a group of students with whom the lecturer is conducting a specific subject.

Through Teams app the lecturer:
-   conducts on-line lectures,
-   conducts on-line consultations,
-   shares teaching materials to students,
-   assigns tasks to students and grades tchem.

Microsoft Teams Video Training

https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7

Meetings in Microsoft Teams

https://docs.microsoft.com/en-us/microsoftteams/tutorial-meetings-in-teams

Get started with Microsoft Teams

https://www.youtube.com/watch?v=jKnV6H6wbNA

Microsoft Teams Tutorial
https://www.youtube.com/watch?v=2zB2jiCxxuQ

Microsoft Teams Full Student Guide. Remote Learning & Teaching
https://www.youtube.com/watch?v=aO9LE6ZKnUM

How to Use Microsoft Teams - Beginner's Guide
https://www.youtube.com/watch?v=dPYZ05EYai0

Connecting with Microsoft Teams as a student
https://www.youtube.com/watch?v=PasT3Q1ZR_I

We wish you good luck in using Office 365 platform!