

# Microsoft 365: Overview

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This article reviews **Microsoft 365**: what is it, how to use it, and where to access it.

**Note:** Use of Microsoft 365 apps falls under Bryn Mawr College's [Acceptable Use](#) and [Data Handling](#) policies.

## What is Microsoft 365?

Microsoft 365 is a broad suite of apps and services that are **frequently updated** with improvements and new features, all of which can be accessed via [webmail.brynmawr.edu](mailto:webmail.brynmawr.edu).

## Commonly used applications



[Outlook](#)  
(Mail, Calendar, People)



[OneDrive](#)



[OneNote](#)



[Office Online](#)  
(Word, Excel, PowerPoint)

- [Outlook](#): access your College **email**, manage your **schedule**, and view your **contacts**
- [OneDrive](#): upload documents to **save space** and **easily share**
- [OneNote](#): take notes digitally to **save paper** and **access across devices**
- [Office Online](#): simultaneously **collaborate** and **create**

## Webmail vs. Outlook

All data or information stored or access through the College's Microsoft 365 applications must abide by the College's [Data Handling Policy](#).

For a full comparison in features, see [Microsoft's documentation](#).

Connection Instructions			
<a href="#">Outlook for Windows</a>	<a href="#">Outlook for macOS</a>	<a href="#">Outlook &amp; Office for iOS</a>	<a href="#">Outlook &amp; Office for Android</a>

**Webmail** refers to Outlook on the web (formerly known as OWA, or the Outlook Web Application), and is accessible at [webmail.brynmawr.edu](http://webmail.brynmawr.edu).

**Outlook desktop application** refers to the standalone program installed on your computer, allowing offline access to your College email's inbox.



- [Adding Attachments](#)
- [Adding an Email Signature](#)
- [Automatic \(out of office\) Replies](#)
- [Advanced Searches](#)
- [Assigning Colored Categories](#)
- [Sorting messages with inbox rules](#)
- [Create, edit, and manage Contacts](#)

## Calendars

The Calendar accessible via [webmail.brynmawr.edu](http://webmail.brynmawr.edu) or the Outlook desktop application allows you to:

- [Create and manage events](#)
- [Share calendars](#)

## OneDrive

Use OneDrive to store, share, and sync your files to ensure your data is backed up and safe!

- [OneDrive Online](#)
- [OneDrive for Windows](#)
- [OneDrive for macOS](#)
- [Share Files or Folders in OneDrive](#)
- [Restore a previous version of a file](#)

## Other applications

There are many other Office 365 apps available, be sure to [check them all out](#)! Some of these include:

- Forms
- Lists
- Planner
- Sway
- Teams
- To Do
- Yammer

**Microsoft Support Resources:**

# Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** 610-526-7440 | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor

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