Office 365 Tools
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Tools for Collaboration
Microsoft 365 Education

All students and staff at NUI Galway are eligible for Office 365 Education applications, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. You can find all of these when you log into Office.com using your NUI Galway credentials.

How can this help you?

• You can work online, on any device or web browser.
• Get access to productivity and teaching apps on Office.com, including Word, Excel, PowerPoint, OneNote, and Microsoft Teams.
• Stay connected with video meetings using Microsoft Teams, or schedule student calls.
• Install apps for your desktop from Office.com.

Further Information

• Visit Microsoft's Education Center which contains short training courses, resources, and case study applications.
• See Microsoft Education Ireland
• The Microsoft Education YouTube channel for videos and helpful tips.
• Also see their webinar series for videos on getting started quickly.
• They also have a useful page with links relevant to teaching remotely here.

Need more help?

ISS have a wealth of resources on using Office365 on https://www.nuigalway.ie/o365/
Conduct a meeting in Microsoft Teams

Learn how you can meet with fellow colleagues or students, schedule meetings for later, and record meetings with Microsoft Teams.

This can be used for 1:1 or group chats to collaborate with a smaller group or to talk privately.

How do I schedule a Teams meeting?

You can schedule the call directly from your Office.com account in your web browser, on the mobile Teams app on your phone, or in the Teams app (downloadable for your Windows or Mac computer), and your participants join your Teams meeting using the same technology. Similar to Blackboard Collaborate Ultra, you can have up to 250 users on live session.

Find out more about how to schedule or join a team meeting on the Microsoft site, or check out their video tutorials or their recent webinar.

Need more help?

See https://www.nuigalway.ie/o365/teams/ from ISS more information on using Teams at NUI Galway.

More Microsoft Resources

Microsoft Website  https://aka.ms/MSRemoteLearning
Teams Webinars  https://aka.ms/YouTubeWebinars
EduDay Webinars  https://aka.ms/EduDayWebinars
Community  https://aka.ms/JoinRemoteLearningCommunity
MEC course  https://aka.ms/TeamsBeginnerCourse
Teams University  https://aka.ms/TeamsUniversity