



Office 365 for RioNET Users

What are Office 365, OneDrive and “web-apps”?

Microsoft Office 365 is an online “cloud” service of web-based and mobile applications offering Rio Grande students and employees access to e-mail, storage and Office applications.

- University of Rio Grande students, faculty & staff are provisioned RioNET user accounts and Microsoft Office 365 e-mail services tied to their respective Rio e-mail addresses.
- Microsoft Office 365 accounts use RioNET passwords through a secure authentication scheme which provides on-campus single sign-on and off-campus redirection back to Rio’s ADFS.
- Office 365 provides e-mail services, including web-apps like OneDrive, Word, Excel, PowerPoint, OneNote, Contacts, Tasks, and Calendar plus new features: Delve and Video.
- SkyDrive was formerly included within Microsoft student e-mail accounts under Live@edu. These were removed as a service and later re-included in Office 365 as OneDrive.
- Former student SkyDrive accounts were ported over to <http://www.onedrive.com> and retained the active password at that time.
- New students are encouraged to get started with RioNET’s user accounts within Office 365 and possibly with a personal OneDrive account by creating a Microsoft user account.
- “You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or SkyDrive, use that account to [sign in.](#)”

Why Use OneDrive as a RioNET User?

OneDrive is an online “cloud” service available through a web-browser, as a Windows or Mac application or in multiple mobile device versions. As a storage location for photos and files, this is an ideal method to have access to one’s resources. For PCs and laptops, the included Office Web-Apps provide Microsoft Office Word, Excel, PowerPoint and OneNote applications through a browser session. While mobile and touch screen friendly, this is NOT recommended for mobile devices with small screen size. Please use the dedicated mobile apps from the Apple iTunes App Store or Google Play Store.

Sharing documents is a key feature: consider submitting class assignments by working online with Office Web Apps, storing the file in a folder named for a specific class or instructor and following the “Sharing” procedure, allowing an online review replacing assignment printing and “handing-in” work.

Can I have a personal Microsoft account, too?

Microsoft, like Google and Yahoo offer individual users free e-mail accounts often including web-based services. Mobile devices typically require owners user accounts to access app stores and update services. It is highly recommended that owners of computers and mobile devices using Windows, obtain a personal Microsoft user account for e-mail, OneDrive, Office web-apps and other services.

Tutorials & Help

Each Office 365 web application contains full help and assistance under the “?” button. Your browser must permit “pop-ups” from the outlook.office365.com website.