



THE UNIVERSITY OF
WAIKATO
Tē Whare Wānanga o Waikato

University of Waikato Microsoft Quick Start Guide for Students

University of Waikato Microsoft 365 Quick Start Guide for Students in China

Get Started Steps



Microsoft Authentication

1 Download Microsoft Authenticator app

- ✓ Download the Microsoft Authenticator app from the Apple Store or other app store on your phone or chosen device.
 - Identify the correct app by its name **Microsoft Authenticator**, made by Microsoft Corporation, and its app icon.
 - The Microsoft Authenticator app is FREE. If an app asks for payment, it is not the right app.
- ✓ Create an account using your University account details.
- ✓ If you do not have a mobile phone, or experience issues with this process, [click here](#) to get help and support.
- ✓ Make sure you download the **correct Microsoft app**:
[Microsoft Authenticator App for iOS and Android](#)



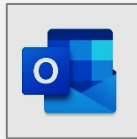
Get Started Steps



Login


2 Login to [Microsoft365.com](https://www.microsoft365.com/)

- ✓ Go to <https://www.microsoft365.com/>.
 - ✓ Follow the [Microsoft 365 first logon instructions](#) until complete and Office 365 launches.
- Well done! You have now signed into Microsoft 365 (Web Browser Version).



Outlook



3 Access your University Email in Outlook

- ✓ In the top left corner of your screen, click on the icon  and select **Outlook**
- ✓ Outlook will open in a new browser tab.
- ✓ You will find your migrated emails, calendar appointments and contacts in Outlook.
- ✓ Any mailbox forwarding rules setup on Gmail will be migrated and continue in Outlook.
- ✓ Check your emails, forwarding rules, and appointments.



OneDrive

4 Access files and file storage in OneDrive

- ✓ In the top left corner of your screen, click on the  icon and select OneDrive. This opens the web browser version of OneDrive: your personal file storage space in Microsoft 365.
- ✓ Files migrated from your University Google Drive can be found in a folder called **!Copy of G Drive**
 My files
- ✓ Check if you can open your files.




Get Started Steps



Teams

5 Collaborate and Communicate in Teams

- ✓ In the top left corner of your screen, click on the  icon and select 'Teams'. The Teams app will open in a new browser.
- ✓ Teams functions include chat, audio and video calling so you can communicate with other students.



Support

6 Help and Support

- ✓ Technical help and support is available if you need it. [Click here](#) to see in-person, online, phone and email support options available