

# Office 365 – General Overview

## What is Office 365?

Microsoft Office 365 is a hosted cloud-based service that will provide tools such as e-mail and online document viewing and editing. You can read more about the Office 365 service on [Microsoft's Office 365 for Education page](#).

## What Does “Cloud-Based” and “In The Cloud” Mean?

Cloud computing, or being “in the cloud,” means that a third-party (in this case, Microsoft) provides the applications via the Internet and stores the data on their servers.

## Is My Information Safe “In The Cloud”?

Multiple copies of your data are stored for redundancy purposes. The data is encrypted when accessed from the server. The end result is an online service that has the equivalent reliability and security as an on-campus server.

## Benefits of Office 365:

- **Capacity** – Office 365 will provide an increased account size quota ( 1TB) compared to Google.
- **Functionality** – Office 365 Web App is a fully-featured environment that offers increased support and functionality. This system also offers simplified configuration for mobile devices to use Faith West e-mail, calendar, and contacts.
- **Archive** – If needed at all (considering the large quota), archives in Office 365 will be stored in one place accessible from anywhere on the Internet.
- **Software** – Office 365 provides the ability to install and use a fully licensed Microsoft Office suite on up to 5 devices for each student.

## How Will I Access Office 365?

Office 365 is accessible through your web browser or via Microsoft Outlook clients at <http://mail.faithwest.org>. Third-party clients such as Mac Mail and Thunderbird can use IMAP to receive e-mail. However, other functions, such as calendaring and global address book, might not work.