

Available Now for Faculty and Staff

Microsoft Office 365 for Education Now Includes



OneDrive for
Business



Sharepoint
Online



Skype for
Business



Yammer

Dear CUNY Faculty and Staff,

CUNY is pleased to provide its active faculty and staff members an expanded “Microsoft Office 365 for Education” suite, which includes cloud solutions for storing, sharing, and synching work files with students, faculty and staff from a variety of devices. This suite offers the following new tools for business collaboration: OneDrive for Business, SharePoint, Yammer and Skype for Business. OneDrive for Business, the cloud storage solution, will allow you to update and share files from multiple devices and work collaboratively on a document at the same time. You will also receive 1 TB of free storage.

You can now access Microsoft Office 365 for Education applications through various channels, either by clicking on the links below or entering them manually:

- The Microsoft Office 365 for Education icon on the Technology Service pages for [faculty](#) or for [staff](#);
- www.cuny.edu/office365ed (the web page devoted to Microsoft Office 365 for Faculty and Staff, which provides links to Microsoft video tutorials on setting up and using the applications as well as FAQs);
- login.microsoftonline.com; or
- portal.office.com

You will then be directed to a login page, which will prompt you to use your CUNY Login (your username, e.g., **Jane.Doe##** @login.cuny.edu and CUNYfirst password).

In order to protect data from unauthorized access, please review [the new policy for the Acceptable Use of Microsoft Office 365 for Education](#). This policy was drafted by CUNY’s Cloud Advisory Group, which includes representatives from the University’s faculty, legal, technology communities, to help ensure that usage is consistent with University policies on privacy, intellectual property and computing resources acceptable use. I hope that you find these new applications useful to your work at CUNY.

Brian Cohen
Vice Chancellor and University CIO

