

Microsoft Office 365 Education



Office 365

Purpose of use

- Office 365 Education is an office suite developed by Microsoft for educational institutes.

Applications

- The following applications of the package are used in Metropolia:

Application	Info page	Purpose of the application
Onedrive	Info page	Cloud storage
Office Online		Cloud version of the Office package
Word Online	Info page	Word processing
Excel Online	Info page	Spreadsheet
Powerpoint Online	Info page	Presentations
Forms	Info page	Surveys
Power Automate	Info page	Workflow/automation service
Teams	Info page	Group chat
Planner	Info page	Project management
Kaizala	Info page	Messaging
Sway	Info page	Richer presentations
Onenote Online	Info page	Note-taking application
Onenote Class Notebook	Info page	Learning platform
Sites	Info page	Publishing and online collaboration
Skype for Business	Info page	Video conference
Feeds	Info page	News feed
Delve	Info page	Dashboard
Stream	Info page	Video publishing
Viva Engage	Info page	Social network
Feed	Info page	Feeds
Power BI	Info page	Business intelligence
Powerapps	Info page	Creating custom applications
Whiteboard	Info page	Interactive whiteboard

Permissions

- The office suite is available to Metropolia students and staff members. Documents can be shared to other users as well.
- Installation: follow the guides on the right side of the page.

Address

- Metropolia students and staff members sign in with their Metropolia accounts at <https://login.microsoftonline.com>. Enter your user account in this form: **username@metropolia.fi**
- The password is the same as your Metropolia account password.

Contact information

- Technical administrators are [Mikko Mäkelä](#) and [Petri Silmälä](#).

What to do when having problems

- Make a service request in [Helpdesk](#) if you have issues with Office 365 in Education.

Literature and guides

- [Microsoft Office 365 Education](#) (official)
- [Office blogs](#) (official)
- [Office for iPad guide](#) (official)
- [Training Center](#) (official)
- [Office 365 on Wikipedia](#) (2021)
- [Everything you need to know about Office 365 Education](#) (2020)

Videos

- [Microsoft in Education -video channel](#) (EN, official)
- [Microsoft Ignite 2020 Recap](#) (EN, 2020)
- [Microsoft 365 vs Google Workspace \(G-Suite\) - A Comprehensive Comparison](#) (EN, 2021)

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[Microsoft Office 365 Education in Finnish](#)

How to deploy Office 365 Education in Metropolia

1. [Accept the terms of use](#).
2. Wait 2 hours for the Microsoft account to activate
3. [Sign in with your Metropolia account](#), in the form of **username@metropolia.fi** (not with your email address)

Guides of applications

Check out the Applications table on this page ("Info page").

[Office 365 ProPlus Download Instructions](#).

Good to know

Answers to frequently asked questions

Also look at

[Google Workspace for Education](#)