

An Office 365 Online Tip Sheet



**New to Office 365? This document gives
the answers to common Office 365 questions**

Office 365 Tip Sheet

What is the Cloud?

Servers that store files, applications and media on secure off-site which means the physical IT infrastructure is managed off-site, and not stored on City computer hard drives or City-hosted servers. Used properly, the Cloud is potentially more secure than local network drives.

What is the difference between Office 2013 and Office 365?

- **Office 2013:** Installed on your desktop or laptop, like the previous versions of Office
- **Office 365 (Office 365 ProPlus):** Provides Office software based on Office 2013, and adds cloud-based services like online versions of Office programs, SharePoint Online, and OneDrive .

Why do I see Office 2013 on my computer?

You will see the Office software installed on your computer listed as Office 2013. Office 365 ProPlus is based on Office 2013.

Can I draft documents in SharePoint or OneDrive?

Yes. You can start new documents in either program using either Office Online or the installed version of Office 365 ProPlus.

It Feels Strange Not To Enter A Password At Office 365 Login. Is this Secure?

Yes – very secure. It’s all part of an integrated system. Think of logging in like starting your car. You only need to turn the key once because the key fits – in essence, the car recognizes you. You don’t need another “key” to, say, turn on the car stereo.

Same with the Cloud. When you “turn the key” by entering your email, the system recognizes you and only you.

So, other employees with an accurate City email address can’t hop in and access your data. They can only access their data and you can only access your data.

Is our information secure in the Cloud?

Yes. Used appropriately, the Cloud services provided by Microsoft are very secure.

Will we still have access to our network drives?

Yes. Your network drives are not going away; however, as the City moves to Office 365, you will be encouraged to use the new document storage locations in the Cloud. Office 365 is a more efficient way of storing and accessing files. You should start storing you individual files in OneDrive for Business and wor with your teams to store files in SharePoint Online.

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I Want to do a Save As for a Document I started in Office 2013 to save in the Cloud but I'm confused by the Save As Screen. How Do I Know what to pick?

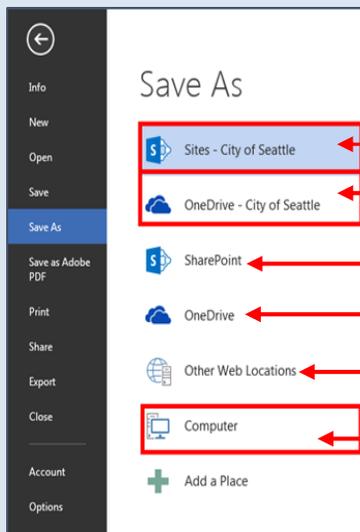
You're right. When you click the File Tab in Word or Excel 2013, you'll see more Save As options.

You have more locations to save your documents, depending on if you store your work locally on your Home or Shared Drive or store your work in the Cloud in OneDrive or SharePoint.

Save documents in ONLY THREE MAIN PLACES as noted in the Red Boxes below:

1. **SITES – CITY OF SEATTLE:** This is the City's SharePoint Online site and where SharePoint Online Team sites are located
2. **ONEDRIVE - CITY OF SEATTLE:** This is your secure storage area for City documents – think of it like a Home Drive in the Cloud that only you can access
3. **COMPUTER:** This is saving to your network Home or Shared Drive

Below is a quick explanation of the different options:



Sites – City of Seattle: Opens a list of your SharePoint Online Team Sites.

OneDrive – City of Seattle: Opens the directory to your City-assigned Personal Cloud Storage.

SharePoint: Opens a list of SharePoint 2010 sites you have accessed.

OneDrive: Goes to a “public” OneDrive available to general public. **Do not store City business here.** Requires a Microsoft login. City credentials will not work.

Other Web Locations: Opens a list of other internal web pages recently opened. Generally not relevant for City users.

Computer: Opens the window with your local PC, network home or shared Drives.

Can I work from home with Office 365?

Yes, if your job classification allows it. Open Internet Explorer and type **login.microsoftonline.com** in the Address field and click Enter. Enter your full City email address. If you are working from home and therefore outside the City network, you will be required to enter your network password. Click Sign In.

IMPORTANT! If you login from home, DO NOT DOWNLOAD documents on to your private home computer. Use Office Online to work on City documents. If you download or store City documents on non-City owned devices, you risk of exposing City documents to hackers and could cause your personal device to be discoverable in the event of litigation. This means everything on your personal device could be reviewed by the Law Department and other 3rd parties.

What Does SYNC mean and How Do I Benefit from Syncing?

SYNC is the process where the contents of a **SharePoint or OneDrive Document Library** is copied to a computer and updated back and forth between the local drive and Cloud.

Why Sync? So when you are offline, you'll have the ability to edit document in the Cloud.

Note: Users should not sync City materials to any non-City-owned device to protect you and your non-City-owned device from public disclosure.