Northeastern University
Information Technology Services

Office 365

Giving Northeastern email, calendar, the Office suite and more
What is Office 365?

Office 365 provides:

- Secure email, and the most up-to-date mobile and online applications for faculty and staff at work/on Northeastern-owned computers
- Free personal access for faculty, staff and students to the latest Office suites
- Significant infrastructure savings across the university
- A new username for all Office 365 services:
  [myNEU username]@northeastern.edu
What does it include?

**Office 365**
Northeastern-owned computers/devices

- Email and calendars
- File storage and sharing
- Office Online
- Mobility

**Office 365 ProPlus**
Personal computers/devices

- Office 2013 (Windows)
- Office 2011 (Mac)

- File storage and sharing
- Office Online
- Mobility
What does it mean to me?

Northeastern-owned computers and devices:

• Your Outlook email and calendar are hosted on Microsoft’s Office 365 Exchange server

• The Outlook Web App (OWA) is significantly updated

• You have 1TB of secure cloud storage on Microsoft’s OneDrive for Business

• You have access to mobile apps and online applications that save/open through OneDrive
What does it mean to me?

Personal faculty, staff and student computers and devices:

• You can download and install the latest Office suites on up to five personal computers

• Faculty/staff have access to your Northeastern OneDrive for Business storage, the online Office applications, and the Office mobile apps – coming soon for students