Download Office 365 Apps on Mobile

Android:

OneDrive

OneNote

Office Lens

iOS:

辦公室雲端軟件 - Microsoft OneDrive, OneNote 及 Office Lens 使用講座

Emma Wu
Microsoft Hong Kong

Microsoft

Work life is busy…

Utilize technology to make it easier ☺

Office 365 helps you work anywhere anytime

Agenda

- Introduction to Office 365
- Work anywhere with OneDrive for Business
- Download latest Office software to your devices
- Stay organized and productive with OneNote & Office Lens

With Office 365, you have:

Online使用

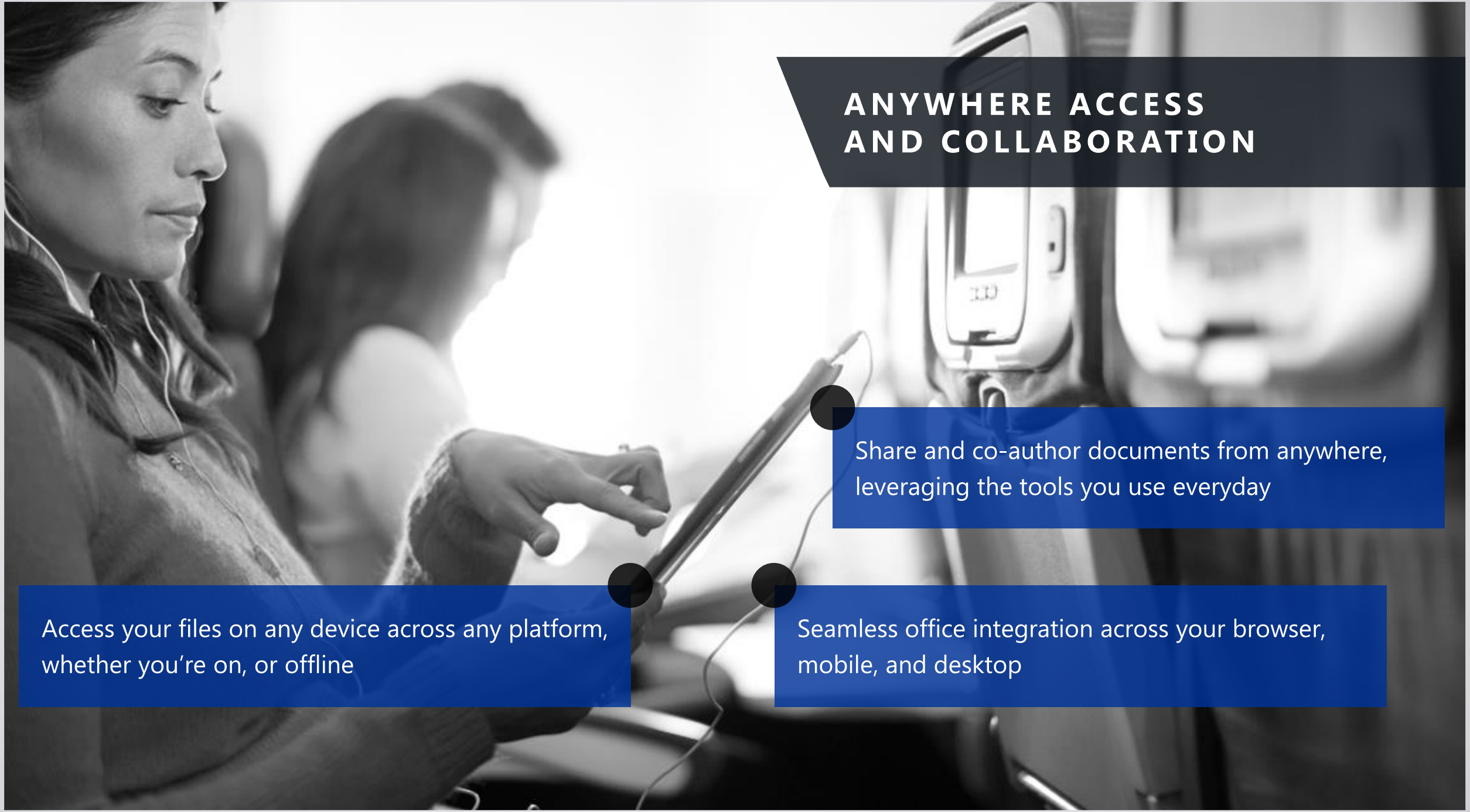
安装版本

- 1TB Storage
- Office Online

- Office 2016
- Office Mobile

Work anywhere with OneDrive for Business

What is OneDrive for Business



ANYWHERE ACCESS AND COLLABORATION

Share and co-author documents from anywhere, leveraging the tools you use everyday

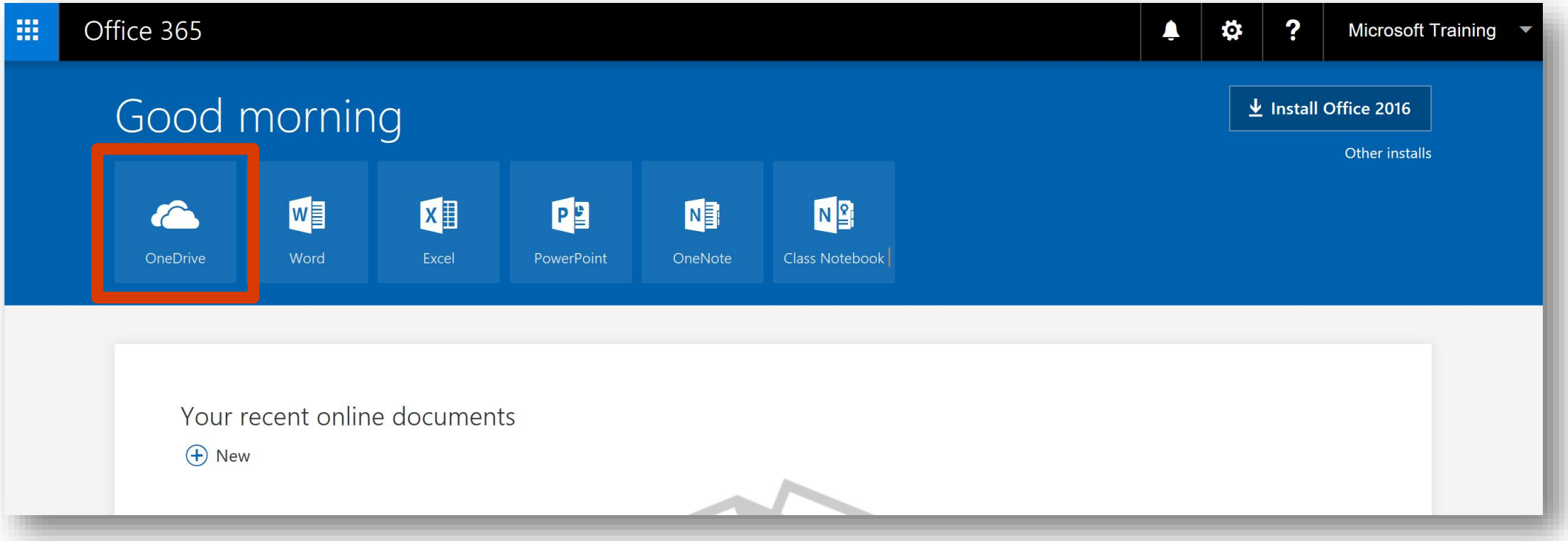
Access your files on any device across any platform, whether you're on, or offline

Seamless office integration across your browser, mobile, and desktop

How can I get OneDrive for Business?

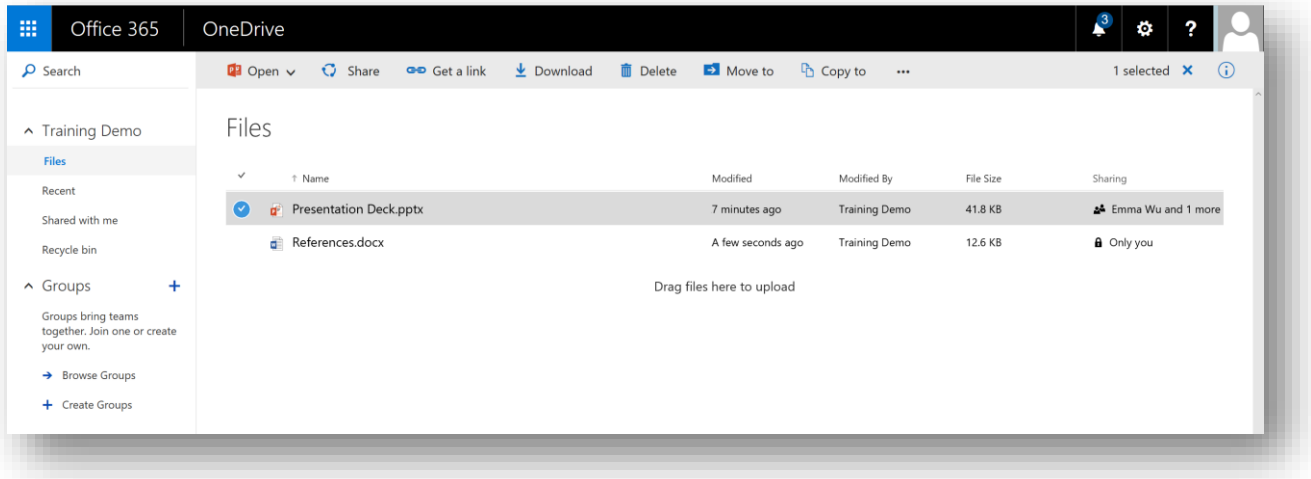
All VTC Staff already have OneDrive for Business

- Go to http://office365.vtc.edu.hk
- Login your staff account



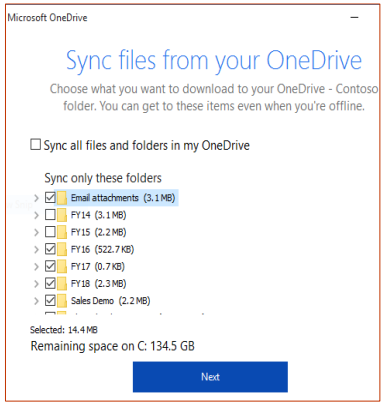
OneDrive for Business

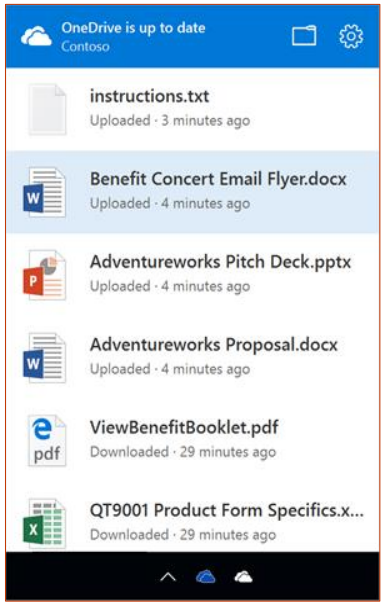
- 1TB Cloud Storage

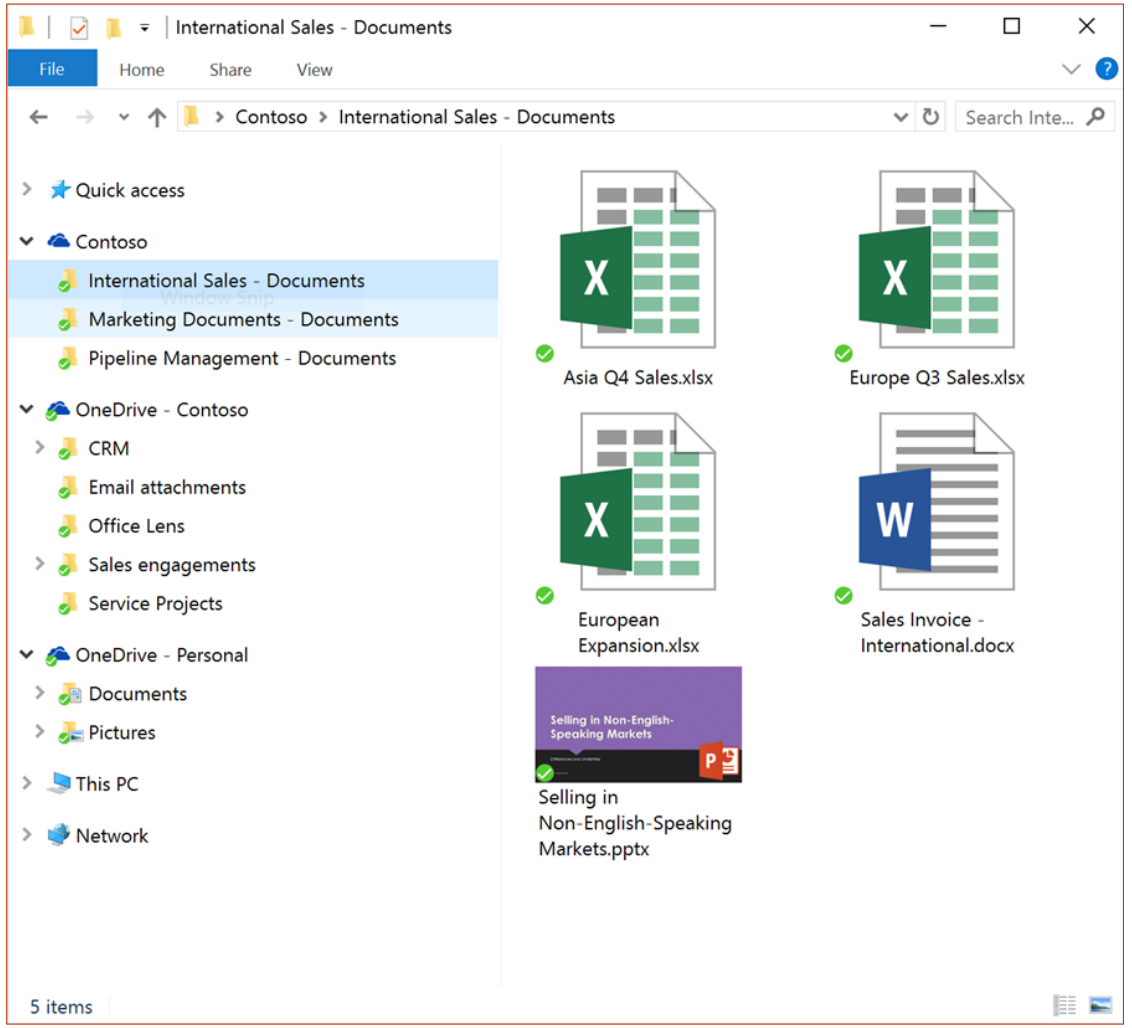


New OneDrive Sync client

- Sync engine on PCs and Macs—ships with Windows and Office
- Rich options for selective sync, multi-account,
- Only sync solution for sync'ing personal and team files (SharePoint/O365 Groups)





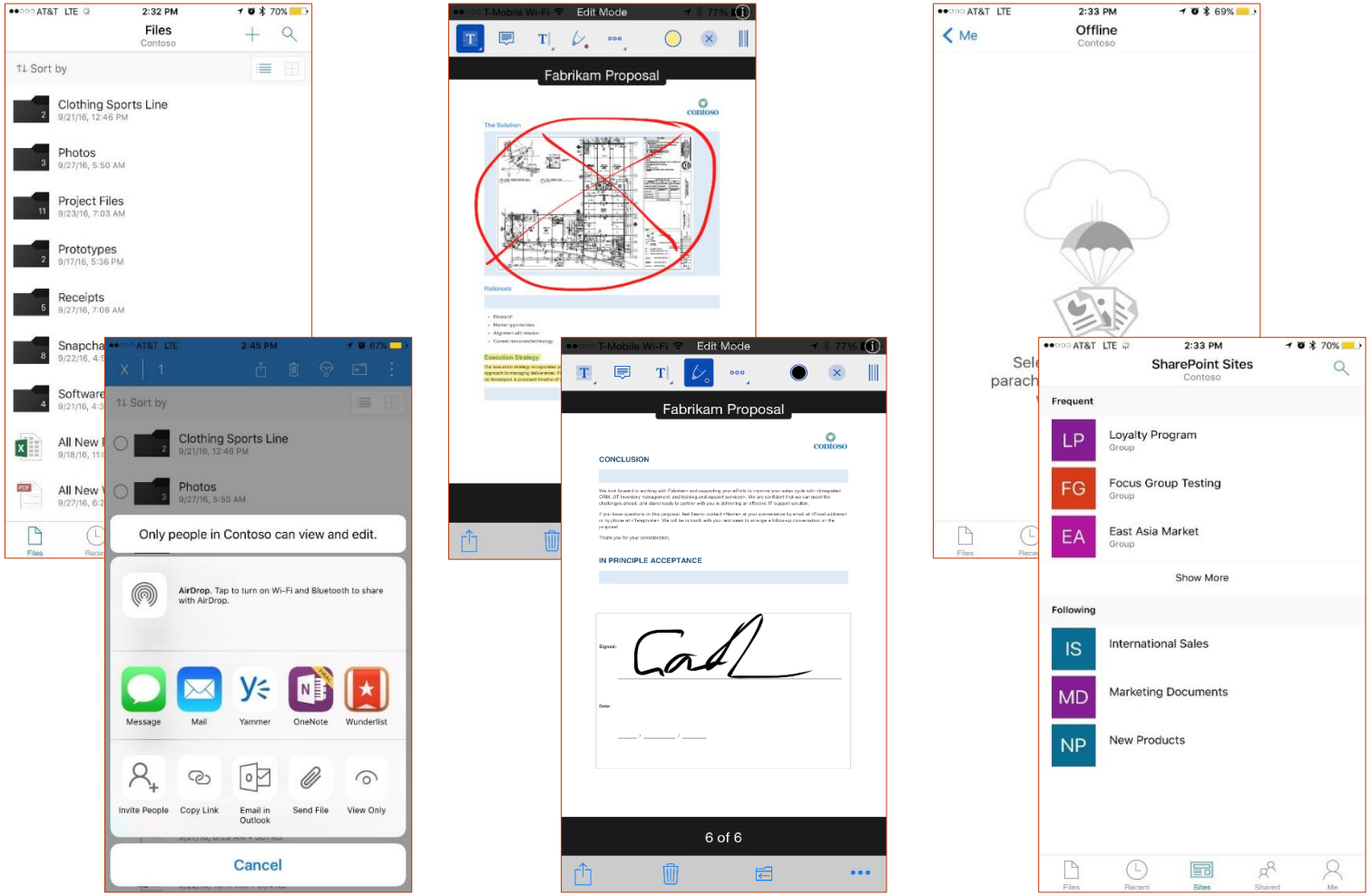


Mobile productivity

- Work from anywhere, on any file in Office 365
- On every mobile platform, every Microsoft device
- Deep platform integration

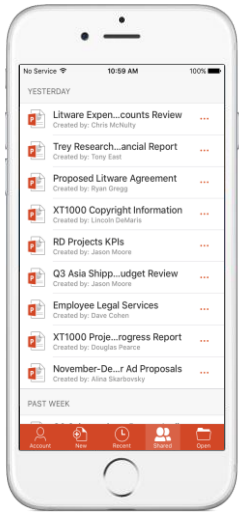
OneDrive

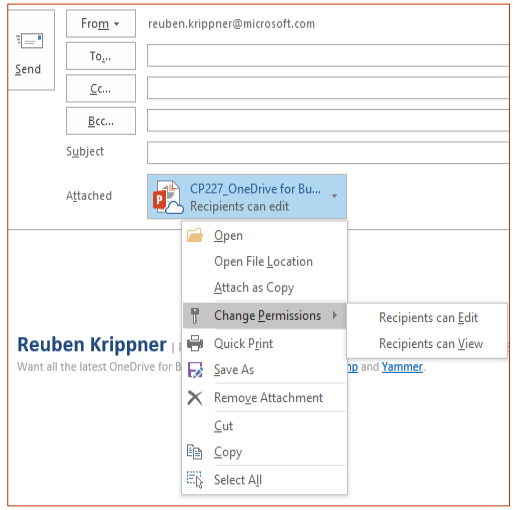
Cloud storage—view or share photos, videos, and documents from your phone.

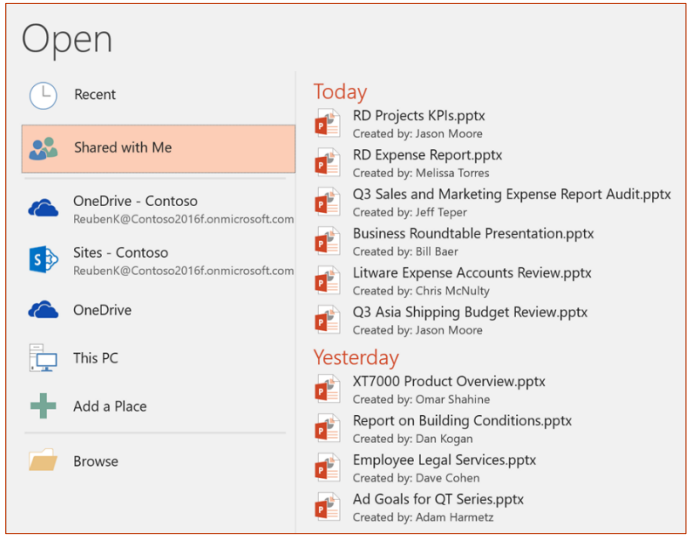


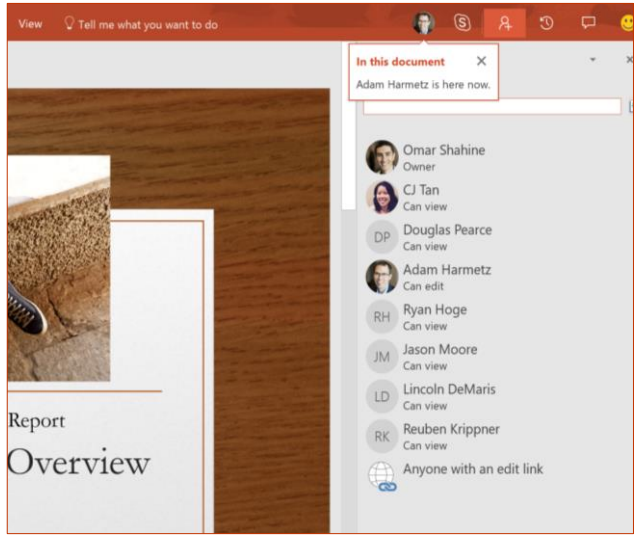
Deep Office integration

- Recent list of OneDrive and SharePoint files
- Direct save to OneDrive
- Co-authoring
- Modern attachments (OWA & Outlook 16)







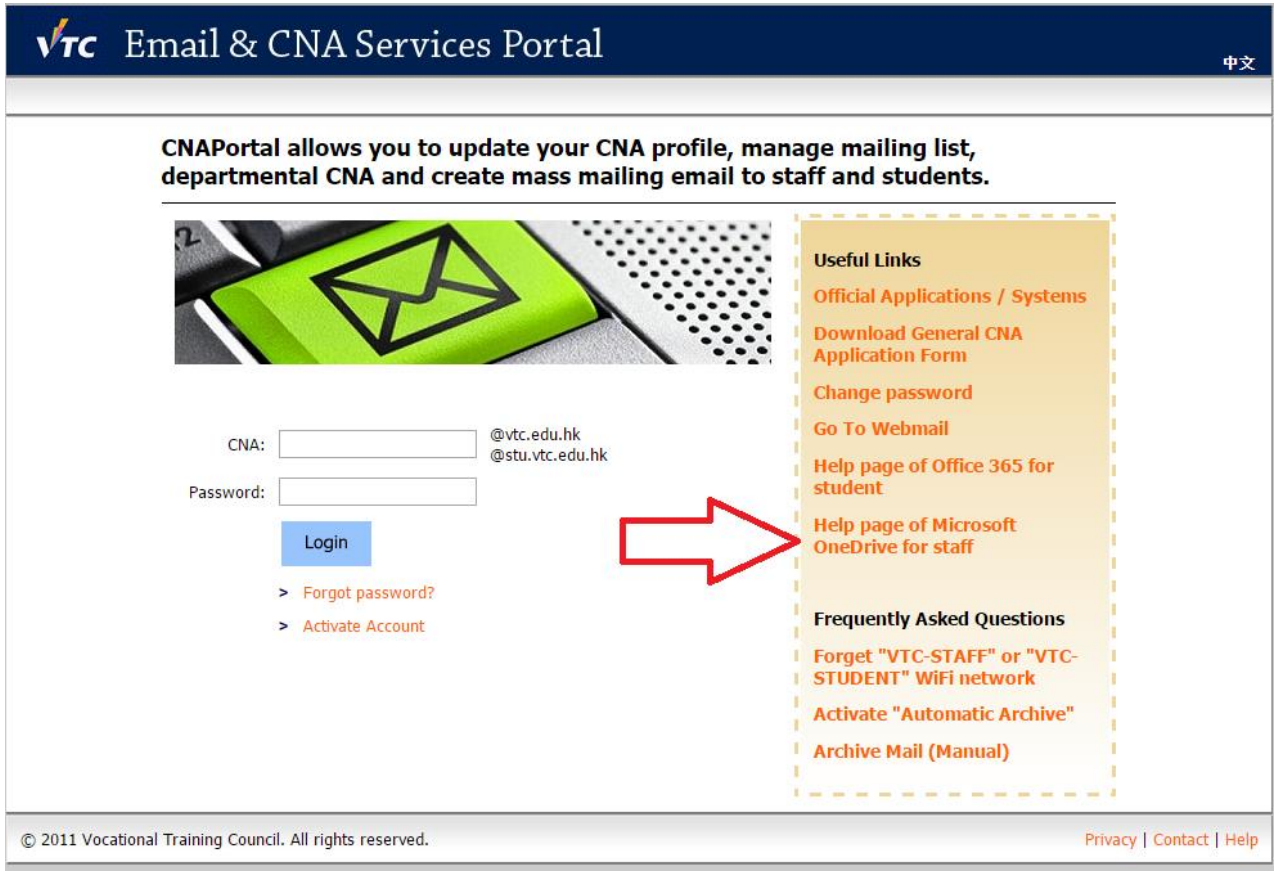


Help Page

- Announcement email was sent to all VTC staff on 20 Dec, 2016.

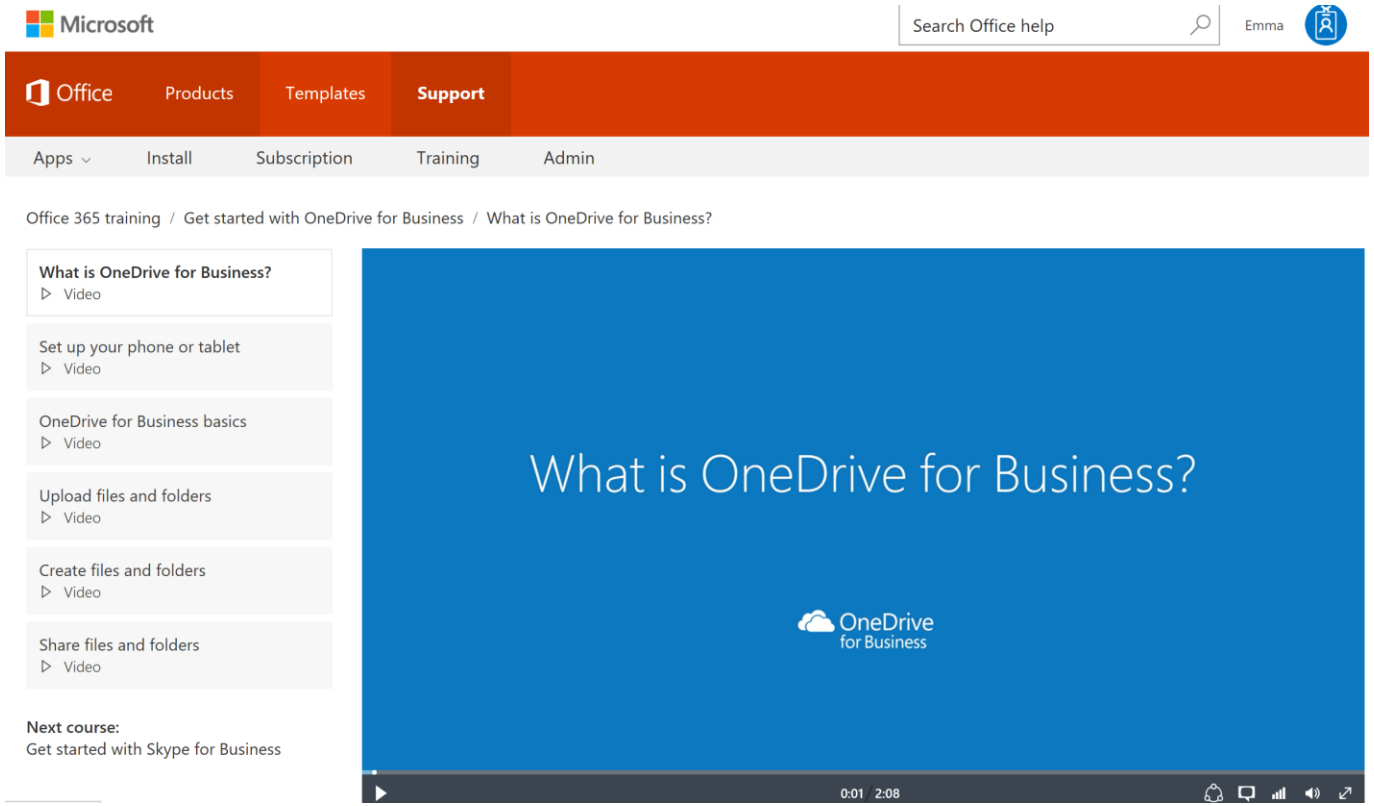
- A help page is available on VTC Email & CNA Services Portal:

https://cnatools.vtc.edu.hk/cnaportal/



More Resources

- OneDrive Product Information
- OneDrive User Training Videos
- OneDrive Blogs

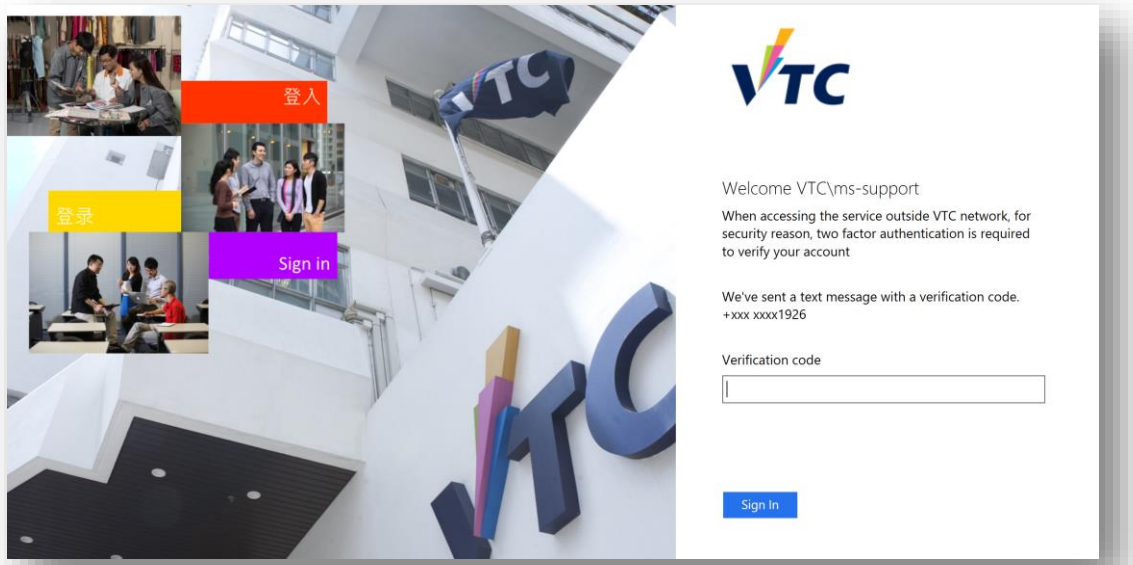


Access Office 365 out of VTC campus (e.g. at home):

Microsoft Authenticator
(Available on iOS, Android, Windows App Store)

Two Factor Authentication (2fa)

- Service launched in Nov 2016
  - https://2fa.vtc.edu.hk/home/Promotion_nov2016_chi.html
- Authentication method
  - Mobile Token (by Microsoft Authenticator Mobile App) or SMS
- Registration via 2FA Service Portal
  - https://2fa.vtc.edu.hk/portal/
- Enquiry
  - itsd-helpdesk@vtc.edu.hk or 2836 1202



For technical support, call 2836 1202 or email itsd-helpdesk@vtc.edu.hk

Download Office to Your Devices

Install Office Applications on your devices:

Go to http://office365.vtc.edu.hk

Download Full suite Office 2016 on

5 PCs/Macs

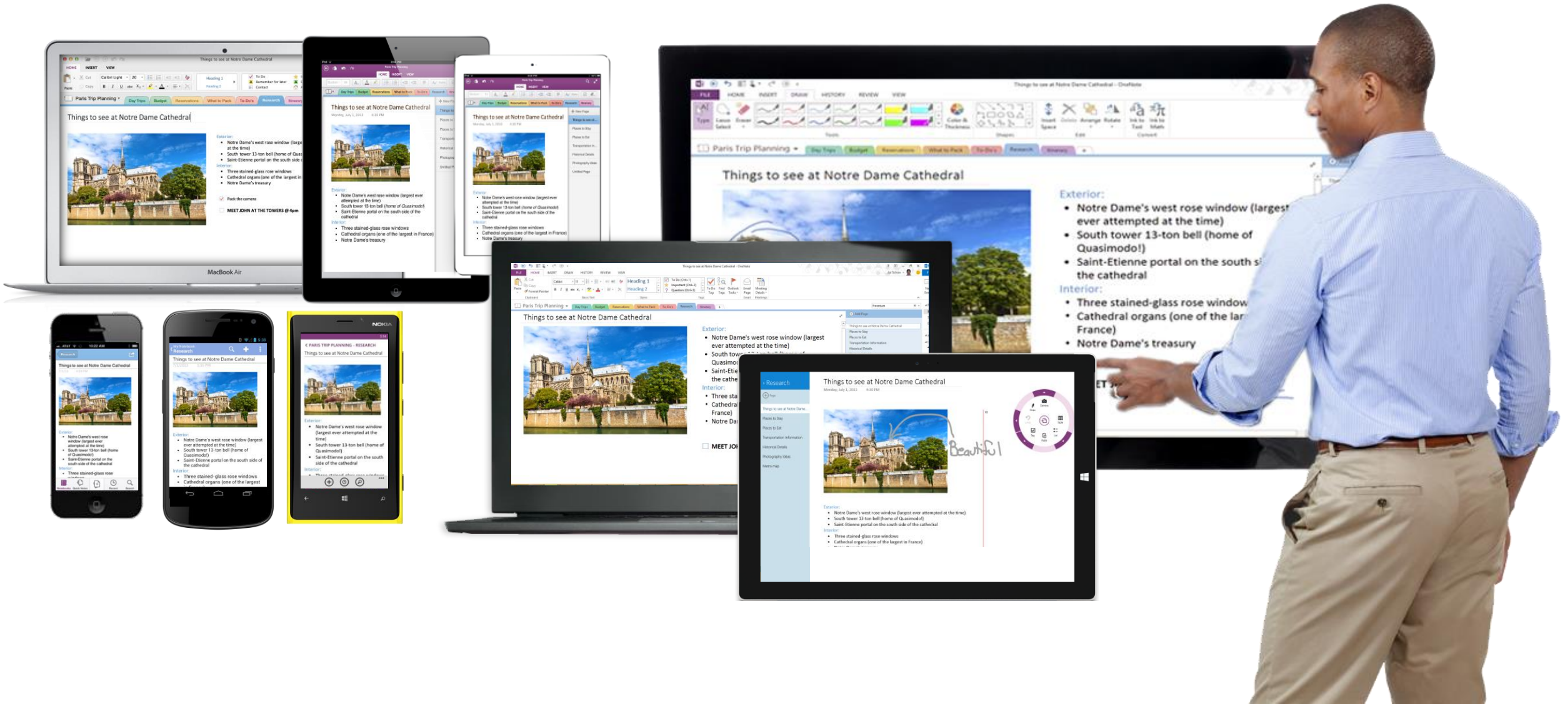
+

5 mobile devices

As VTC staff benefit

For technical support, call 2836 1202 or email itsd-helpdesk@vtc.edu.hk

Anytime Anywhere on Any Device



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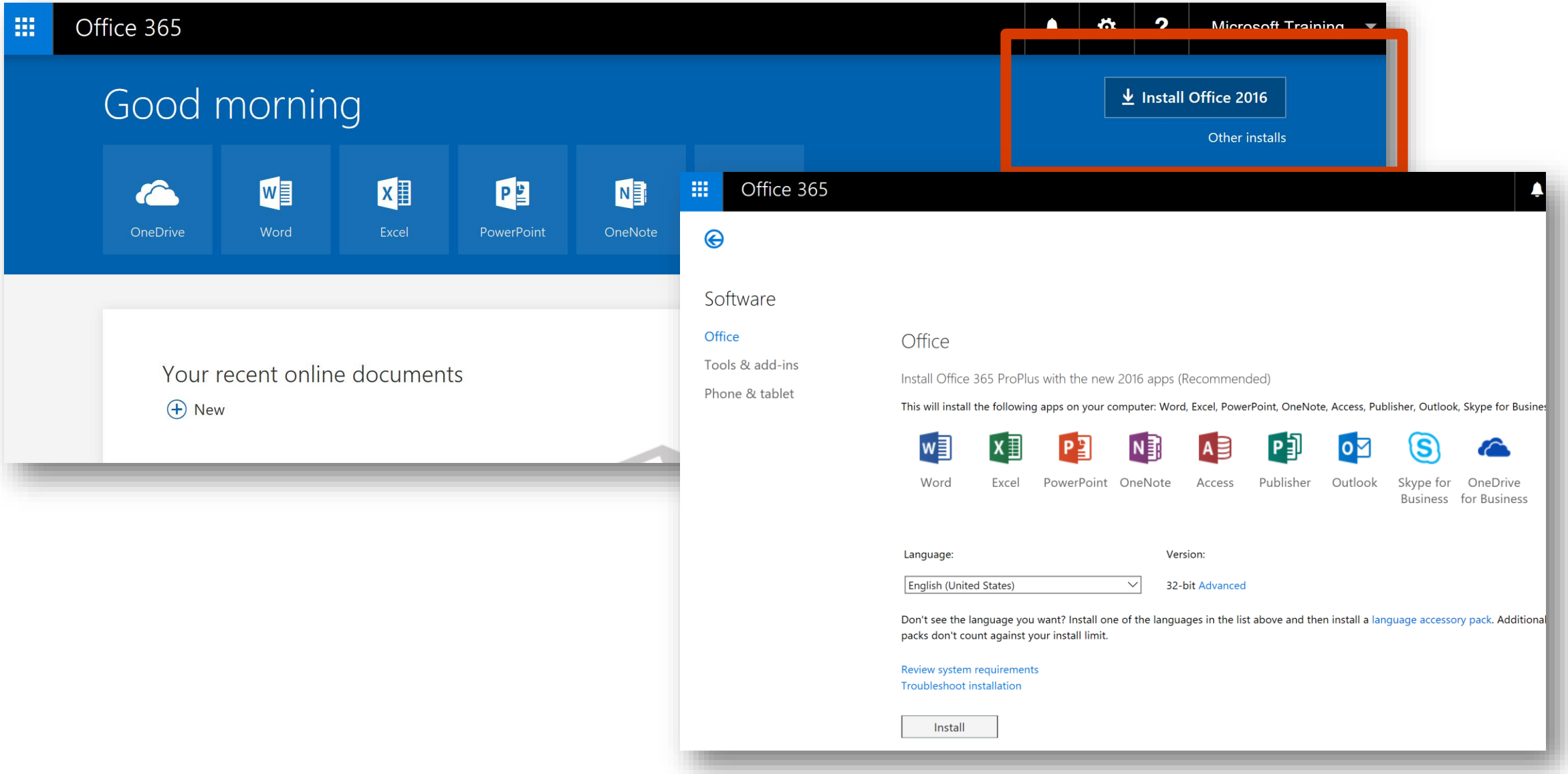
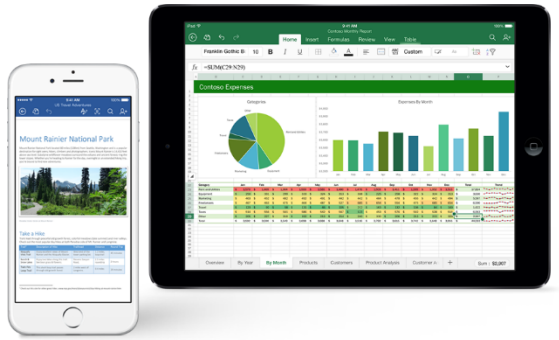
Login your staff account



Download Office Mobile to your devices

https://products.office.com/EN/mobile/office

1. **Download** below Office Apps from app store
2. **Login** with your VTC Office 365 account



Do great work—anywhere, anytime

Word | Excel | PowerPoint | Outlook | OneNote

Other Office Apps

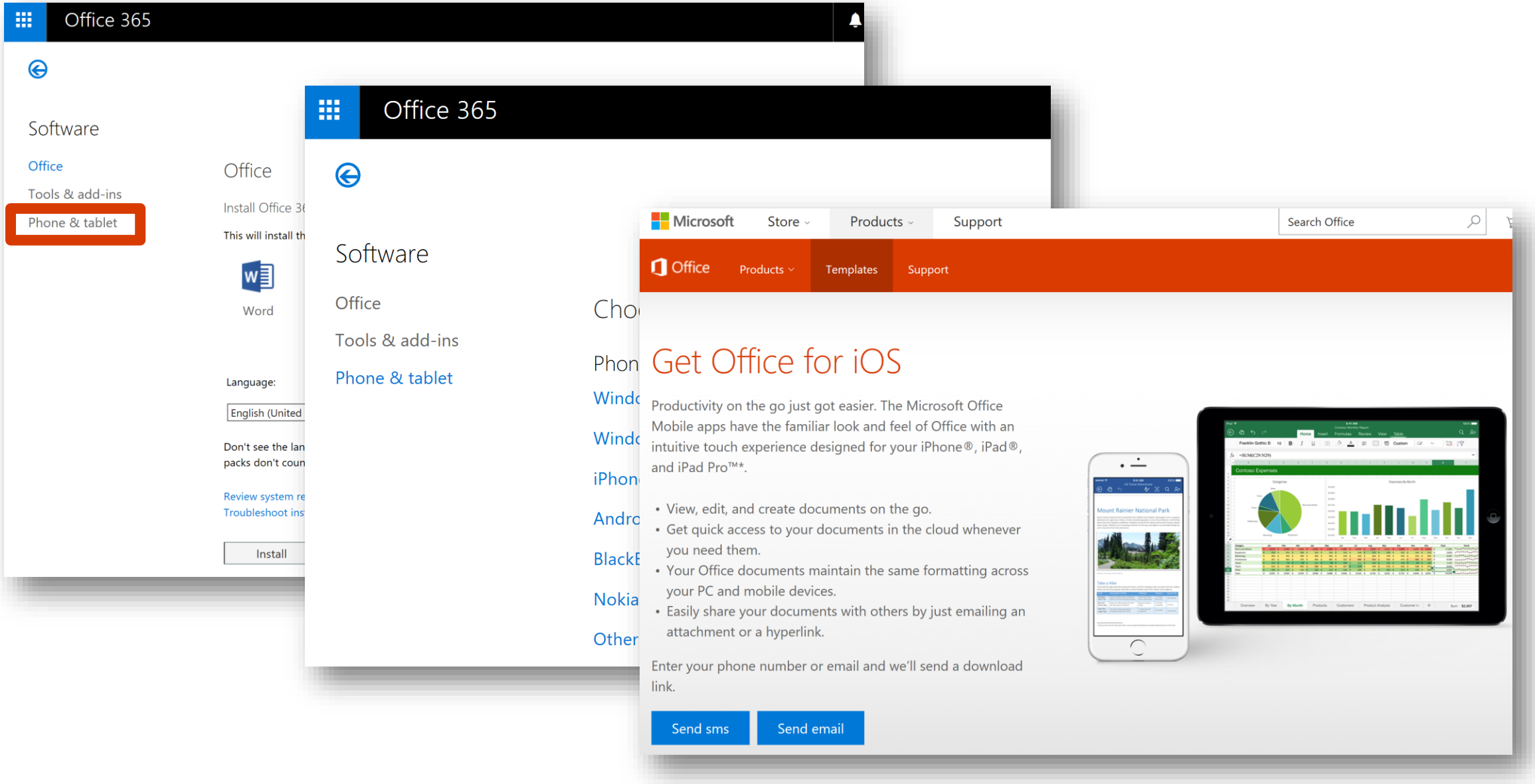
OneDrive

Cloud storage—view or share photos, videos, and documents from your phone.

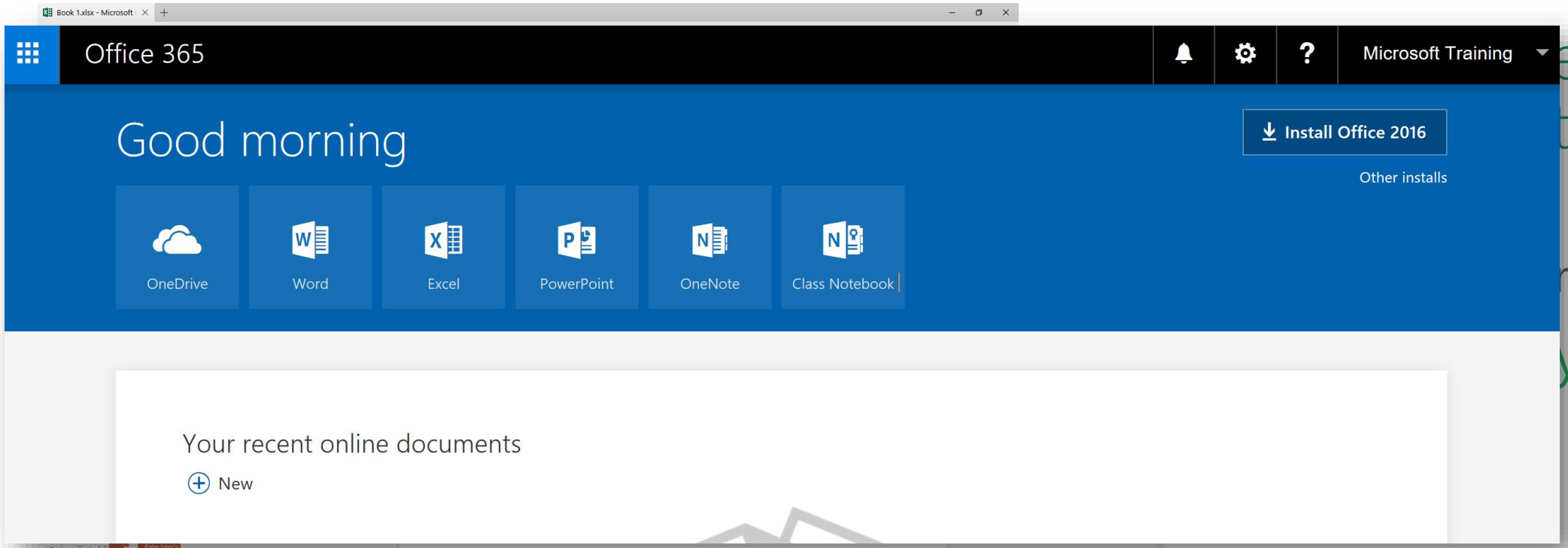
Office Lens

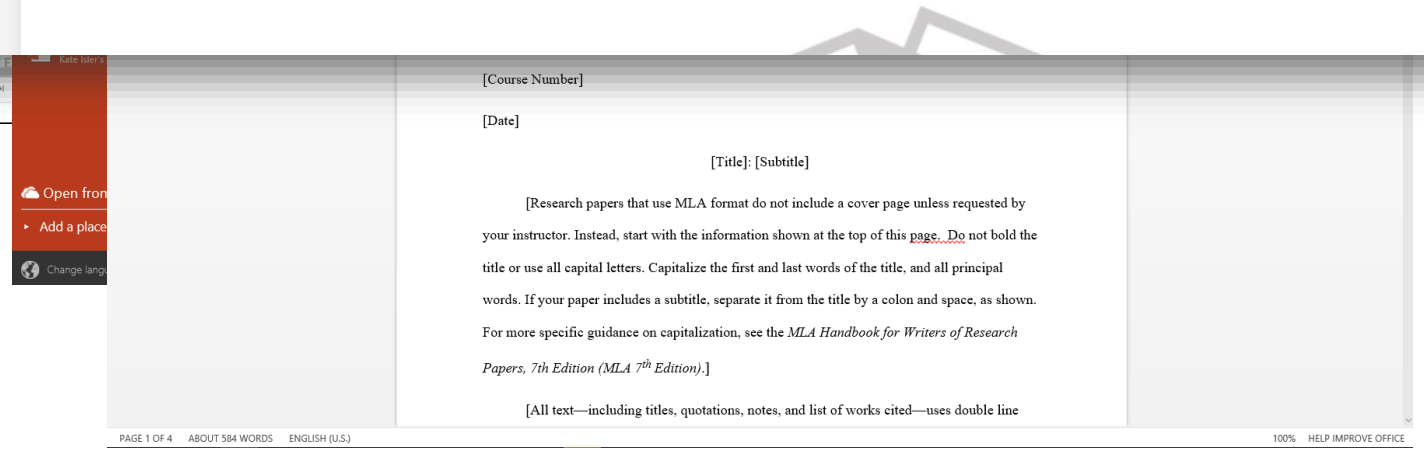
Trim, enhance, and make pictures of whiteboards and documents readable, then save them to OneNote.

Download Office Mobile to your devices



Office Online





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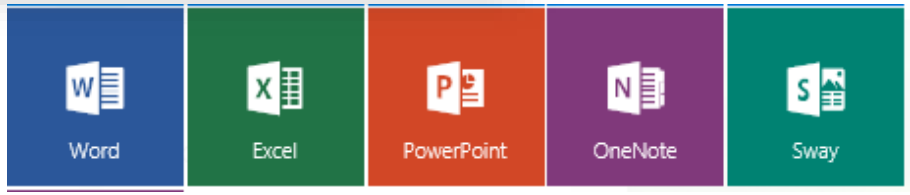
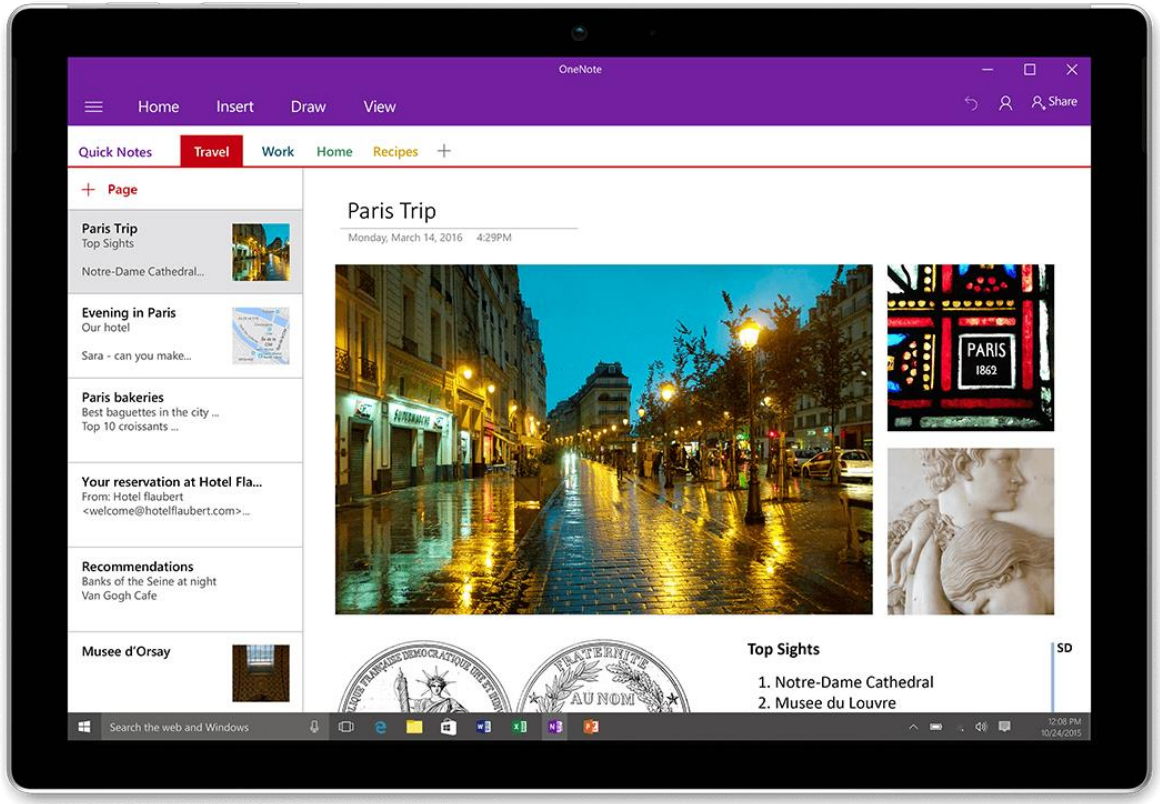


Stay Organized with OneNote

What’s OneNote?

OneNote

- Type, write or draw
- OCR support
- Sync on all devices
- Co-work with others

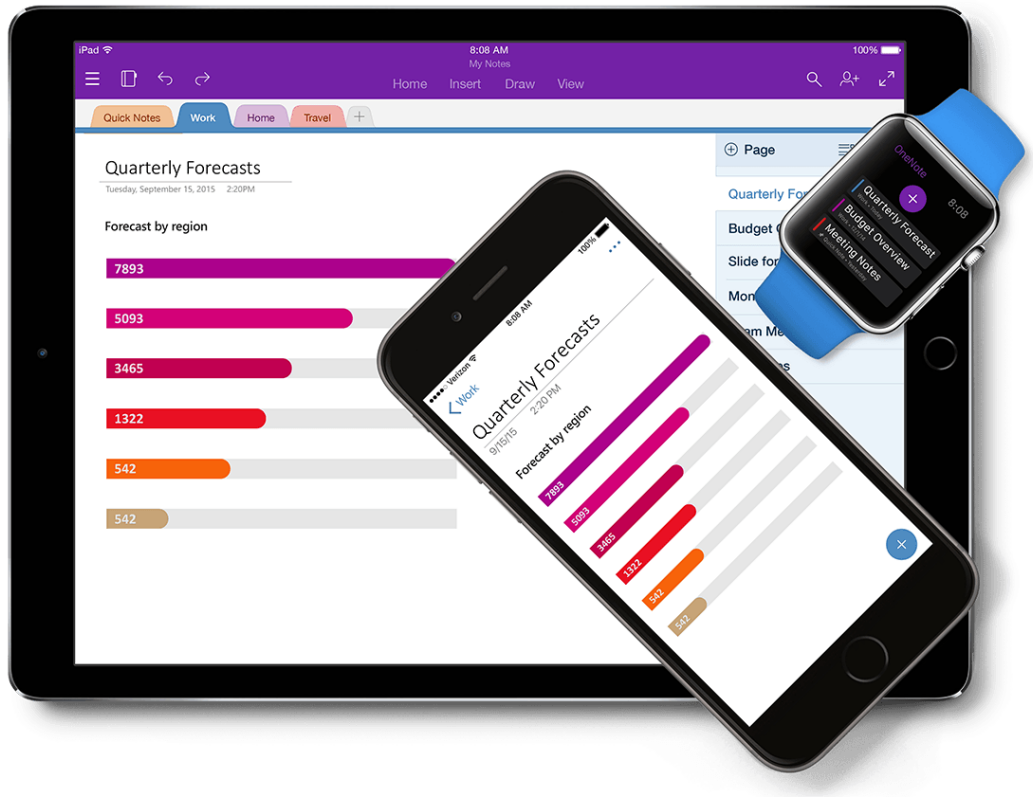


https://www.onenote.com/

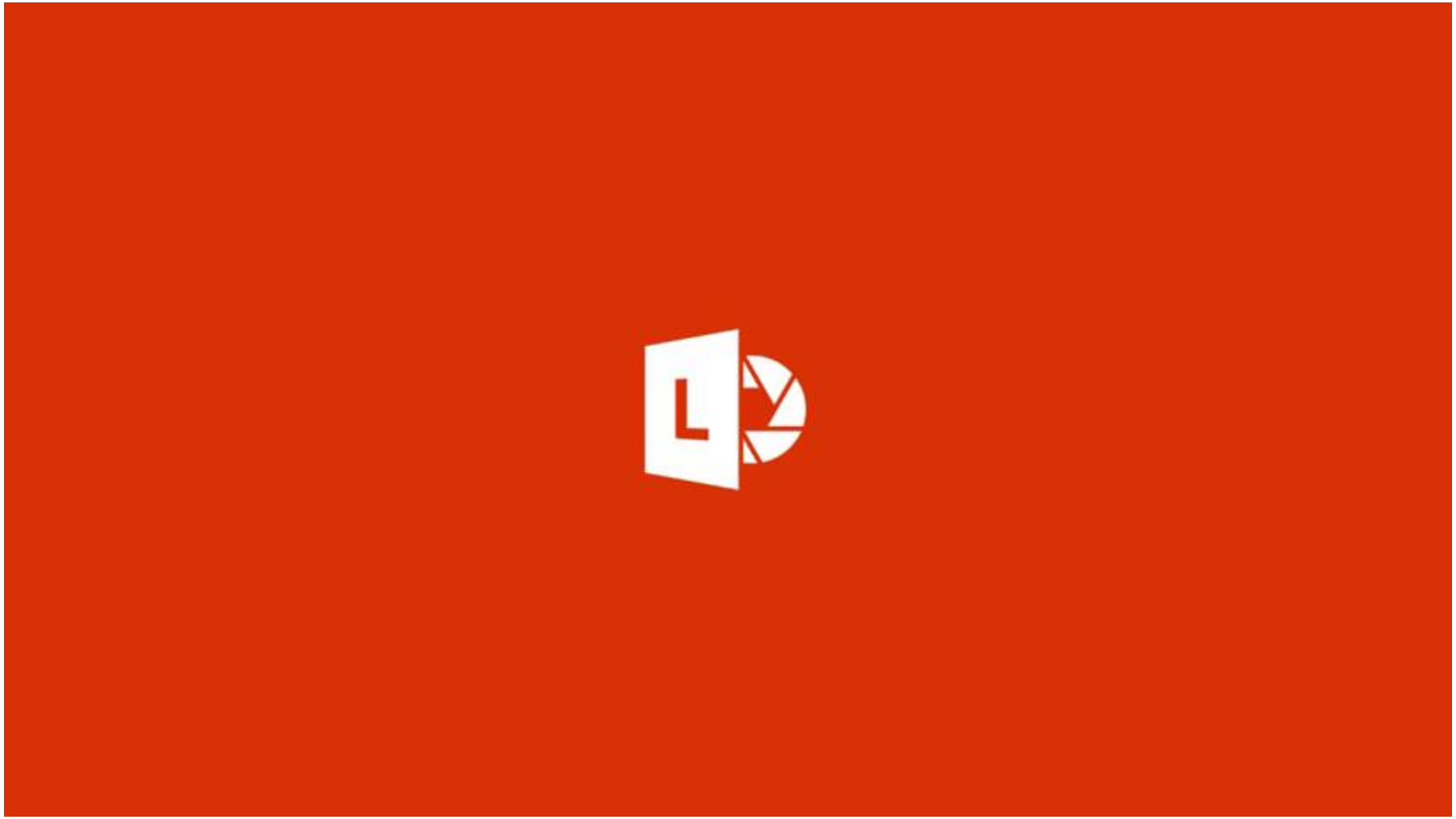
OneNote – Access from anywhere

OneNote works on any device or platform

Windows	Apple	Android	Web
Desktop	Mac	Tablet	All Devices
Tablet	iPad	Phone	Chromebook
Phone	iPhone	Wear	
	Watch		

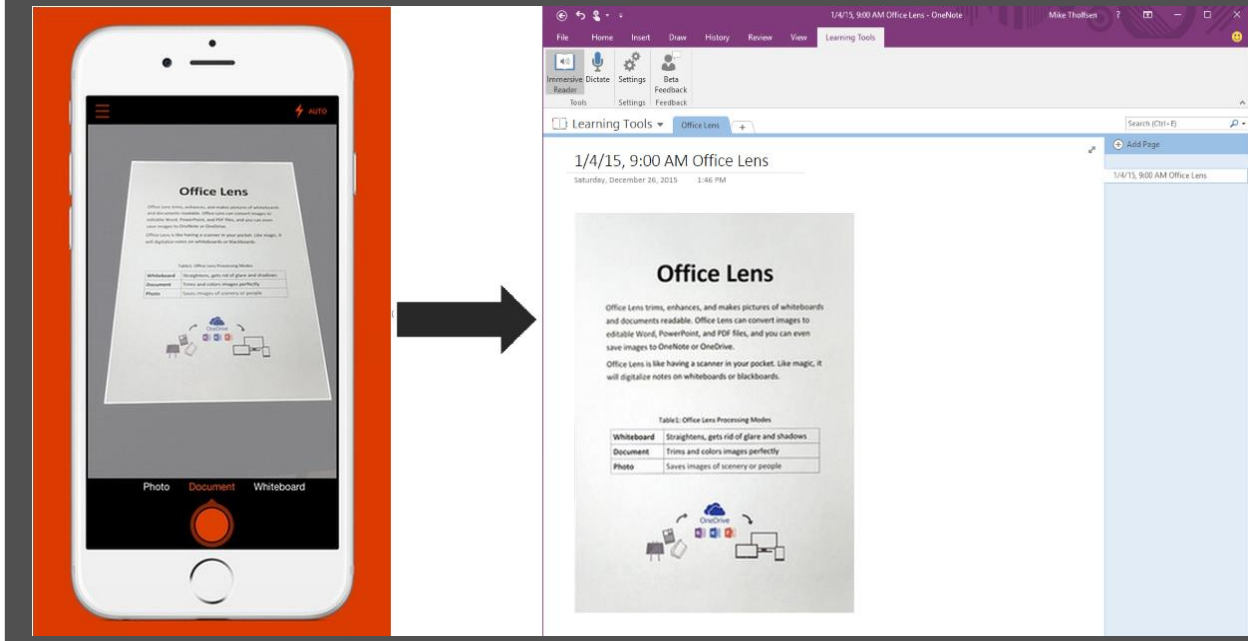


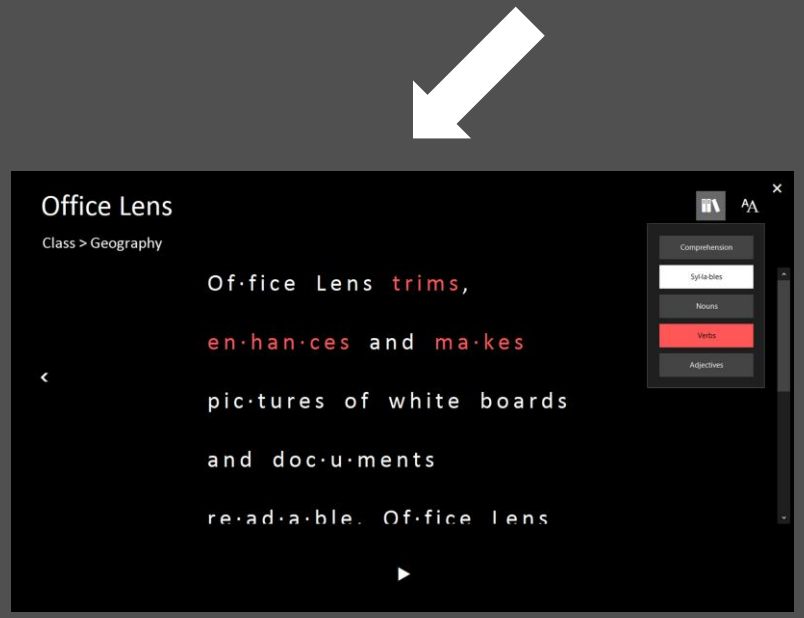
What's Office Lens?



From Office Lens to OneNote

Use the free Microsoft Office Lens mobile app to snap a picture of any text and send directly to OneNote. Office Lens runs Optical Character Recognition (OCR) in the cloud and sends the picture and text to OneNote—from analog to digital reading in seconds.



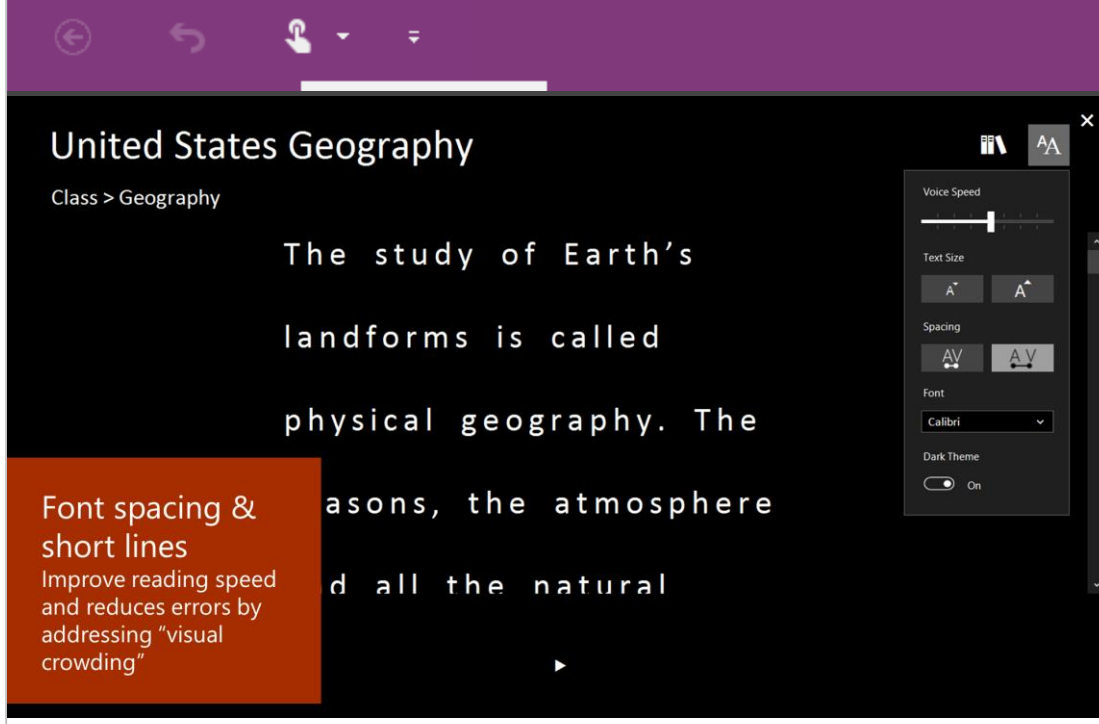


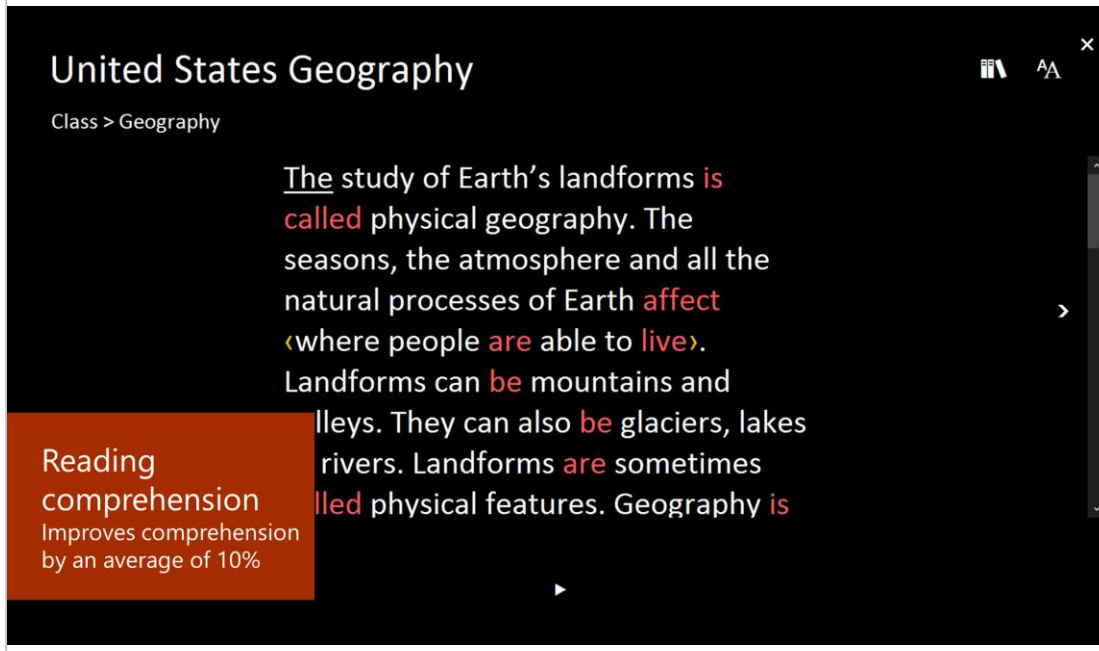
Learning Tools for OneNote add-in

A toolbar in OneNote that improves reading and writing experiences for all students, including for students with learning differences like dyslexia.

Learn more and download the add-in at
http://www.onenote.com/learningtools

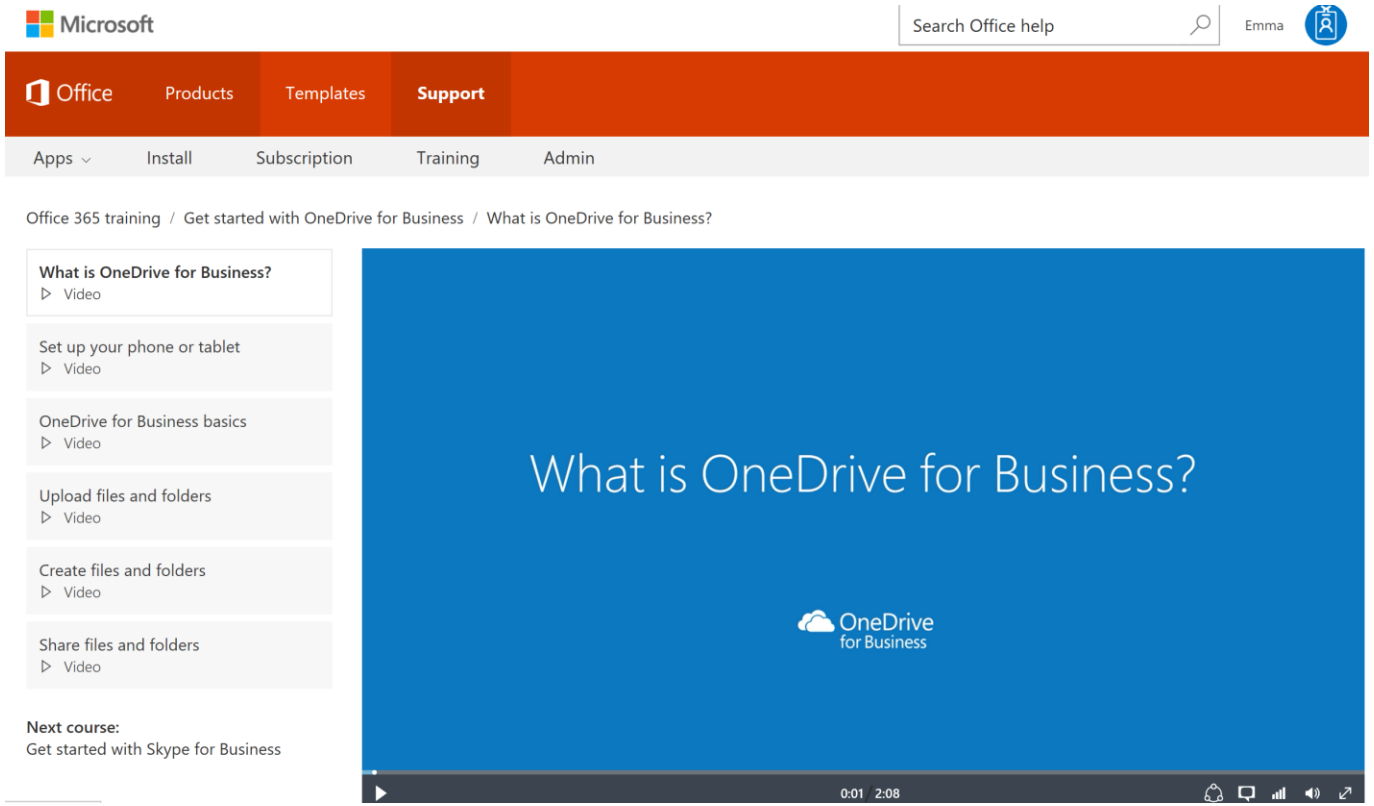
Feature	Proven benefit for Students
Enhanced dictation	Improves authoring text
Light and dark themes	Improves reading with multiple high-contrast options
Focus mode	Improves decoding and reading fluency
Immersive reading	Improves decoding and sustains attention
Font spacing and short lines	Improve reading speed by addressing "visual crowding"
Parts of speech	Supports instruction and improves writing quality
Syllabification	Improves decoding and word recognition
Comprehension mode	Improves comprehension by an average of 10%





More Resources

- Download OneNote
- OneNote Training
- OneNote 2016 Tips & Tricks



For Technical Support

Contact ITSD helpdesk at

Email: itsd-helpdesk@vtc.edu.hk

Tel: 2836 1202