

Office 365 Business Tools

With your Office 365 Business subscription, you have access to many useful tools and features. All of these tools can be managed or installed from the Office 365 portal at <https://login.microsoftonline.com/>. You will need to login with your Office 365 username and password. Information is provided below on each feature and how to download/utilize them.

Office 365 Software Download

You can install Office 365 software, including Word, Excel, PowerPoint, OneNote, Publisher and Outlook on up to 5 computer/devices. These should already be installed on your main ZGlobal computer. To download on another remote computer or device, go to <https://portal.office.com/OLS/mysoftware.aspx?source=ehome>.

1. Select the language as English (United States).
2. Click Install.

For access to Office 365 software on your phone or tablet, click on the Phone & Tablet link.

1. Select your phone or tablet type.
2. Click Get Apps.

OneDrive File Storage

OneDrive file storage makes collaborating easy. Access your files across your devices and edit documents together at the same time (more information in section Co-Authoring Documents Using Web Applications). Each user is allowed 1 TB of file storage and sharing. To sync OneDrive to your computer:

1. Login to the OneDrive web app either from the Office 365 portal or at <https://onedrive.live.com/about/en-us/>.
2. Click Sync.
3. In the popup window, click Sync Now.
4. Another window will popup, click Launch Application.
5. You will get a notice that files are syncing, click Show Me My Files and it will take you to the OneDrive folder on your desktop (usually located at C:\Users\[username]\OneDrive for Business). You can either favorite this folder or create a shortcut to this on your desktop for easy access.
6. Proceed to drop files in that folder for file storage and use in web applications such as Word, PowerPoint and Excel.

Note: If you run into issues downloading OneDrive, submit a help desk ticket to PLA and they will be able to assist you with this.

Co-Authoring Documents Using Web Applications

In Office 365, co-workers can now edit a document at the same time using the web application version of Word, PowerPoint or Excel. You can see the changes as they are being made and view who is making the edits. No more emailing attachments. Everyone can just pile on and work at once. To do this, follow the below steps:

1. Login to the Office 365 portal (<https://login.microsoftonline.com/>).
2. Click the blue square icon on the upper left corner of the page.
3. Select the web application program you want to use and it will open the program in a browser.
4. Open the document and begin editing.

Note: In order to edit files for co-authoring, you will need to upload them to your OneDrive storage account (directions for setting up OneDrive are available in section OneDrive File Storage).

Some key co-authoring features in the web application programs are:

- Skype directly from the document with co-workers for better collaboration.
- Link to files without attaching them using the Share feature.

- Access to files from all mobile devices (phones, tablets).
- Open and copy content from a PDF with Word. Go to File > Open and browse to the PDF file. Word opens the PDF content in a new file. You can copy any content you want from it—including images and diagrams.
- Open and edit your Dropbox documents and save them back to your Dropbox.

Visit the [Office Blog Co-authoring Page](#) for more information on this feature.

Skype for Business

Skype for Business is a company-wide instant messaging tool used for communication between co-workers in real-time. This tool also works between the Folsom and El Centro offices. Skype is already installed on your main ZGlobal computer and can be accessed at any time by doing the following:

1. Click on Skype for Business from your start menu.
2. Login with your main Office 365 credentials.
3. Once logged in, you can search for any employee by name in the search box.

You also have the ability to install Skype for Business on up to 4 other computers. To access it on a remote computer, follow the steps below:

1. Login to <https://portal.office.com/OLS/mysoftware.aspx?source=ehome> with your ZGlobal credentials.
2. Click on Skype for Business.
3. Select language as English (United States).
4. Click Install.

Skype for Business also works inside the co-authoring web applications so that you are able to collaborate with co-workers seamlessly. You can visit the [Office Blog Skype Page](#) for more information on this feature.

PDF to Word Conversion

With the upgrade to Microsoft Word 2013 (and 2016), you can now convert a PDF into an editable Word document. To convert a PDF, follow the steps below:

1. Open Microsoft Word 2013
2. Click File > Open.
3. Choose the location of the PDF and click Browse.
4. Find the PDF and click Open.
5. You will get a pop-up that states Word is converting your file and this may take a while, click ok.

This is a new feature; therefore, does not yet work in all instances. Please keep the following in mind:

1. Scanned PDF files do not convert as easily as documents that were saved to PDF. You may find a scanned document will show up as an image and is therefore, not editable.
2. The converted document might not have a perfect page-to-page correspondence with the original. For example, lines and pages may break at different locations. This is due to the file conversion and is to be expected.
3. The conversion works best with documents that are mostly text.

For a video tutorial on this feature, please see:

<https://support.office.com/en-au/article/Edit-PDF-content-in-Word-b2d1d729-6b79-499a-bcdb-233379c2f63a?ui=en-US&rs=en-AU&ad=AU>