

Office 365 Frequently Asked Questions

Q: What is Office 365?

A: Office 365 is the upcoming solution for mail, desktop versions of Microsoft Office, OneDrive (cloud storage), Lync web conferencing, and more.

- Better online mail services with more features
- Vast amounts of mail storage (50 GB - over **200** times more than our current email)
- Online Office applications (Word, Excel, PowerPoint)
- Desktop Office applications can be installed on up to 5 computers
- Online storage through OneDrive (1 TB)

Q: What are the differences between Office 365 and our current Exchange email?

A: See the chart on page 3.

Q: Can I setup my mobile device (iPhone, Android) to access the Office 365 email?

A: Yes. There are tutorials available for each device on the LibGuides page.

Q: Are there different versions of the Office 365 web app (Internet Explorer vs. Firefox, Chrome, and Safari)?

A: Each version of the Office 365 web app will have all features enabled no matter which web browser you use.

Q: What about my password?

A: Your Bucks password (set through the Password Manager) will be linked to your Office 365 email account.

Q: How do I access the new email system?

A: You can access the email either through your desktop Outlook program or through the MyBucks Office 365 link.

Q: What about my current email?

A: Your current email will be migrated over to the Office 365 servers. Any archived email you have on your desktop Outlook program will be accessed the same way.

Q: Are there any other steps I need to take?

A: If you have previously added your Bucks email to your phone or tablet, you will need to remove it before the migration is processed.

Q: Will my Exchange email rules carry over to Office 365?

A: Your email rules may not carry over to the Office 365 servers. Please make note of any rules you have as they may need to be created again once the migration is complete.

Q: What about my calendar information?

A: We recommend you print out a hard copy of your calendar (1 week of events) to verify your calendar has migrated properly to the new service.

	Exchange	Office 365
Email, Contacts, Calendar, Tasks	Yes	Yes
Desktop Outlook or Web Access	Yes	Yes
Mobile Devices	Email, Calendar, Contacts	Same plus Mobile versions of Office 365 products (Word, OneDrive, etc.)
Email Storage / File Storage	250 MB / None	50 GB / 1 TB
Office Access	No	Yes, online and client
Other Features	None	Yammer, Lync, OneNote, ProPlus, Newsfeed, SharePoint