

## Frequently Asked Questions – One Drive

What is OneDrive For Business

OneDrive for Business provides place in the cloud where you can store, share, and sync your work files.

How much OneDrive storage do I get with Office 365? Each user has 1 TB of space.

Do FERPA rule apply to files stored in OneDrive? YES

How do I access my document stored in OneDrive from my smartphone or tablet?

Install the OneDrive for Business app and the other office apps (Word, Excel, PowerPoint, OneNote) and log into each app with your Suffolk username and password.

Can I share files in OneDrive?

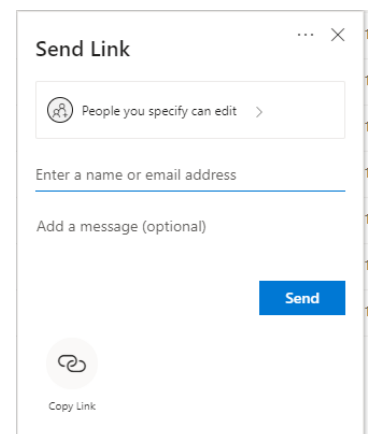
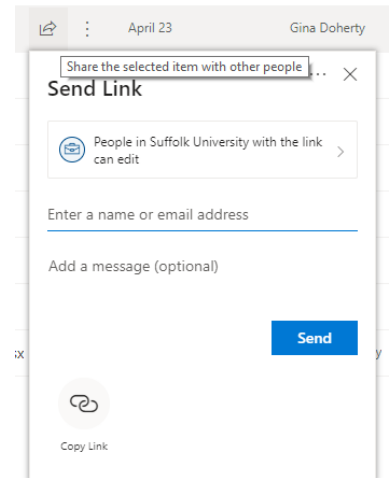
You can share files with the Suffolk community and users outside of Suffolk's Office 365 implementation. You should ensure that files with protected personal information (e.g. personally identifiable information, student numbers, grades, etc.) or confidential information are not shared inappropriately. Remember, once a file is shared with someone, they can download it and share it with others.

How do I share files in OneDrive?

To the right of the file/folder, click on share icon and type in Username of Suffolk employee

Can I share files with external users?

Yes, change option to Specific people



## Frequently Asked Questions – Office 365 Applications

What is Office 365 and how is it different from Microsoft Office?

Office 2016 suites include applications such as Word, Excel, PowerPoint, and Outlook. Office 365 is a subscription that includes these applications plus other services that are enabled over the Internet, including online storage with OneDrive. With Office 365 you get the full, installed Office experience on PCs, Macs, tablets (including iPad® and Android™ tablet) and phones.

How Do I access Office 365: go to [o365.suffolk.edu](http://o365.suffolk.edu) and choose top left menu to see apps.

How do I reset my password for Office 365?

Your O365 password is the same as your Suffolk email password. Follow link on [O365.suffolk.edu](http://O365.suffolk.edu) homepage to change your password.

Can I install Office on a personal device?

Yes. All faculty/staff and students have the option to install 5 copies of Office on their personal devices. MAC or PC

I purchased Office through the webstore, what happens with my @sumail account?

@sumail will stay active until the subscription is expired. Once expired, your account will move to O365.

How many devices can I install Office on? 5

Can I install Office on a PC and a Mac? yes

Is Internet access required for Office 365?

Yes. Office 365 is cloud-based. If a user is using the online office suite, they will need internet. If they install the O365 suite on their local computer via the Office 365 portal, they will not be required to have internet.

How do I configure my smartphone/tablet to access Office 365, email, Office etc?

Settings, choose exchange