

Microsoft Office 365

As a University of Lincoln Student or Staff member, you are eligible to use many free-to-use software and services, including the fantastic Microsoft Office 365. Sign in now and take advantage of this FREE world-leading office software!

Office 365 access includes the Microsoft Office suite and OneDrive cloud storage. Here's how to take advantage of these features:

1. Visit 365.lincoln.ac.uk
2. Sign in with your University email address and password e.g. **12345678@students.lincoln.ac.uk** or **user@lincoln.ac.uk** (if you are a member of staff).

You will be forwarded to an area where you can download Microsoft Office applications and access your online storage and email.

To download Office Applications:

1. Click the 'Install Office' button in the top right corner and select from "Office 365 apps" or "Other installation options".
2. Follow the on-screen instructions.

OneDrive



You will be provided with 1TB of personal online storage space through Microsoft OneDrive. This online storage space can be used to store, share, sync & backup your personal files.

To use OneDrive:

1. Visit 365.lincoln.ac.uk and sign in (as above).
2. Click on the OneDrive icon.
3. Click on the New or Upload buttons to add files to your OneDrive.

Office 365 also contains a range of collaboration tools you can use to work with others, such as Microsoft Teams and SharePoint.