



### What is Office 365?

Office 365 is a cloud-based suite of applications Middletown Public Schools subscribes to from Microsoft. MPSRI is currently in the process of introducing Office 365 to the community. Office 365 will provide many productivity and collaboration services to the MPSRI community, online hosted email, additional online storage with OneDrive, Office in the cloud and so much more. Office 365 will also allow students and staff to download and install the desktop version of the latest Office applications across multiple computers and devices. The fully installed applications include: Word, Excel, PowerPoint, OneNote, and Outlook. You can install them across multiple devices, including PCs, Macs, Android tablets, Android phones, iPad, and iPhone. With our MPS Office 365 subscription, you always have the most up-to-date version of the applications.



### How do I login to use Office 365 web services?

You can log in by visiting [www.mpsri.net](http://www.mpsri.net) > QUICKLINKS > mpsri.net Office365

You can also go to <https://login.microsoftonline.com/> and enter your full MPSRI email address and password.

You can go directly to your webmail in Office 365 by logging in using this link: <https://outlook.office365.com/>

### What are the benefits of Office 365?



- Shared email address book for faculty, staff and students accessible via web browser, mobile devices, and desktop applications
- Option to share calendar between faculty, students, and staff for collaboration
- Outlook Web App provides features and functions similar to those available on the desktop Outlook version and integrates OneDrive, and other Office 365 services
- One terabyte of storage in OneDrive and can be increased by contacting IT
- Office Online offers a variety of web apps available from anywhere at anytime
- Office Pro Plus offers MPS students and staff the ability to download the latest version of Office on to up to 5 devices.



### Can I use Microsoft Office at home?

With Office 365, MPS students and staff can use Office Online from anywhere as long as they have an internet connection. You also have the option to download the latest version of Office Pro Plus on up to five personal devices. In addition, you may download the Office 365 apps on your mobile devices.

### Why did MPS transition to Office 365 webmail?

In addition to the many new features available in Office 365, MPS increased the availability and reliability of email delivery, provided faculty and students the ability to collaborate more effectively by moving email to a single platform, and leveraged the benefits of cloud computing. This transition also increased storage capacity, and decreased the likelihood of future service interruptions.



## MPSRI OFFICE 365 FREQUENTLY ASKED QUESTIONS

### Will my existing email address and password still work with Office 365?

This migration does not impact your existing email address or password. You can continue to use the same credentials you currently use after the migration.

### How do I access my MPSRI email?



You can access email by logging into OFFICE 365 ([www.mpsri.net](http://www.mpsri.net) > QUICKLINKS > Office365) and selecting the mail icon in the tiles (aka waffle).

You will need to entire your full MPSRI email address and password to access email and other Office 365 web services. Any previous favorites or bookmarks will need to be updated.

### How do I know when my MPSRI email has been migrated?

If you try to login to the old log in screen it will no longer work (QUICKLINKS > MPS-WEBMAIL). The message will say that SOMETHING WENT WRONG ☹. You should then try your webmail by logging into Office 365.

### How do I configure Office 365 email on my mobile device?



If you access email via a mobile device, instructions can be found online here.

- For Android: (using Android app): <https://support.office.com/en-us/article/Set-up-email-in-Android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-US&rs=en-US&ad=US>
- For Android (using Outlook app): <https://support.office.com/en-us/article/Set-up-email-in-the-Outlook-for-Android-app-886db551-8dfa-4fd5-b835-f8e532091872?ui=en-US&rs=en-US&ad=US>
- For iphone (using iOS mail app) <https://support.office.com/en-us/article/Set-up-email-using-the-iOS-Mail-app-7e5b180f-bc8f-45cc-8da1-5cefc1e633d1?ui=en-US&rs=en-US&ad=US>
- For iphone (using Outlook app): <https://support.office.com/en-us/article/Set-up-email-in-Outlook-for-iOS-mobile-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-US&rs=en-US&ad=US>

NOTE that if your mail is on your phone then you will need to delete the old account and then re-add your mpsri webmail again.

### Where can I find training on Office 365?



Outlook Trainings from Microsoft: <https://support.office.com/en-us/article/Outlook-training-8a5b816d-9052-4190-a5eb-494512343cca?ui=en-US&rs=en-US&ad=US>

Microsoft Educator Community: <https://education.microsoft.com/>



### What other supports are available?

- MPS Getting Started Guide
- MPS What You Need to Know
- MPS Trainings (Mini-Sessions & Workshops)
- This information is being emailed to all staff the week of March 13. It is also available on [www.mpsri.net/office365](http://www.mpsri.net/office365).