

Getting started with EPEDU O365

Microsoft Office365 (later in this guide referred to as O365) service is available to the staff and students of Seinäjoki University of Applied Sciences and Seinäjoki Joint Municipal Authority for Education Sedu.

Office 365 provides access to Office applications and cloud services provided by Microsoft. Office 365 is available from anywhere and with both computers and mobile devices as long as a network connection is available.

Contents

Logging in.....	2
Log in with Internet Explorer browser when connected to EPEDU network.....	2
Log in with another browser when connected to EPEDU network and from outside of EPEDU network with any browser.....	2
Log in with a mobile device.....	2
Online services.....	3
Available services.....	3
User settings.....	3
OneDrive synchronization.....	4
How to synchronize OneDrive to a computer.....	4
Office installation.....	6
Instructions for Office 365 use.....	7

Logging in

Login to Office 365 at <http://office365.epedu.fi/>

Log in with Internet Explorer browser when connected to EPEDU network

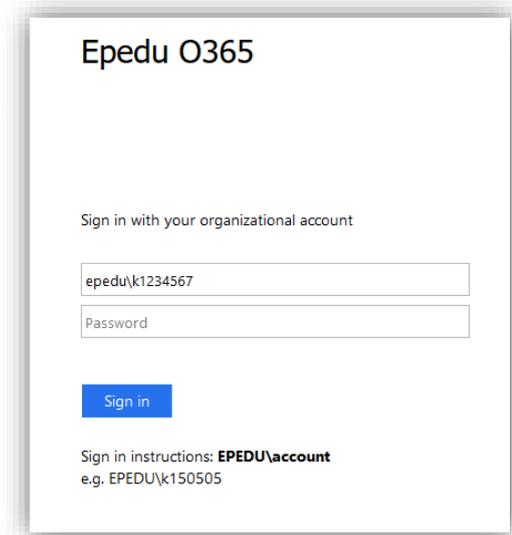
If you are connected to EPEDU network (have logged in with your school username and password) and are using Internet Explorer, logging in is automatic. You will be redirected to O365 main site.

Log in with another browser when connected to EPEDU network and from outside of EPEDU network with any browser

Log in to Epedu O365 with your username in the form EPEDU\username and your password.

Log in with a mobile device

When using a mobile device use your email address when logging in. Instead of EPEDU\k1234567 write firstname.lastname@seamk.fi or firstname.lastname@sedu.fi and your password in the normal way.



Epedu O365

Sign in with your organizational account

epedu\k1234567

Password

Sign in

Sign in instructions: **EPEDU\account**
e.g. EPEDU\k150505

Online services

Online services are network services that you can use with any computer or mobile device as long as a network connection is available.

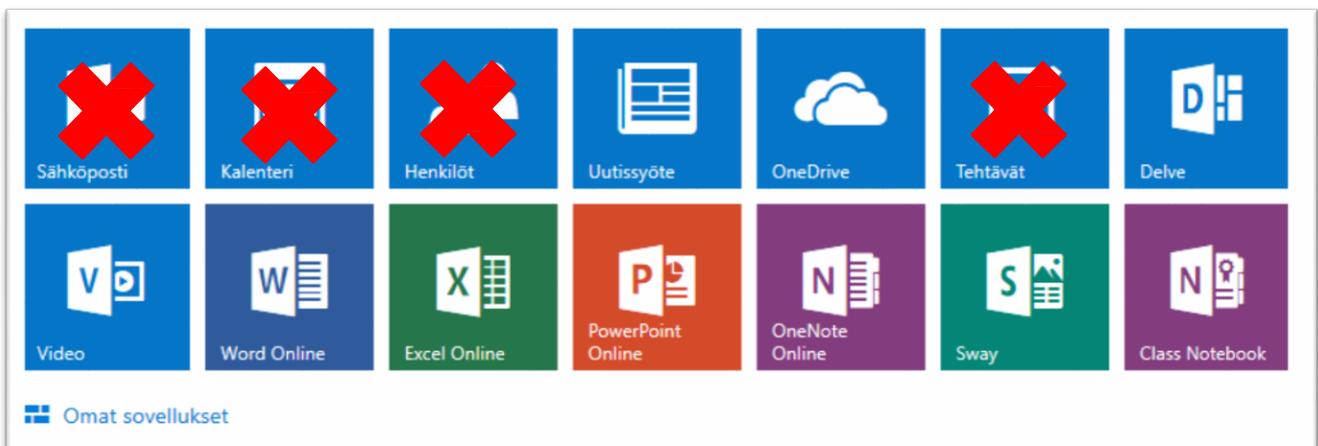
Online services can be found at the upper left corner of the website. Use the "Office 365" link to return to the main site.



Available services

- OneDrive cloud storage
- Office-online applications
- Delve
- Video
- Sway
- Class Notebook

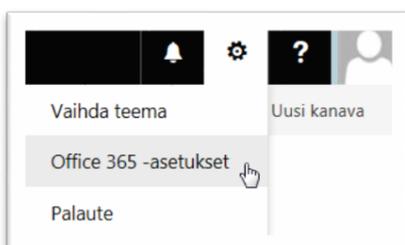
Other services not in use at our organization will give an error message.



User settings

You can edit the main page from the gear icon at the upper right corner of the website (**Settings > Office 365/ Office 365 –asetukset**).

If you want to change O365 service language to English, follow [this guide](#).

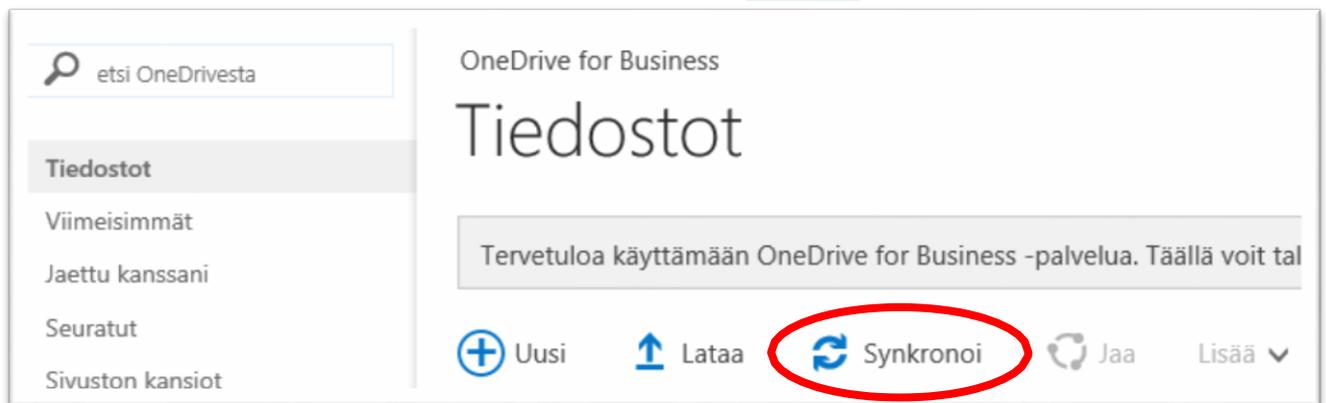


OneDrive synchronization

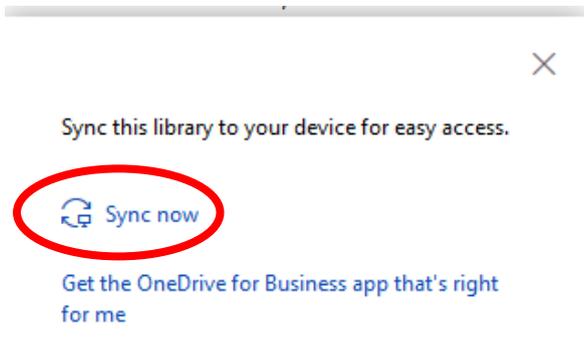
OneDrive folders can be added to computer's file explorer view. Synchronizing the folders makes it easier to add a large numbers of files or folders to cloud storage. It is recommended to use synchronization only in personal work computer and **not in computers in common use (for example computers in classrooms)**. The service is available in Windows computers, Mac computers are not yet supported by the service provider.

How to synchronize OneDrive to a computer

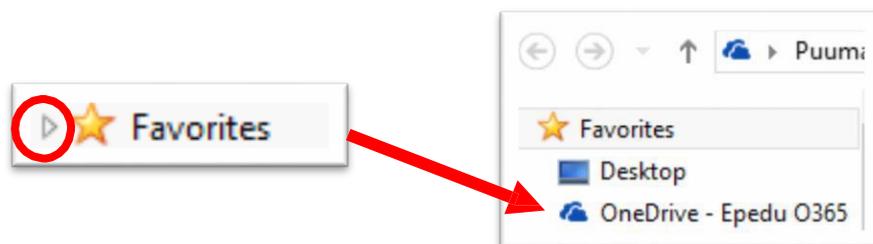
1. Log in to Office 365 and open OneDrive
2. In the **Files/Tiedostot** view click **Sync/Synkronoi**



3. A popup window opens, click **Sync now/Synkronoi nyt**



4. Open File Explorer (can be found from the Windows menu > Computer). In your Favourites list you can now see a folder named **OneDrive – Epedu O365**. If the folder is not visible, open the Favourites list by clicking the arrow next to the Favourites star icon.

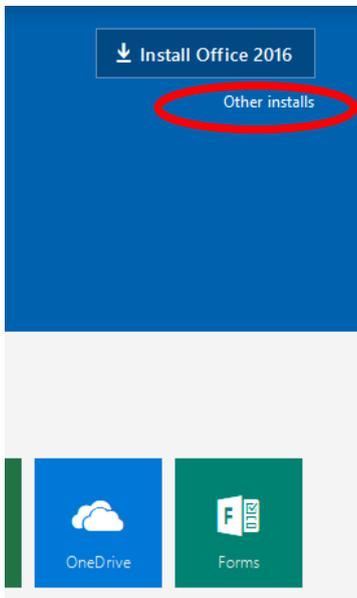


When adding files and folders, please note that synchronization may take a while depending on the number and size of the files and the speed of your network connection. Files and folders have been synchronized when you see a green “correct”-sign on top of their icon.



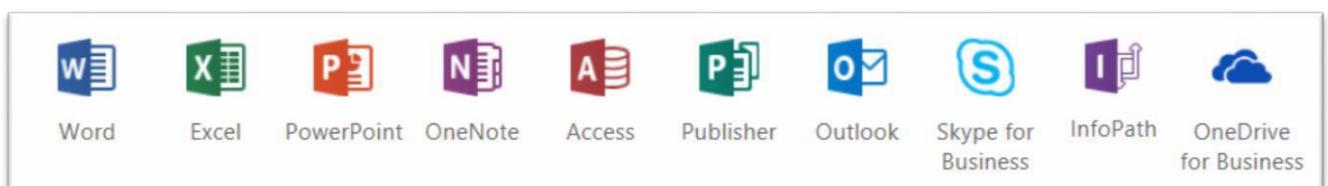
Office installation

Included in the Office 365 service is a chance to install Office applications. You can install Office for up to five (5) computers or mobile devices free of charge. You can see your installations by clicking **Muut asennukset/Other installs** on the main page.



Applications included in the installation and installing Office

Office package includes all of the applications shown below (including Skype for Business and Outlook that are not included in the online service).



Choose the language and version (32-bit or 64-bit) for your Office installation. If you are not sure of the version of your operating system, it is recommended to install the 32-bit version of Office. When you have chosen the correct version, click **Install** and save the installation package to your computer. Run the installation by double-clicking the package and follow the instructions given to finish the installation.

Instructions for Office 365 use

- [Get started with Office Online in Office 365](#)
- [Share files or folders in Office 365](#)
- [Using Delve](#)
- [Using Sway](#)
- [Using Class Notebook](#)
- [Office 365 frequently asked questions](#)

Further instructions can also be found on Jelppari's [website](#).