

# Office 365 Apps

Office 365 has provided a variety of useful Apps that are available both through your web browser and mobile devices. You can now create, edit and view documents using these apps, which can be found by logging into [cowboymail.okstate.edu](http://cowboymail.okstate.edu).

Office 365 has taken the functions of Outlook and separated them into their own applications. These apps offer many of the same functions you may find in using the Office software but is available anywhere you have an Internet connection.



Mail



Calendar



Tasks



People

In addition to Outlook, you can now access Word, Excel and PowerPoint through your browser. While these apps do not contain all the functionality found within the software, you can still edit, create, alter formatting, and work within the file from a variety of devices.



Word Online



Excel Online



PowerPoint Online



OneDrive

OneDrive is a cloud based file storage tool similar to Dropbox and Google Drive. OneDrive allows you to save documents you are working on from your computer and access them from a variety of devices and locations (as long as there is an internet connection). This includes iPads, iPhones, Android Devices, Windows Tablets or from another computer



OneNote Online

OneNote is a note taking tool which has been available in previous versions of Office. Using Office 365, it is now easy to sync these notes between devices and have access to them while on the go.

# New O365 Apps

In addition to the apps that accompany Word, PowerPoint, Excel and Outlook, O365 includes a few new apps. Below you will find the Apps and a brief description.



Newsfeed

The Newsfeed allows you to see public conversations among co-workers. It is currently not being fully utilized at OSU. Look for updates on this.



Sites

Sites allows you to collaborate on projects with others in your group similar to working in SharePoint. Currently, we are still using SharePoint.



Delve

An app allowing you to connect with co-workers and documents you have access to.



Video

Upload, share and view videos within your organization.



Sway

Create and share interactive reports and presentations.



Class Notebook

Allows you to create a class notebook. You can designate students their own notebook or share one for collaboration and sharing

