Why we use Office365 Cloud Service

With inline usage of Office365 within national Higher Education institutions in Ethiopia, as directed from Ministry of Science and Higher Education (MoSHE), Arba Minch University shifted its email service to more robust and collaborative cloud service. This service is intended for academic use only and available for all university's staffs and students as well.

The benefits include:

1. 50GB Outlook storage for your emails,
2. You get additional 1TB cloud storage per account, for your files and for any contents created over cloud applications like Word, Excel and others in Office365.
3. You can share large files for your students and colleagues, synchronize or backup your important files to your cloud account from different devices like Android, Windows or Apple devices.
4. Free activation for your Android Microsoft Apps: Outlook, Word, PowerPoint, Excel, OneNote, OneDrive, Teams and more.
5. You can edit your files on different devices at any time, work in groups on the same file
6. Collaborate with your colleagues right from your Teams App, you can deliver virtual classes to your students, you can video call, audio call, create and join meetings, share your desktop screen for demonstration and thesis defense or get a support from ICT technician not leaving your desk.
7. No need to come to ICT help desk for password resets, you can reset it using your mobile phone number and alternative email address.

Access your new Office365 services:

To Access your account created for you; follow the following steps:

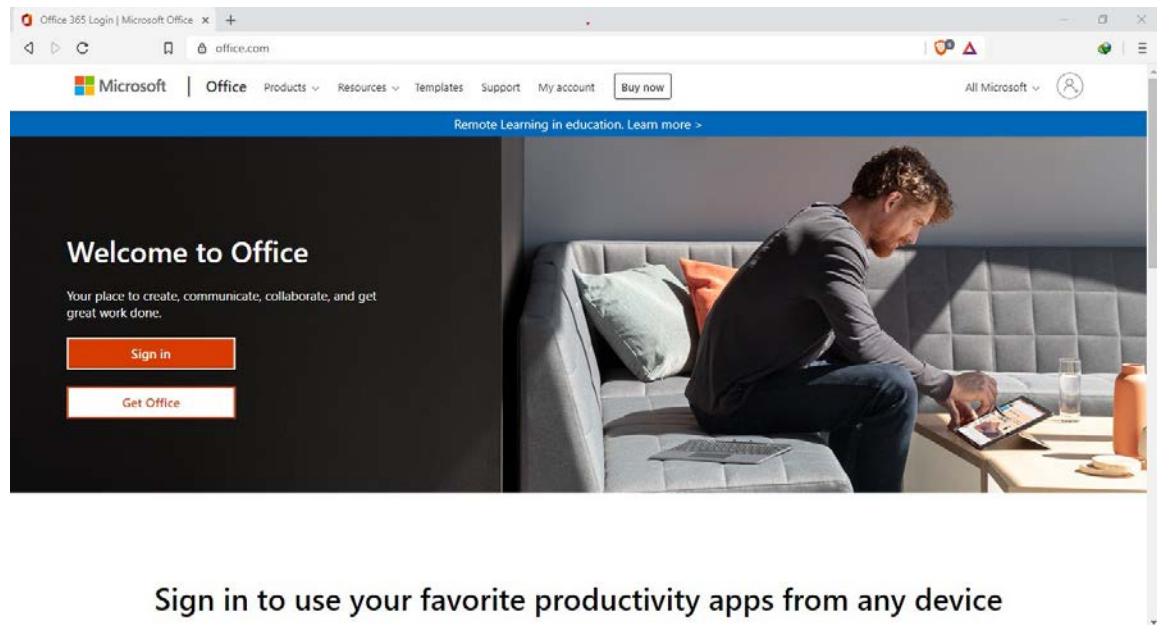1. Go to https://www.office.com from your browser and click Sign in

Figure 1: Office 365 Home Page

For Academic and administration staffs: Sign-in with the username you use to sign in to Zimbra (don't forget to add @amu.edu.et using your username) and use the password sent to your email address when created or communicate ICT support.

For Students: use your Student ID number in small letters and replace ""/" symbol with hyphen or "-" symbol and append @amu.edu.et after your ID number. Use the Password communicated from the department or from one of your instructors.
*(Example: ID **PRAMIT/123/12**, Office365 account: **pramit-123-12@amu.edu.et**)*
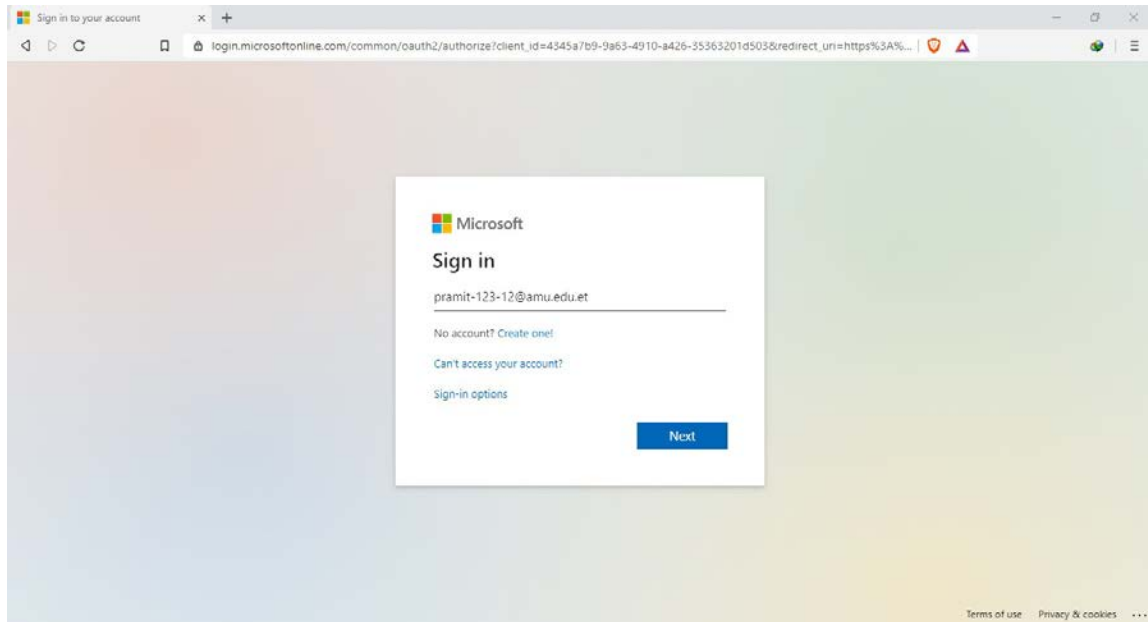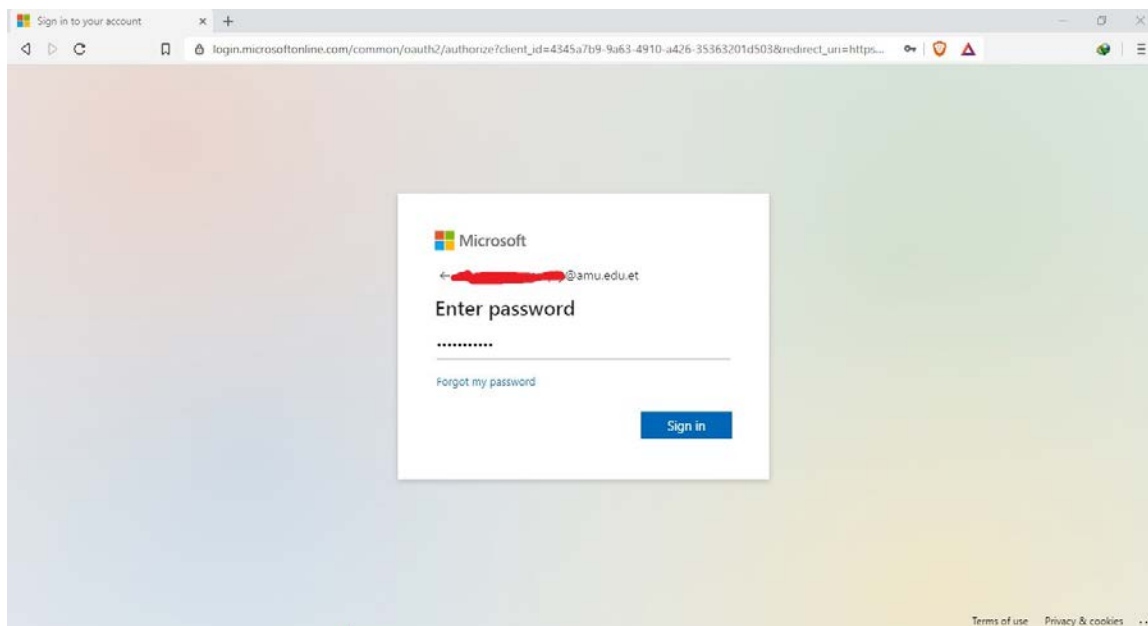
Figure 2: Office 365 Sign in Page

Figure 3: Office 365 Sign in Page

2. Once you are logged in you are presented with **'Update your Password change'** page. Use your temporary password provided in the **'Current password'** field and enter your new password in the "**New Password**" and "**Confirm New Password**" fields and click '**Sign in'.**

Password requiems: Capital letter, small letters, numbers and characters.
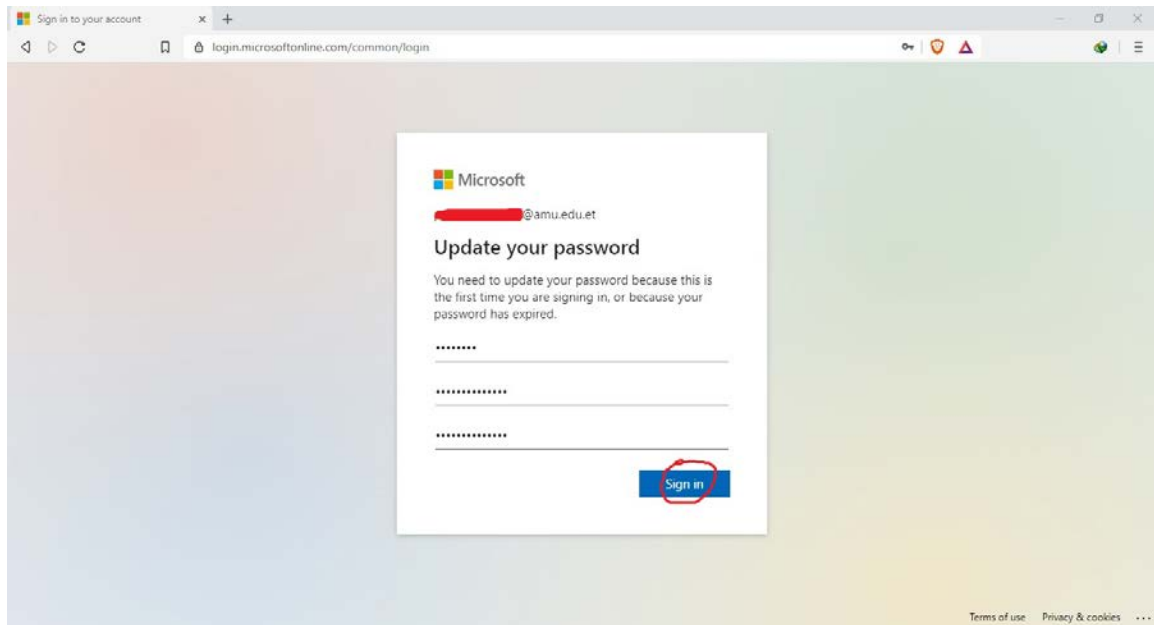**DON'T INCLUDE Your Name or you Father's Name in the Password!!**

Figure 4: Office 365 Update your Password Page

3. In "**Don't Lose access to your account**" page, click on *"Set it up now"* link for *Authentication Phone is not configured* option, choose your country to "**Ethiopia**" and provide your mobile phone number in the box and click **'Text Me'.**
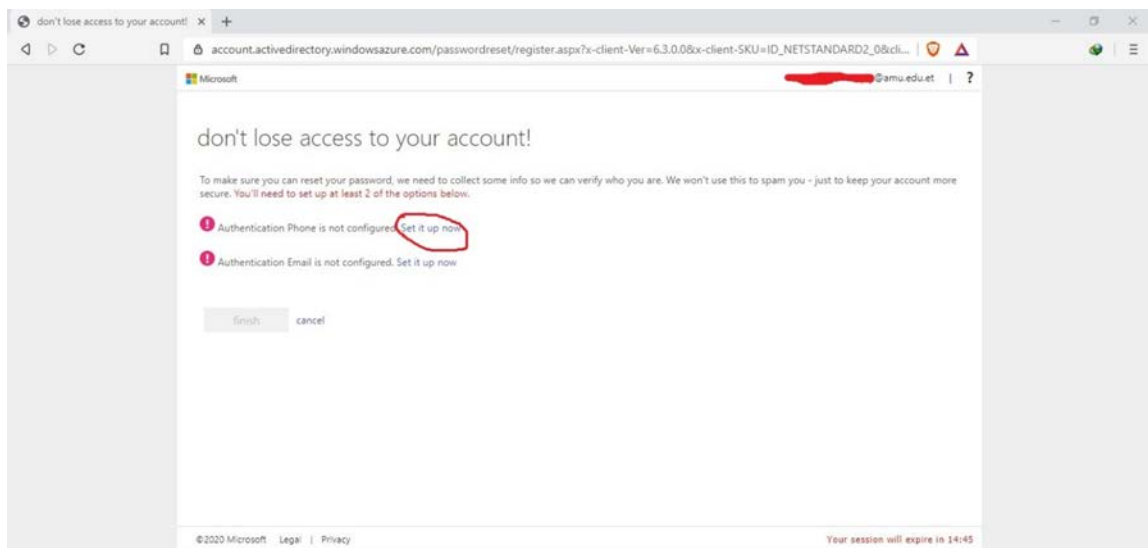

Figure 5: Office 365 Don't Lose access to your account Page

A verification text message will be sent to your mobile number. Fill the number in space provided and click, **'verify''**. You can also use **"call me"** option to verify your mobile number, doing so, you'll receive a call from Microsoft starting with "+1" country code, answer your phone and press **"#"** key on the keypad.
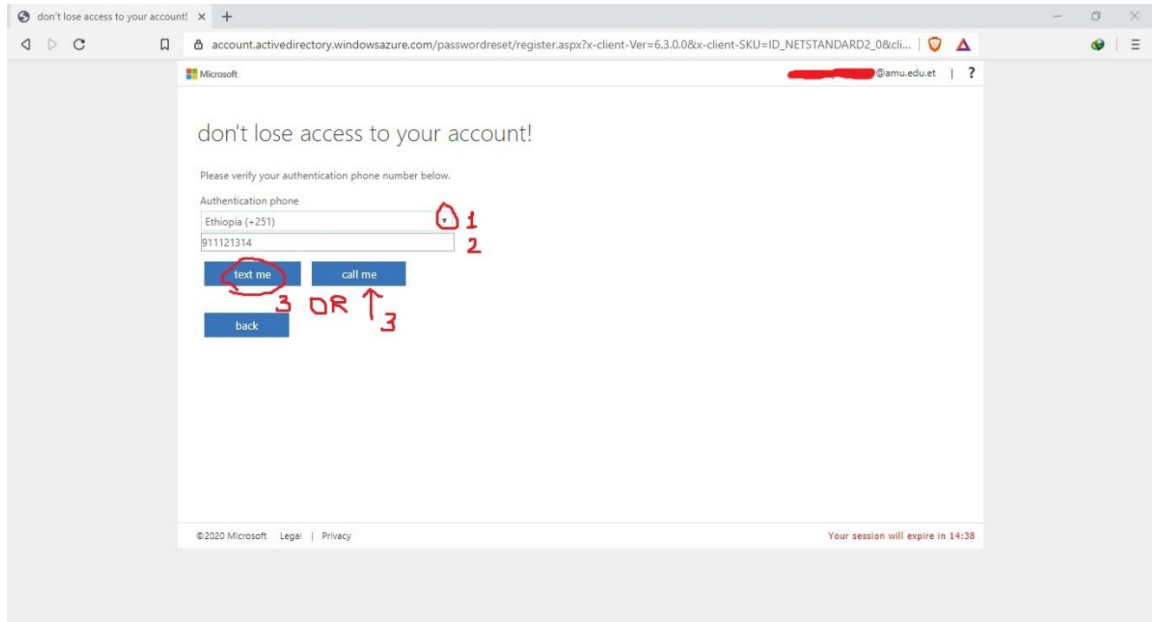

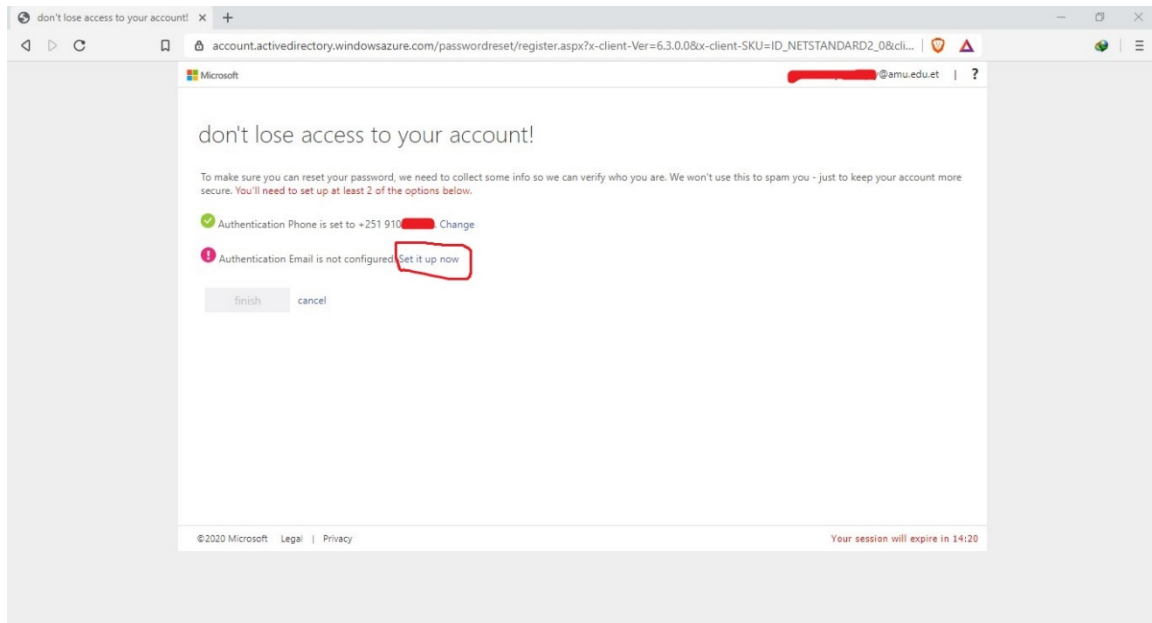**Figure 6:** Office 365 Don't Lose access to your account Page 2

Figure 7: Office 365 Don't Lose access to your account Page 3

4. Do the same for your **"Authentication email is not configured"** option**,** provide any email address you have like gmail or yahoo! **(@amu.edu.et email addresses are not applicable for recovery email address)**, check your email and copy the code sent from Microsoft and paste in space provided and click "**verify**" and click "**Finish**"
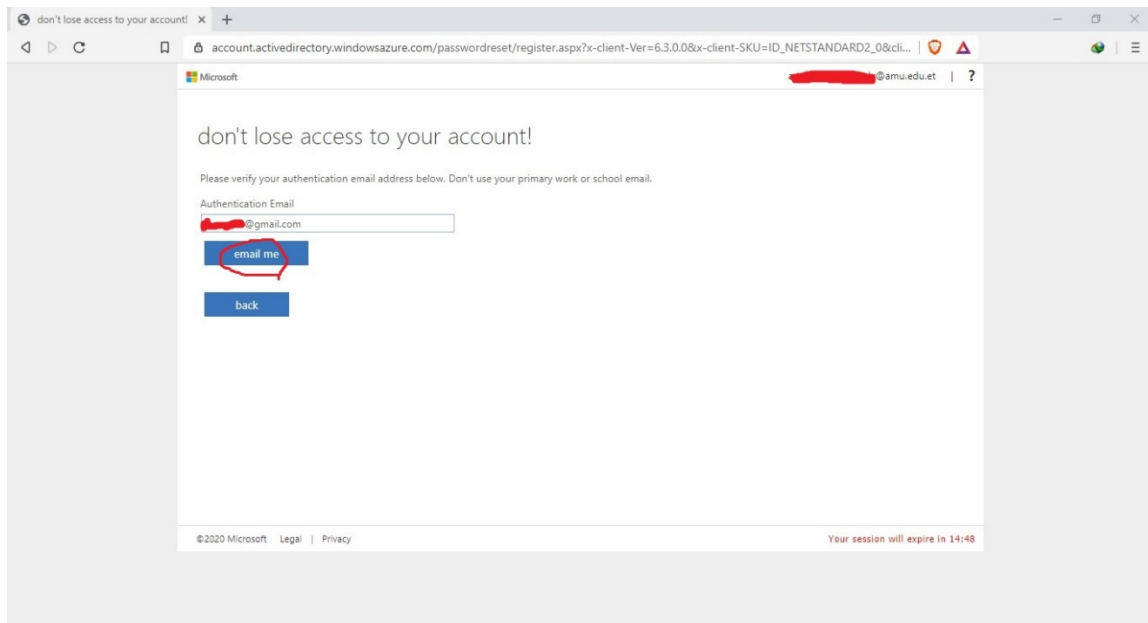

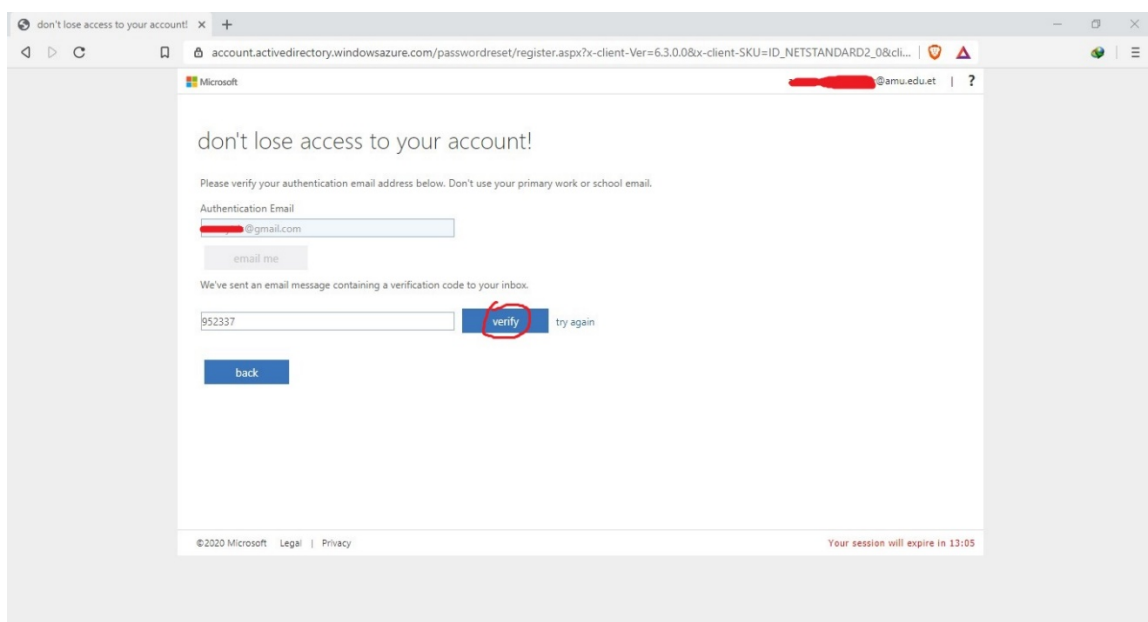**Figure 8:** Office 365 Don't Lose access to your account Page 4

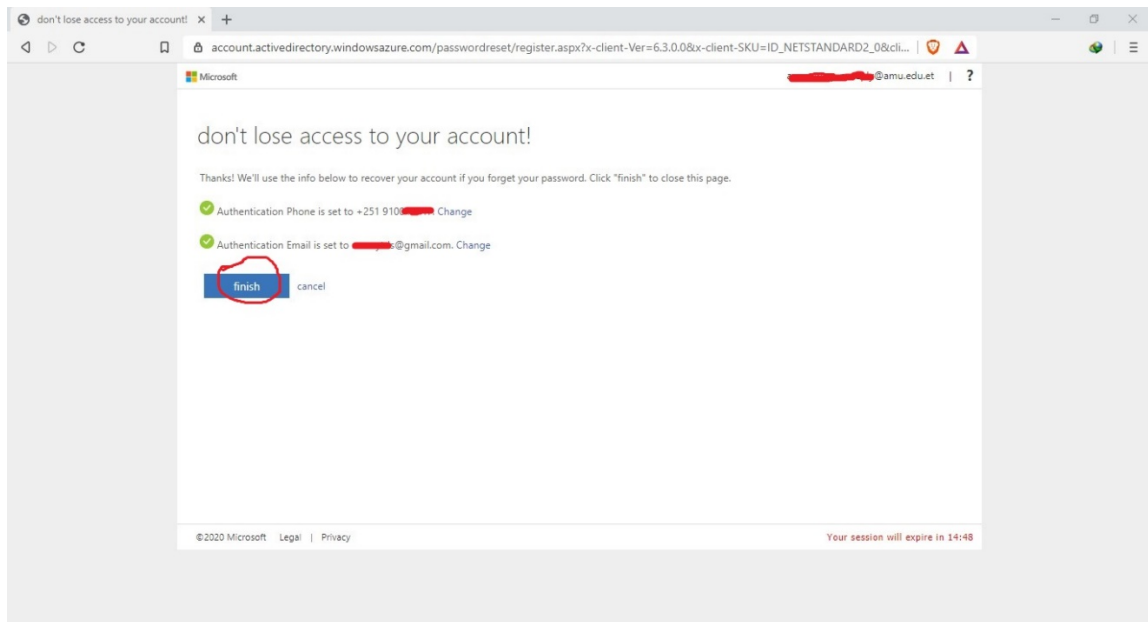**Figure 9:** Office 365 Don't Lose access to your account Page 5

Figure 10: Office 365 Don't Lose access to your account Page 6

5. Choose whether your browser remembers your sign-in or not; this will reduce the number of times you are asked to sign in for individual apps available in the Office365 Home Page.
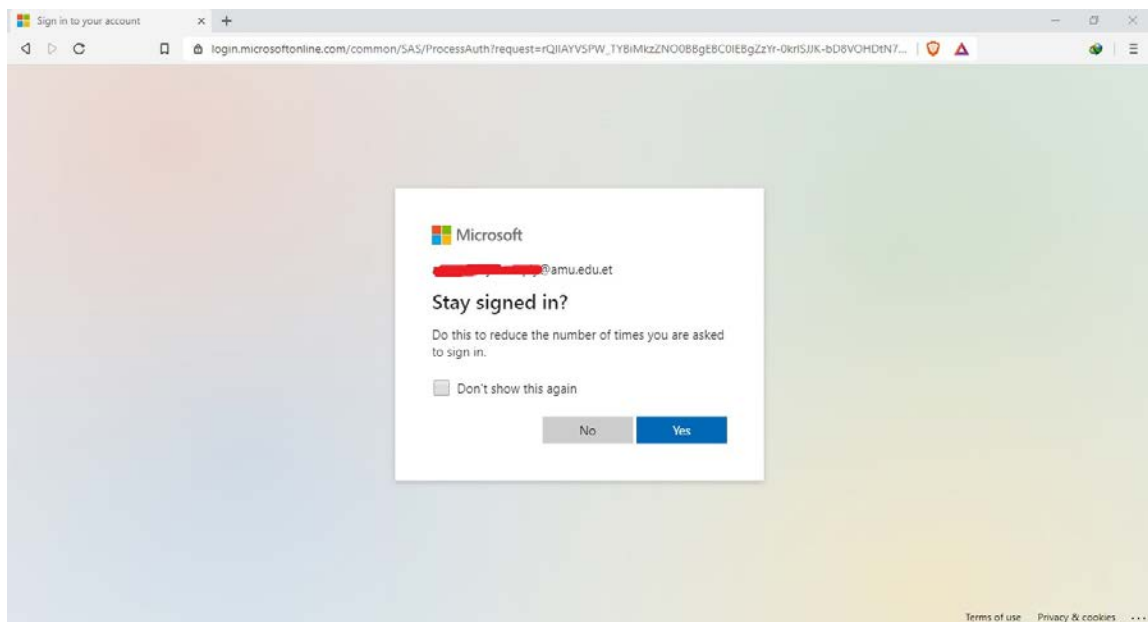

Figure 11: Office 365 Stay signed in Page

6. Your All Applications and Services will be displayed in Office365 with a welcome Banner.
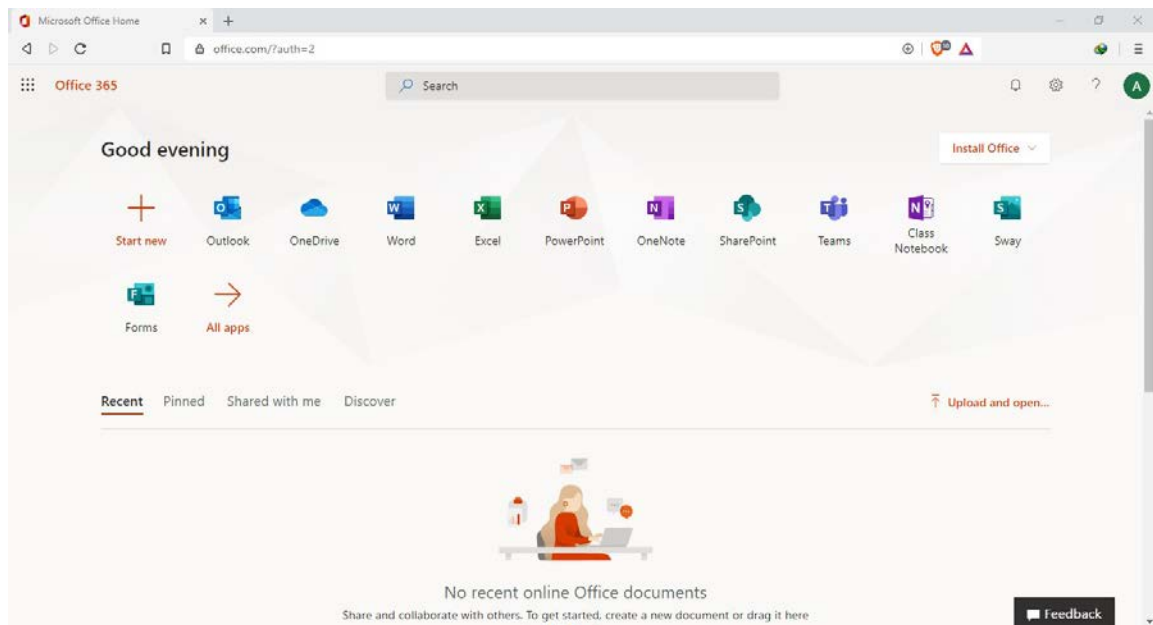

Figure 12: Office 365 Home Page for logged in users

7. Your emails will be located in Outlook. Click on **Outlook**, if you're presented with to choose your time zone and language settings, choose your '**language**' to **'English'** and **'time zone'** use **'UTC+3 - Nairobi'** and click **'save'.** If you are not asked to change language and time zone , Office365 automatically set your time zone from your computer or from your location using internet.

Congratulations, you are all set!!

For Best Browsing Experience we recommend using Google Chrome browser.

Update your Firefox or other web browsers, if you are not comfortable using Chrome.

Outdated browsers may get trouble connecting to Outlook or any Office365 cloud services and may display frequent Error messages.

Additional softwares that work with your AMU Office365 Account

You can download the following softwares to use with your new Office365 Account on different devices of your choice.

- Outlook, Word, Excel, PowerPoint, Teams and OneDrive for Android for free from Google Play,
- Outlook and Teams for iPhone or iPad from AppStore,
- OneDrive for Windows: Click Here
- Microsoft Teams for Windows and for Your Mobile Phone: Click Here
- Microsoft Teams is also available for Linux and MacOS: Click Here

Using Microsoft Teams for Class

You can use Microsoft Teams with your AMU Office365 account to: deliver or attend classes, to defend Thesis/Dissertation and to collaborate with your classmates and colleagues. To start using it Download Teams from the above links for your computer or mobile devices and install it. Once you install Teams, follow the following steps:

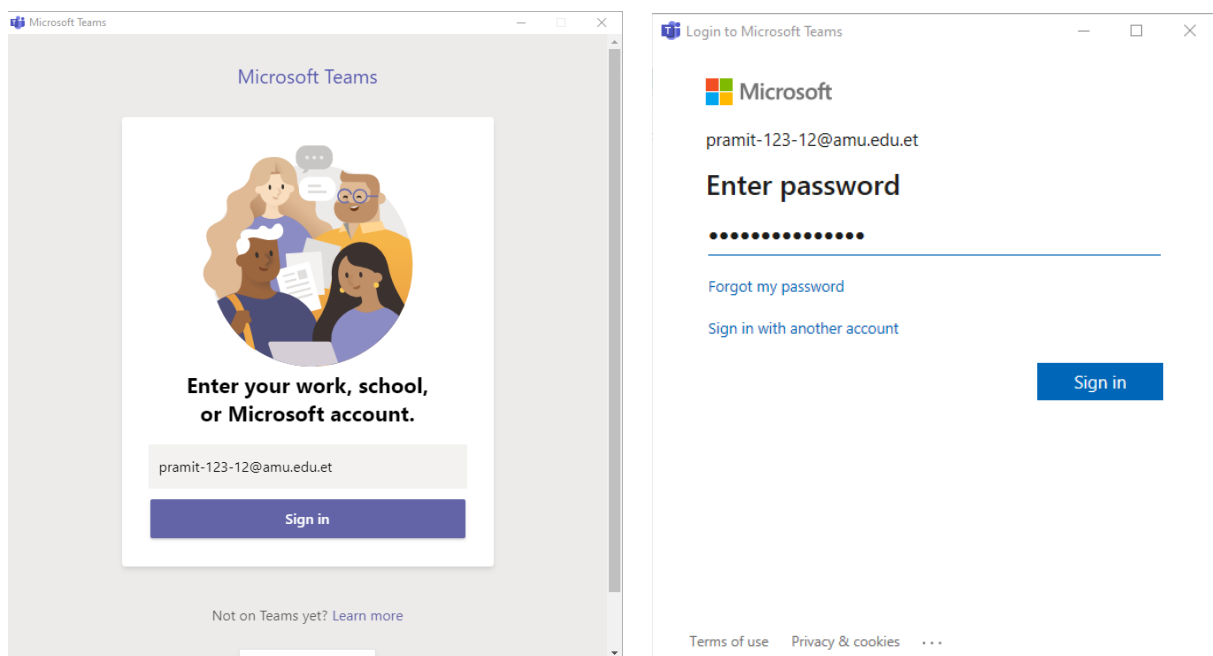1. Open Teams from your computer and sign in using your Office365 account and provide your password

Figure 13: Teams User sign in pages

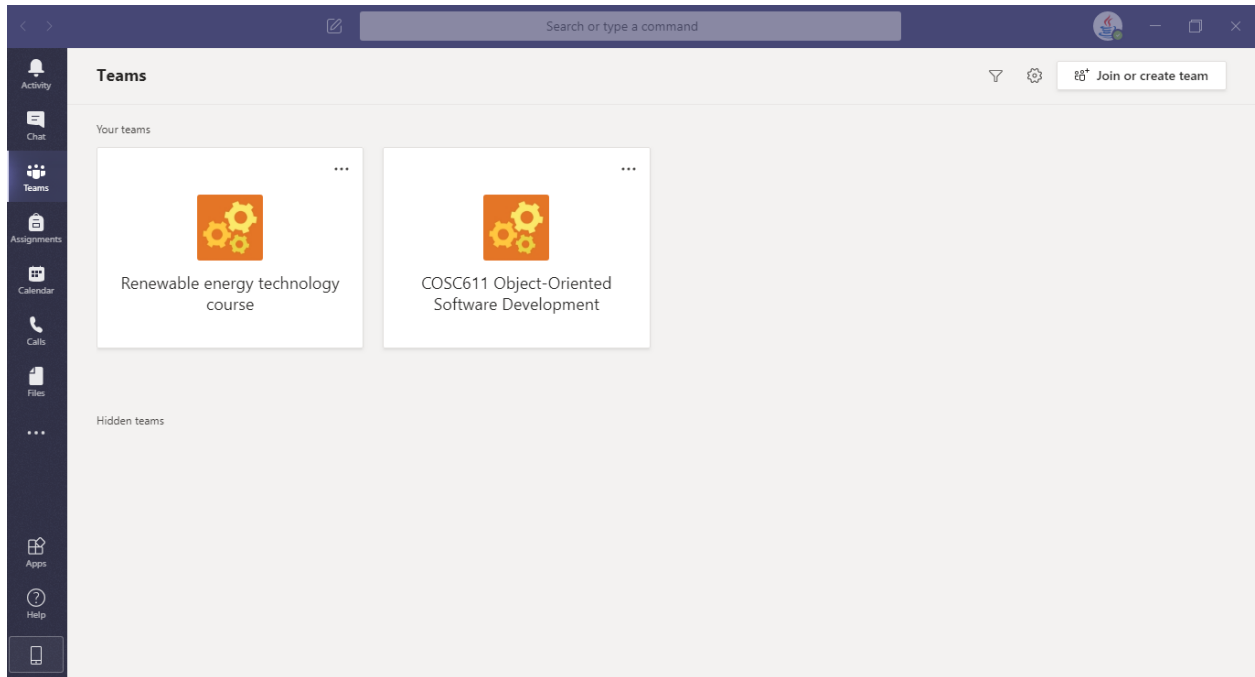2. Your Teams App will load and your Application is ready to be used

Figure 14: Teams user interface

3. Find your classes or other Teams you joined in **"Teams"** Tab located on the left side of your screen and select a class or a Team.
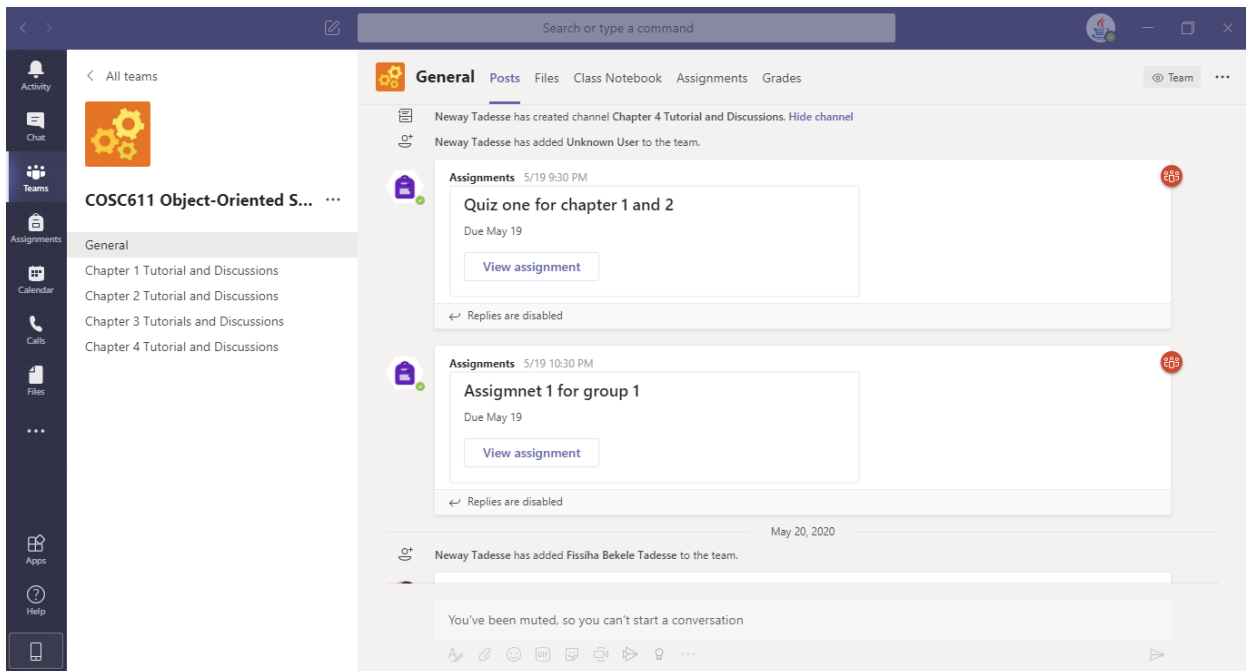

Figure 15: Teams user interface: Selected Class/Team View

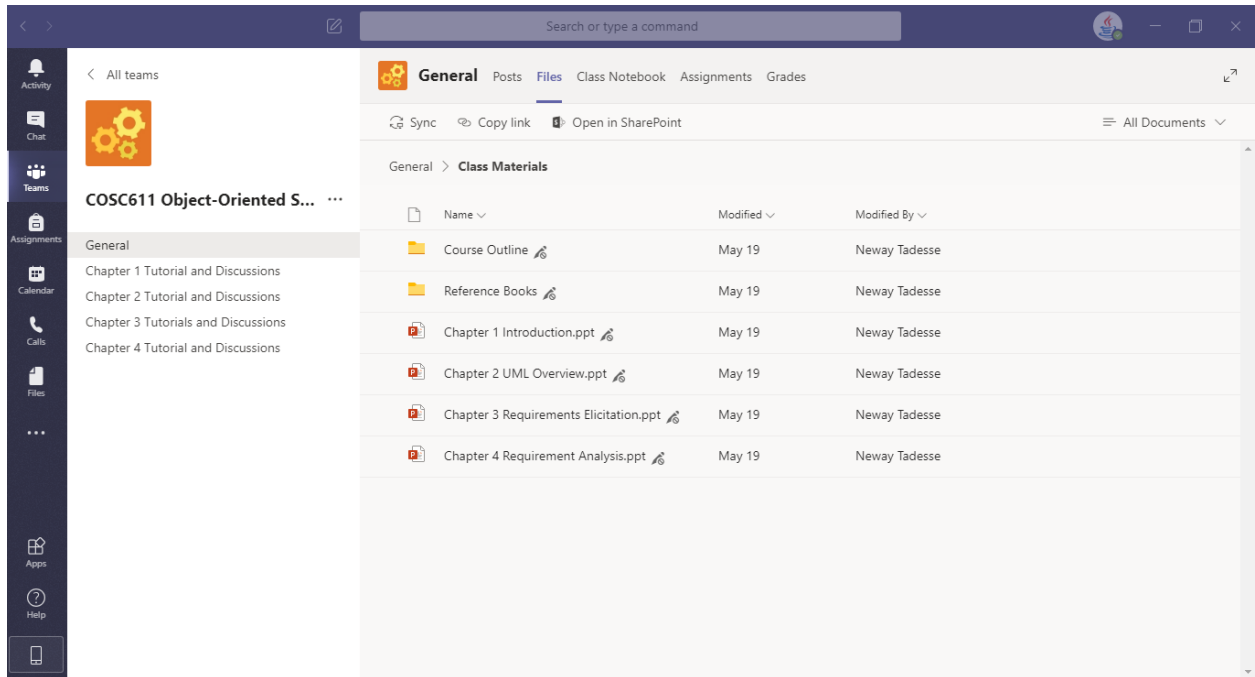4. Find Your Class Materials in **"Files"** Tab Located on the top of the Screen

Figure 16: Teams user interface: Selected Class/Team Shared Files View

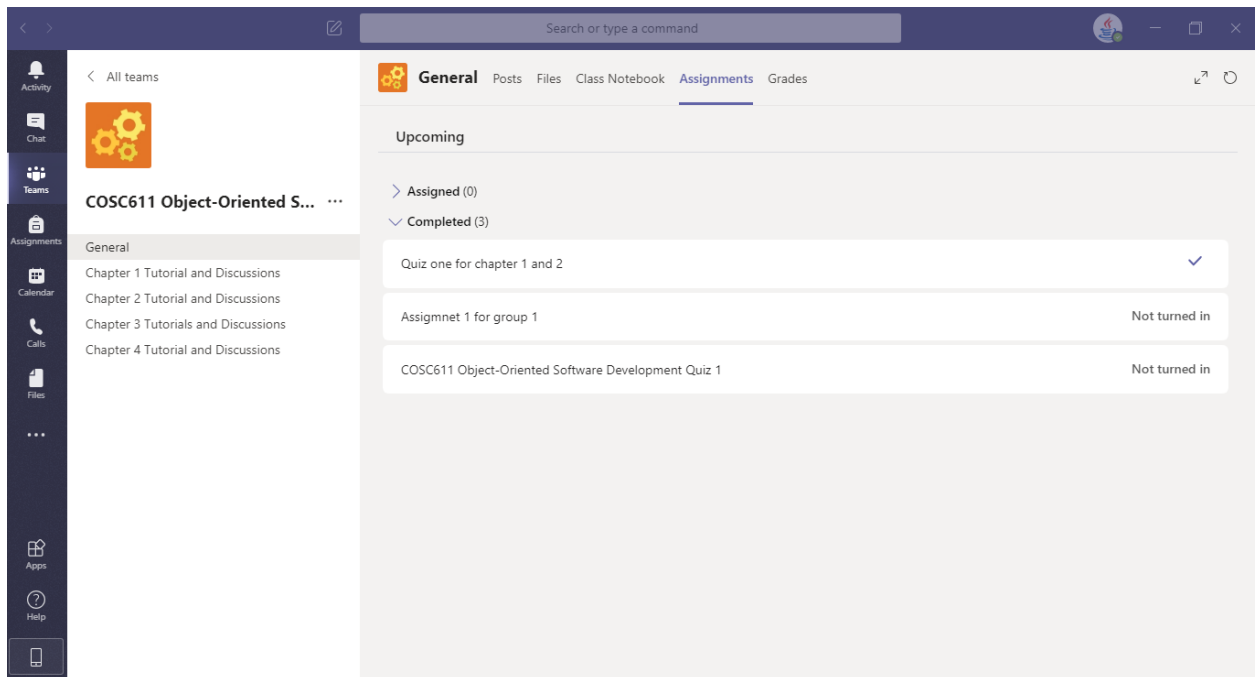5. Find your assignments in **"Assignments"** Tab

Figure 17: Teams user interface: Selected Class Assignments View
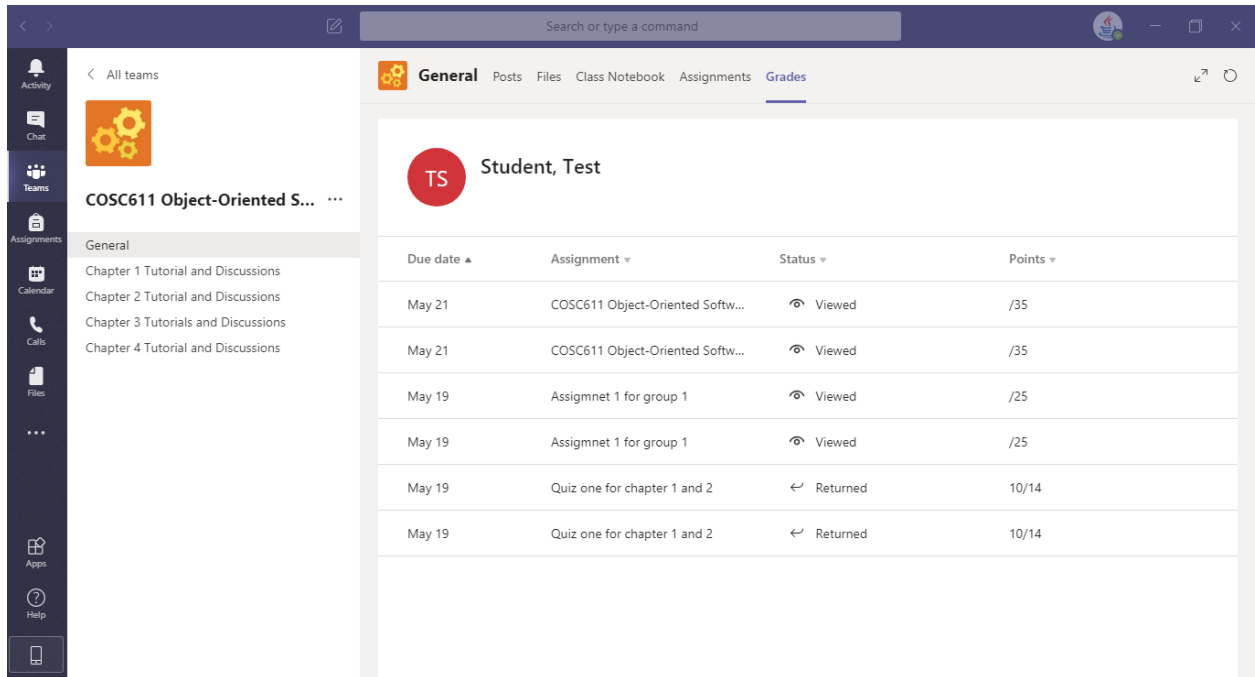
6. Find Your Grades in *"Grades"* Tab

Figure 18: Teams user interface: Selected Class Grades View

7. To Familiarize yourself using Teams, refer the Official Teams for class documentation: Click Here

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