

Office 365 and One Drive - Frequently Asked Questions

What is Office 365 and what are the benefits?

Office 365 is Microsoft's cloud-based version of Word, Excel, PowerPoint, Outlook, Teams, and One Note that allows you to access your files anywhere you have an internet connection. One Drive is where all of your online documents are stored, and you are allotted 1TB of cloud storage space.

You can use the on-line version of Office, or you can download and install the software on up to 5 computers and 5 tablets. It's free for Centre faculty, staff, and students.

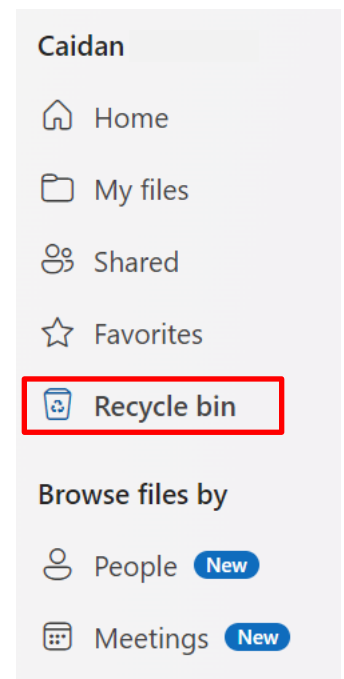
How do I access Office 365 and/or One Drive?

To access Office 365, log into [CentreNet](#) and click the Office 365 icon located on the CentreNet LaunchPad or you can use the [Office 365 login screen](#).

You will be prompted to login using your Centre credentials.

What if I accidentally deleted a file?

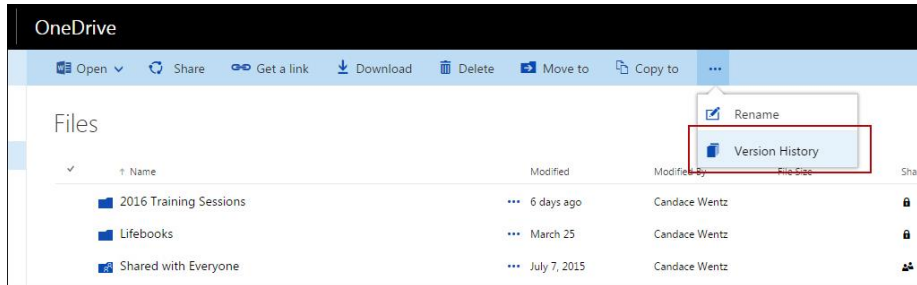
If you accidentally delete a file, the file is still stored in One Drive's recycle bin. You can recover a file in the recycle bin for up to 30 days. To view deleted files, click on the *Recycle bin* icon located on the left side panel.



Recycle bin

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One Drive does have a Version history that allows you to view previously saved versions of the same file. To access this option, click the *Version History* button.



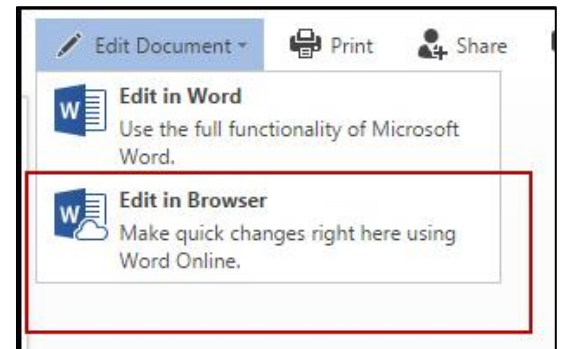
Version history

If I get a new computer, do I need to purchase Microsoft Office?

No, having Office 365 allows you to download Microsoft Office on up to 5 computers and 5 tablets.

How do I edit a file in Office 365 or One Drive?

When you open up One Drive you will notice all of your saved documents. Locate the file you need and click on it. It will open up the web-based program. If you would like to edit the file, *Choose < Edit Document and Select < Edit in Browser*. By choosing edit in browser, the document will be stored in your One Drive folder and you will be able to access it anywhere you have an internet connection.



Edit in Browser option

If you choose Edit in Word, it will launch the Word application on your computer. After editing your document, if you save your file, it should automatically save it back to One Drive. It is important to notice where your files are being saved before choosing this option.