



Office 365 for RioNET Users

What are Office 365, Outlook, 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 provided 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, for on-campus and off-campus sign-in using Microsoft browsers, Mozilla Firefox or Google Chrome.
- Office 365 provides Outlook e-mail services, plus web-apps like OneDrive, Word, Excel, PowerPoint, OneNote, Contacts, Tasks, and Calendar plus new features: Delve and Video.
- New students & employees should become familiar with Office 365!
- Office 365 Help & Tutorials are easy to find with a simple search – “Office 365 Tutorials”.
- Personal Microsoft accounts come with the same basic web apps and Outlook e-mail services, just like the Rio Grande Office 365 accounts for RioNET users.

Logging into Office 365

- Open a browser to <https://mail.rio.edu> and login with your RioNET e-mail address / password. The RioNET authentication page is displayed – we do not send passwords to Microsoft.
- RioNET authentication using unique and strong passwords is core to user security.
- Office 365 and mobile applications typically display the login page below for user authentication.
- Using Microsoft Windows and Internet Explorer or Edge will provide a different experience than using Chrome or Firefox browsers.
- Navigating a second time to Office 365 (mail.rio.edu) may return the user directly to the Welcome Page, bypassing the RioNET authentication page.



Sign in using your RioNET email address and password.

RioNET E-mail Address

Sign in

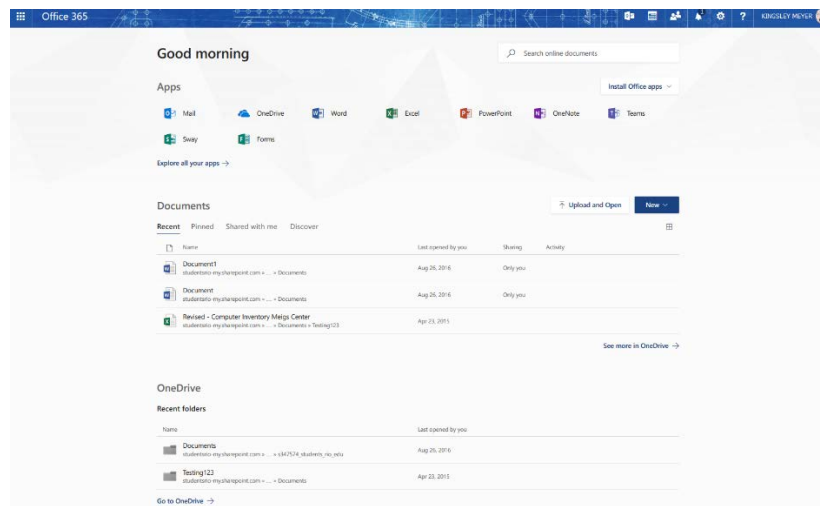
[Home](#)

- Difficulty in connecting to Office 365 is discussed in a separate RioNET Information Sheet. E-mail Troubleshooting Guide



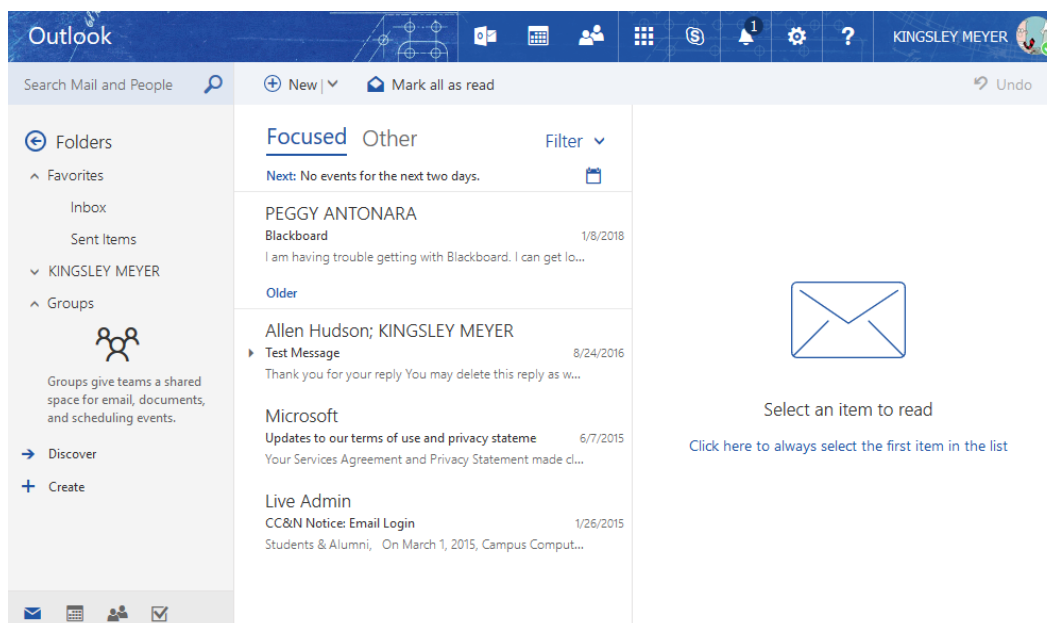
Learning the Office 365 Navigation and Features.

- First time users will see the Welcome Page after a first time greeting message.
- Outlook Mail and the major Office 365 web apps are displayed here, plus navigation links to other apps and configuration options (under the gear icon).



Outlook Mail

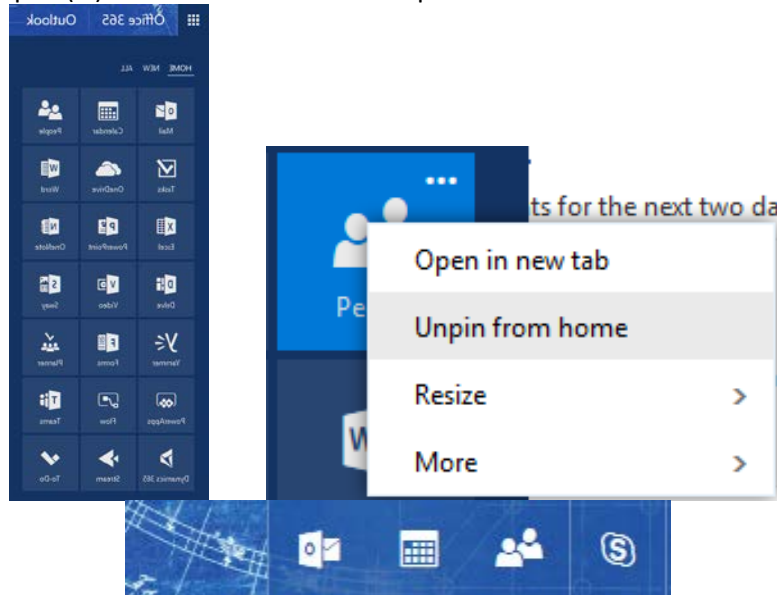
- Outlook Mail is the most important app to learn.
- Rio Grande sends all official communications through RioNET E-mail, not personal accounts.
- The Inbox is displayed to the middle, the View pane to the right and the Mail Folders to the left.
- Help is always close-by – click the Question Mark on the top navigation bar.





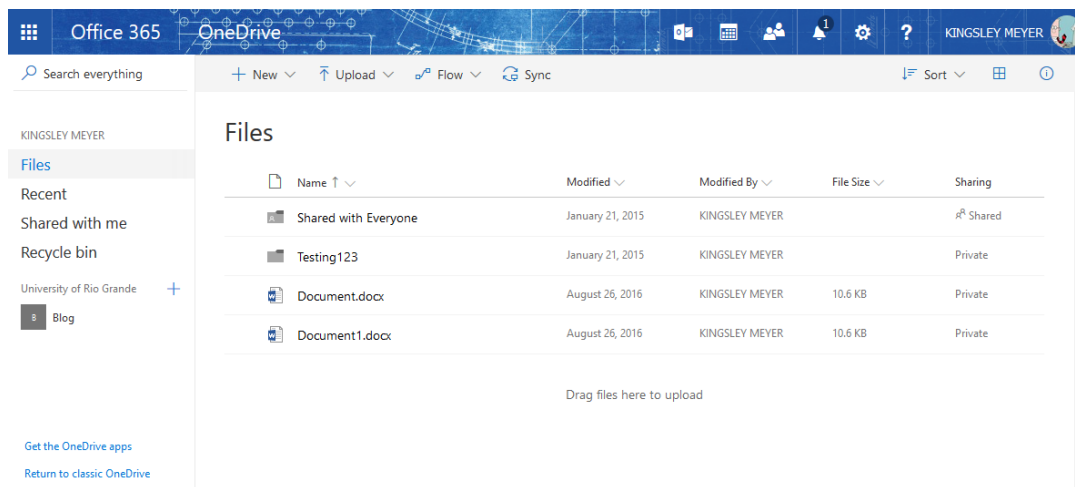
Navigation Grid – Upper Left

- The grid of dots in the upper left are for accessing all the included Office 365 web apps.
- Like the Windows Start Menu, all app links can be customized for size & location options.
- Click the ellipsis (...) and More for additional options.



OneDrive – Online Storage for Office 365 and Mobile Apps

- Whether you are using a local Office 2016 installation, Office 365 web apps or a mobile device app, OneDrive gives users access to files stored within their RioNET Office 365 account.
- Sharing files with other Office 365 users is a key feature for exchanging and submitting documents as assignments.
- Create folders to keep files organized and to isolate share permissions to selected folders.



For Assistance & Support

Campus Computing & Networking – support@rio.edu – 1-800-282-7201