

[Knowledgebase](#) > [Technology](#) > [Office 365](#) > [What is Office 365 and how will it benefit me?](#)

What is Office 365 and how will it benefit me?

Rachel Rees - 2022-11-14 - [Office 365](#)

Microsoft 365 (formerly Office 365) is your flexible productivity suite in the cloud.

Microsoft 365 includes

OneDrive

- 1TB of personal file store, with syncing between the cloud and your devices - no more lost pen drives!
- Easily share files with multiple people and work together editing the same file in real-time.

Outlook

Access your NMIT '@live' email account including calendar and contacts.

Office Online

Free use web versions of Word, Excel, PowerPoint, OneNote, Sway and more. You can download some in full versions on up to 5 personally owned devices for free. Note once your enrolment finishes, you can only view or print documents, not edit or create them.

Teams

Video/audio conference, whiteboard and collaborate in real time over the internet.

Sign in to [Microsoft 365](#) using your NMIT '@live' email (firstname-lastname@live.nmit.ac.nz or preferredname-lastname@live.nmit.ac.nz) and password.

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