

Office 365: A User Guide for GTC Students

Thanks to Microsoft's Office 365 Education Plus benefit, Greenville Technical College is able to provide free access to Office 365 as a courtesy for current students and employees.

WHAT IS OFFICE 365?

Microsoft Office 365 is a web-based version of the Microsoft Office suite of programs. In the past, you may have only used programs installed on your computer, but Office 365 programs are available online. Current GTC students have free access to Office 365's versions of Word, PowerPoint, Excel, and more.

At this time, the College does not offer Office 365 communication tools (Outlook, People, and Calendar). GTC still uses Google Gmail for student email. **Office 365 does not replace your *my.gvltec.edu* Gmail account!** Continue using your GTC Gmail account for all official college communications.

After logging into Office 365, you will find an option to download and install the most recent version of Office 2016 on your personal computer. Internet access is necessary to log into Office 365 and to download and activate Office 2016. Once Office 2016 is downloaded on a personal device and an initial login has taken place, Office 2016 is then available to be used offline on the PC, Mac, or mobile device (without internet access.)

PLEASE DO NOT download Office 2016 to college computers! This is for use on your personal computers and devices only.

Additionally, GTC's agreement with Microsoft includes the license for students to download Office 2016 onto as many as five personal devices.

STUDENT ACCESS

Log into your Greenville Technical College's GTC4me account.

Links: <https://esplash.gvltec.edu/>

Username: *username*

Password: *password*

If you have login issues, please contact us at (864) 250-8000. If you receive an error, please share that information with the individual that answers the phone. For technical issues with any of the apps, please check <https://support.office.com>.

IMPORTANT! To protect your information and files, be sure to log out of Office 365 when you finish with it.

FREQUENTLY ASKED QUESTIONS

What happens when you are no longer a student at the college?

When you complete your studies at GTC, your subscription through the college ends. You may enroll in other Office 365 offers available at your own expense. Be sure to transfer all your files from your GTC OneDrive to your personal OneDrive within 3 semesters of your last course at the College.

What software can I download?

Current students will be able to download Office 2016 on up to five devices.

What about Microsoft Access?

Microsoft Access is not part of the Office 365 package. Instructors teaching courses that require Access will talk to students about how to get the program on their home computers.

What are the minimum system requirements?

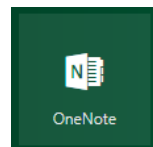
Check Microsoft's System Requirements for Office for details: <https://products.office.com/en-us/office-system-requirements>

What browsers are supported?

Visit the **Minimum system requirements** link above for current options. Browsers currently supported include Safari, Chrome, Firefox, Microsoft Edge, and Internet Explorer.

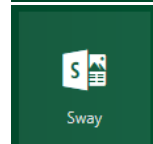
OFFICE 365 APPLICATIONS

Application descriptions are courtesy of Microsoft. For application support, visit Microsoft's web site at <http://support.office.com>. Please note Microsoft adds/deletes apps frequently.



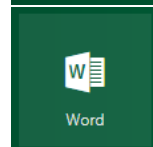
OneNote - <https://support.office.com/en-US/OneNote>

Take a quick note before you forget it. Share your meeting notes so everyone is on the same page. Organize all your class notes and ace that exam. OneNote is a digital notebook. Whether you're at home, in school, or in the office, use OneNote to take notes wherever you go.



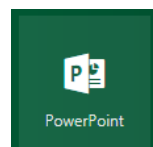
Sway - <https://support.office.com/en-US/Sway>

Use Sway to create and share interactive reports, presentations, personal stories, and more. Be creative with Sway's colorful and interactive canvases.



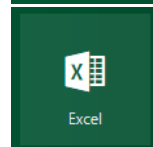
Word

Word Online (formerly Word Web App) extends your Microsoft Word experience to the web browser, where you can work with documents directly on the website where the document is stored.



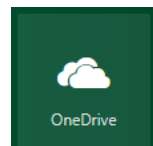
PowerPoint

PowerPoint Online (formerly PowerPoint Web App) extends your Microsoft PowerPoint experience to the web browser, where you can work with presentations directly on the website where the presentation is stored.



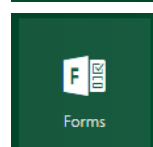
Excel

Excel Online (formerly Excel Web App) extends your Microsoft Excel experience to the web browser, where you can work with workbooks directly on the website where the workbook is stored. All Office 365 customers can view and lightly edit Office files using Office Online.



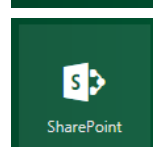
OneDrive - <https://support.office.com/en-US/OneDrive>

OneDrive is online file storage you can access anywhere. It makes it easy to save files to the cloud so you can access them from any device. Share documents, photos, and more without sending bulky email attachments.



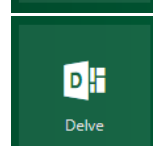
Forms - <https://support.office.com/en-US/Forms>

Forms allows users to create custom surveys, questionnaires, registrations, quizzes and more. When you create a form, invite others to respond to it using any web browser or mobile devices. As results are submitted, use built-in analytics to evaluate responses or export data to Excel.



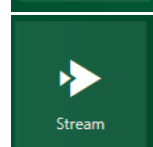
SharePoint

Share and manage content, knowledge, and applications to empower teamwork, quickly find information, and seamlessly collaborate across the organization.



Delve - <https://support.office.com/en-US/Delve>

Use Delve to connect and collaborate with other people, and to discover and organize the information that's likely to be most interesting to you right now - across Office 365.



Stream

Office 365 Stream is a video portal that enables easy and secure upload, sharing and playback of video messages. Stream is replacing Office 365's Video. If you currently have videos created or stored under Video, they will continue to work, but new videos should be managed using Stream.