

Guide to Office 365

As a student at UCN, you have access to Office 365, from which you among other things, can download and install the MS Office Applications on your own PC, Tablet or Smartphone

You can access:

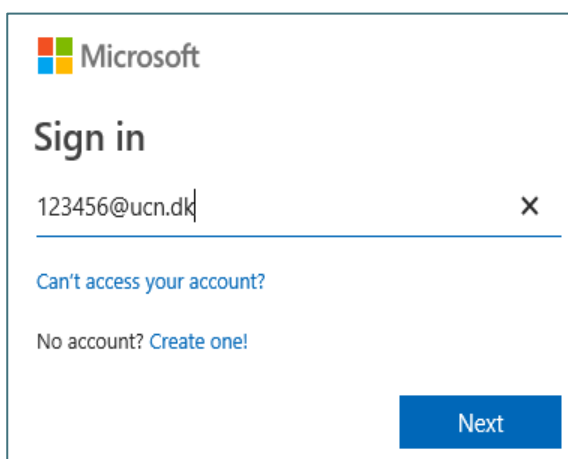
1. The entire Microsoft Office suite: Word, Excel, PowerPoint etc.
2. Online edition of Word, Outlook, PowerPoint etc.
3. OneDrive cloud storage with 1000GB available.

All this is free of charge and available to install on up to 5 devices at a time.

Not later than 6 months after completing your education at UCN, this access will be closed, and you are no longer able to use Office provided by UCN.

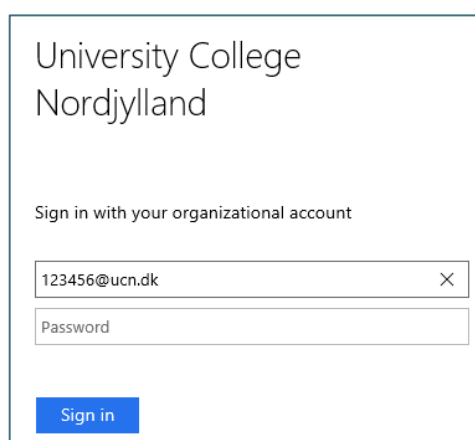
How to get started:

- Go to the website: <https://portal.office.com>
- Type your UCN e-mail address like example: 1234567@ucn.dk



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "123456@ucn.dk" and has a small 'x' icon to its right. Below the input field, there are two links: "Can't access your account?" and "No account? Create one!". At the bottom right of the form is a blue button labeled "Next".

- Select **Next**, and you will be redirected to another webpage, where you must login again - using your UCN E-mail and password



The screenshot shows a login page for University College Nordjylland. At the top, it says "University College Nordjylland". Below that, it says "Sign in with your organizational account". There are two input fields: one for the email address, which contains "123456@ucn.dk", and one for the password, which contains "Password". A blue "Sign in" button is located at the bottom left of the form.

- After logging in, you have the option to install the Office suite on your PC, or simply use the online web-version of the applications.

Problems?

Please contact your local Service Centre or Service Centre HelpDesk by one of the following:

- Call 72 69 99 99
Monday – Thursday kl. 7.30 – 15.00
Friday kl. 7.30 – 14.30
- Send an email to servicecenter@ucn.dk
- Create a support case on the Service Centre [Self Service Portal](#)

Problems regarding the usage of the Office suite, please refer to the help function on the Office webpage

