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## What is Office 365 and how will it benefit me?

Rachel Rees - 2017-04-26 - [Office 365](#)

Office 365 is your flexible office on the internet comprising online versions of Office 2016.

### Office 365 includes

- **OneDrive for Business**
  - 1TB of personal file store, with syncing between the cloud and your devices – lose the pen drive!
  - Easily share files with multiple people and work together editing the same file in real time.
- **Outlook**
  - Your NMIT '@live' personal email account including calendar and contacts.
- **Office Online**
  - Free use web versions of Word, Excel, PowerPoint and OneNote 2016.
- **Skype for Business**
  - Instant message and video conference / present anything to anyone.
- **Office Advantage / ProPlus**
  - Download full Office 2016 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.

Login using your normal NMIT username (firstname-lastname@live.nmit.ac.nz or preferredname-lastname@live.nmit.ac.nz) and password, (if using NMIT PCs or coming from using Moodle, this is automatically done for you).

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