Microsoft 365

Imagine having a suite of powerful tools at your fingertips, transforming your university experience. As a University of Greater Manchester student, Microsoft 365 is your game-changer.

Microsoft 365 is more than just Word and Excel; it's a complete productivity ecosystem. Let's explore how these tools can revolutionise your academic journey.

Accessing Microsoft 365

Access all Microsoft 365 features by logging in with your University username and password. It's your gateway to a world of productivity.

Accessing Microsoft 365 on your personal device

If you're accessing Microsoft 365 on your personal device, you must secure your access with the Microsoft Authenticator app. It's a simple step to ensure your data remains protected.

Microsoft Authenticator helps protect your account and is required by University of Greater Manchester IT policy to access key services such as Outlook, Microsoft 365, Teams and other University systems. Download from your app store and follow the set-up instructions found on the IT Support web pages.

Word

Word isn't just for essays; it's your gateway to professional document creation.

Explore features like readymade templates and advanced formatting.

Learn how to create polished documents that impress. From inserting images to generating a table of contents, Word has you covered.

PowerPoint

Presentations are a staple of university life, and PowerPoint makes them impactful.

Use animations, media, and themes to captivate your audience. Transform your ideas into visually stunning presentations. With PowerPoint, your creativity knows no bounds.

Excel

Excel isn't just for maths; it's a powerful tool for data analysis. Create charts, use formulas, and manage data efficiently. Unlock the potential of data to support your academic projects. Excel is your ally in making informed decisions.

Teams

Teams facilitates real-time communication through chat, video calls, and voice calls.

Collaborate with tutors and fellow students, no matter where they are. Some of your lectures may be hosted on Teams.

OneDrive

Store and share files on OneDrive, and collaborate seamlessly. It's your personal cloud storage, accessible anytime, anywhere.

Copilot

Copilot is an AI-powered digital companion designed to assist you with various tasks.

Whether you're researching, writing, or studying, Copilot can assist. From explaining complex concepts to organising your study schedule, Copilot is there to help with your academic needs.

Microsoft 365 brings the power of the cloud to your fingertips. By embracing Microsoft 365, you'll enhance your productivity and collaboration. Visit the IT Support web pages for more resources and support. Start exploring today and unlock your full academic potential.

Access LEAP Online at: https://leaponline.greatermanchester.ac.uk/