

OFFICE ONLINE



SERVICE DESCRIPTION

Office Online (formerly Office Web Apps) is the online version of Microsoft's well known productivity suite and allows a user to open Word, Excel, OneNote, PowerPoint, and Visio documents in a web browser including the latest versions of Internet Explorer, Firefox, Chrome and Opera. Office Online makes it easier to work and share Office files from anywhere with an Internet connection, from almost any device including Android and iOS. Microsoft Office 365 customers with Word, Excel, OneNote, or PowerPoint can view, create, and edit files on the go.

Visio Online users can view and collaborate by inserting comments in files uploaded to SharePoint Online or OneDrive for Business Online.

LEARNLINK ADMINISTRATION

What happens when you turn Office Online on?

- Staff and students can view and edit Word, Excel, PowerPoint, OneNote and Visio (read only) files in a browser window regardless of the status of Office ProPlus 2016 on their device.

Note: ProPlus is the locally installed version of the Office suite and should be activated separately, see it's Service Overview document for more information.

USE CASE - STAFF

Educators should consider Office Online as a key component of the O365 eco system as this enables students to interact with the range of Office files that are common place in the school setting and work place.

Staff should use Office Online from their mobile device (or browser) to quickly edit a document without the need to download and save locally before uploading or saving back to O365. Office Online also ensures that no matter what device a document is accessed from it can be viewed, edited and sent back to the originator all without downloading anything meaningful to the access point. This is not only easier when using a foreign device (or borrowed device) but also ensures that no files are accidentally left behind on the device.

Office Online will also enable the viewing of Visio documents, something that in the past has required a paid version of Visio.

Recommendation: Use in conjunction with Teams for a more streamlined experience

USE CASE – STUDENTS

Students should be encouraged to use Office Online as it is the common platform for many business documents and enables quick editing in the cloud rather than downloading and potentially losing assignment files.

Files no longer need to be saved periodically by the user but they will save automatically to ensure a very slim chance of lost assignment work, and when used in conjunction with OneDrive for Business the process will become second nature in no time.

No more excuses for losing homework...

Recommendation: Use in conjunction with Teams for a more streamlined experience

RISK ASSESSMENT SUMMARY

Office Online is considered low risk from a technology point of view however like any department system it is open to misuse by staff and students if inappropriate content is put into O365 via Office Online. Ensure that your students understand the consequences of misuse and are educated on being a responsible digital citizen.

SCHOOL RESPONSIBILITY

Requesting access to manage this service within the school environment means the school takes on responsibility for ensuring the users of this service within their site are trained appropriately, the service is used within standard Department of Education policies.

RESOURCES

Office Online Service Description and Comparison:

<https://technet.microsoft.com/en-us/library/office-online-service-description.aspx>

Office Online Quick Tips:

<https://educationblog.microsoft.com/2017/08/office-online-tips-hacks-school/>

Microsoft Education Channel:

https://www.youtube.com/channel/UCG_FV4WjnZqtm6sux2g069Q

Microsoft Education Community:

<https://education.microsoft.com/>