**Microsoft Office 365**

**What is it?**

Microsoft Office 365 for Education is a cloud-based package that incorporates a number of Microsoft services including:

* Outlook email and calendar;
* OneDrive cloud storage with unlimited storage capacity for each user;
* Office Online which provides web access to PowerPoint, Word, Excel and OneNote with no requirement for additional software;
* SharePoint sites to enable schools, individual classes and projects to have their own, collaborative online space;
* Sway to create and share online presentations and newsletters;
* Yammer which provides an online discussion and collaboration tool to make connections and share resources;
* Forms to create online surveys, quizzes and polls, easily viewing results as they come in;
* Online classrooms using Teams for Education;
* Microsoft Skype for Business for instant web conferences with other users.

**Why would I use it?**

The tools available in Microsoft Office 365 are ideal for sharing and collaborating, allowing learners to work on projects anytime and anywhere.

**How do I get started?**

You can access Office 365 in Glow through your Launchpad.