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## Office 365 (Teams)

You can access the Office 365 suite from home using a web browser. You can check your Outlook email, and use a variety of applications, as well as install them on your personal machine.

- [Overview of Office and how to get it installed on your personal devices](#)
- [Office 365 in the Cloud](#)
- [Recording Audio Over an Existing PowerPoint and Uploading to Blackboard](#)
- [Sharing Files in OneDrive](#)
- [Joining a Team with a Code](#)
- [Microsoft Teams Training](#)
- [Polling in MS Teams](#)

## Webex

Web-conferencing software which can be used for live group interaction.

**Note:** students do not need an account to join a presentation, only the host (professor) needs an account. When prompted, we recommend using the browser version rather than the desktop version.

- [Using WebEx as an Attendee \(student\)](#)
- [Using Webex on a Chromebook](#)

## Panopto

- [Student Viewing in Panopto](#)
- [Recording with Panopto \(online capture\)](#)
- [Recording with Panopto \(downloaded software\)](#)

New articles are being created daily. If you have any additional questions or comments please feel free to reach out to us via email: [helpdesk@easternct.edu](mailto:helpdesk@easternct.edu) or by phone at 959 210 8071.

## Installing Adobe Acrobat DC and Creative Cloud Applications

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All university-owned Windows computers have the main Adobe Creative Cloud application installed, which manages the individual Adobe applications. However, due to the size, the standard Eastern package only includes some of the individual applications. If the application you need is not on your machine, you may download and install it from the Adobe Creative Cloud Application using the steps below.

Adobe Applications include the following:

- Acrobat DC
- Aero (Beta)
- After Effects
- Animate
- Audition
- Bridge
- Camera Raw
- Character Animator
- Dimension
- Dreamweaver
- Illustrator
- InCopy
- InDesign
- Lightroom
- Lightroom Classic
- Media Encoder
- Prelude
- Premiere Rush
- XD
- Photoshop
- Premiere Pro

### Installing the Main Creative Cloud Application for Home Use Installation

If you are trying to get Adobe applications for home use, you will first need to download and install the main Creative Cloud Application from the following link and then follow the rest of the instructions:

**NOTE: These products are provided to faculty and staff at no cost to them.** If during the process, you are prompted to pay for anything, then you have made an error.

Link to download the main Creative Cloud Application (Home Use Installation Only): <https://creativecloud.adobe.com/apps/download/creative-cloud>

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### Instructions for Eastern-owned machines or home use machines after installing the main Creative Cloud Application:

1. Launch the Creative Cloud Application from your Start Menu
2. Enter your email address and choose **Company or School Account** when prompted
3. Enter your email address as the username and your Eastern Email password whenever prompted.
4. Click on Apps to see the list of Apps you can download and install.

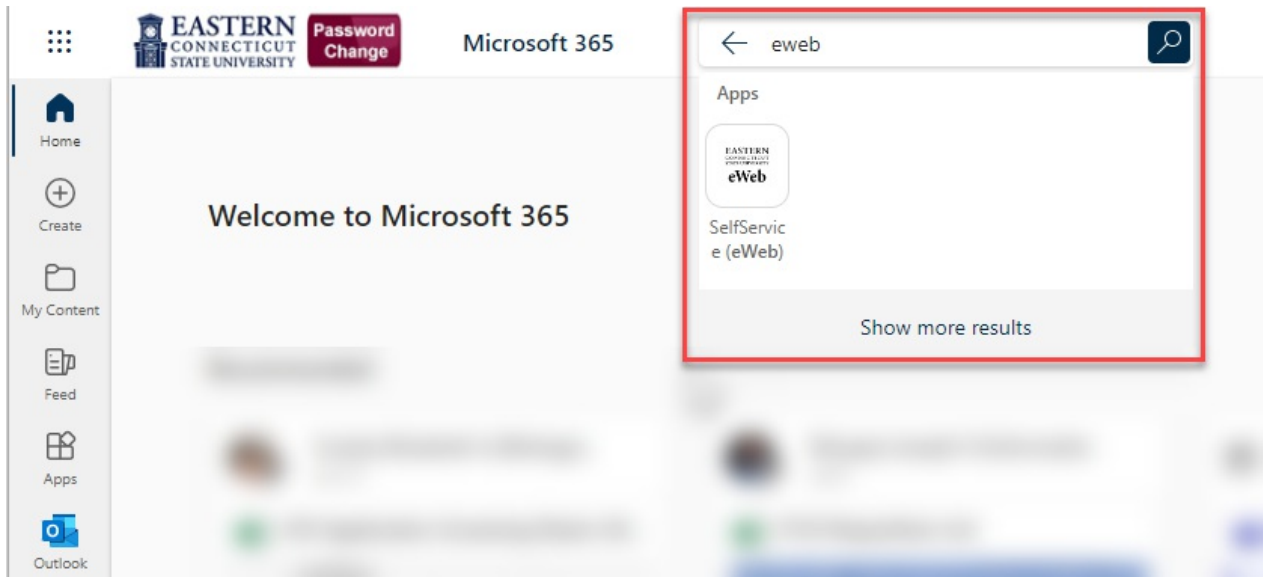
## Logging into SelfService (eWeb)

Access Self Service (eWeb) by first logging into Office 365.

If you are getting an error login into eWeb go to article 688: Troubleshooting eWeb - Self-Service, <https://easternct.makekb.com/entry/688/>

### Accessing from the O365 portal page:

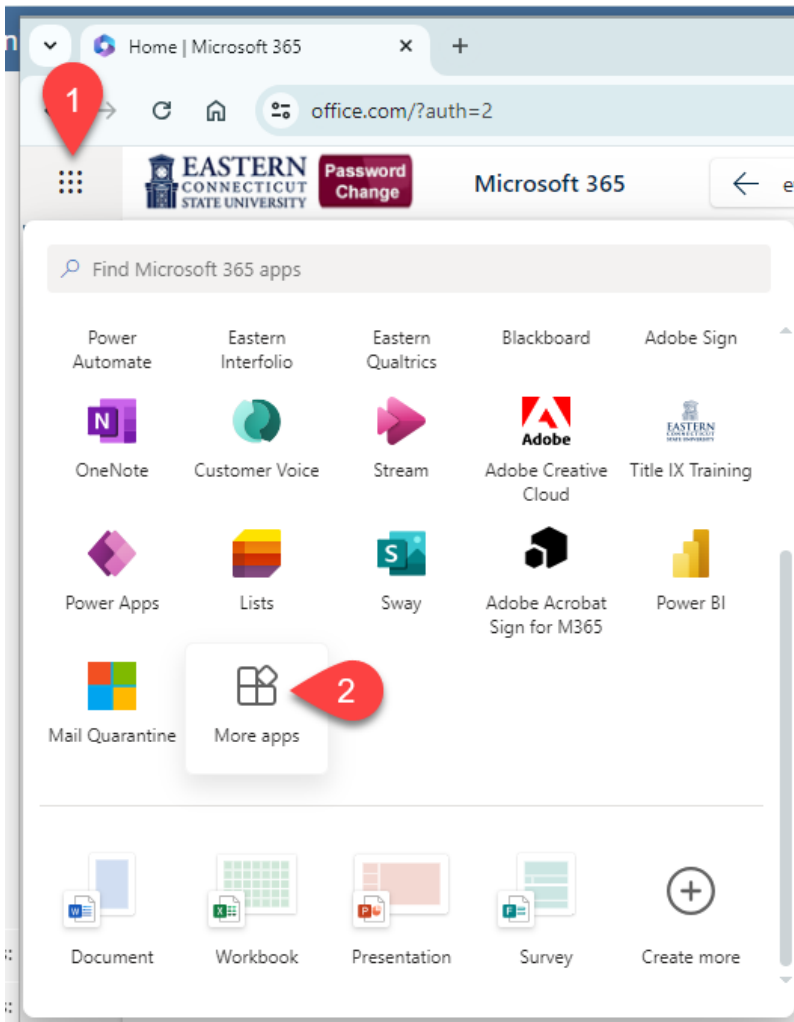
- Access SelfService (eWeb) through the Office 365 portal at: <https://www.office.com/?auth=2&home=1>
- If you are prompted to sign in, use your Eastern email address as the username and your Eastern Email password (Do not use your Eastern ID and PIN)
- In the center search bar type eWeb to find eWeb icon. Click on the SelfService (eWeb) icon.



- It should automatically log you in to SelfService (eWeb) and present your with your information. For future ease of access, pin this icon to your launcher by clicking on the 3 dots to the right of the icon and selecting Pin to launcher.

### Accessing from any O365 online page (Outlook, OneDrive or any O365 page):

- Click the Main Menu icon (looks like a waffle or grid) in the top most section
- On the resulting menu, click All Apps →
- Scroll down until you find the SelfService (eWeb) icon
- Click the SelfService (eWeb) icon, it should automatically log you in to Self Service (eWeb) and present your with your information. For future ease of access, pin this icon to your launcher by clicking on the 3 dots to the right of the icon and selecting Pin to launcher.



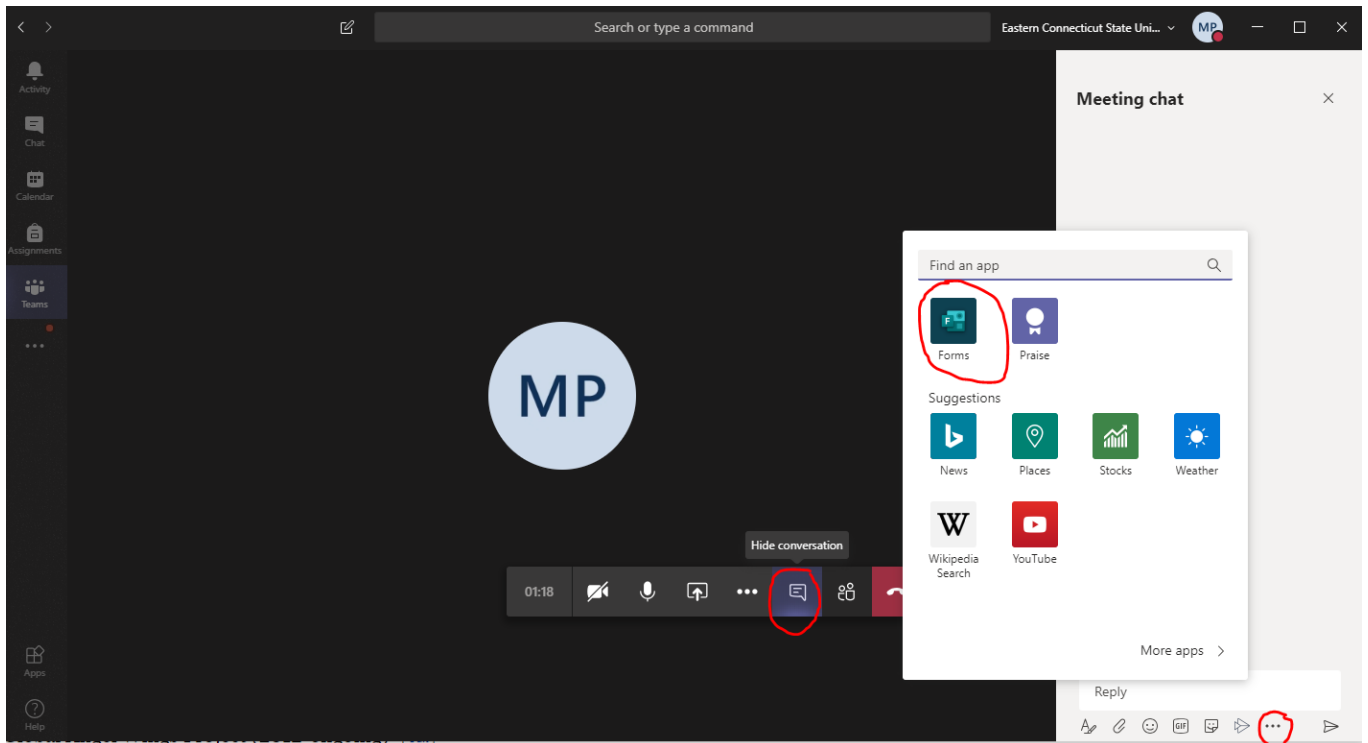
**NOTE:** if you see *null Setting Up... icons* on the lower section of the O365 portal page, access SelfService (eWeb) using the Accessing from any O365 online page (Outlook, OneDrive or any O365 page) instructions above.

If you are looking for the *Class Schedule - Search Course Offerings* link that use to be available without logging in, you can now find that by logging in to SelfService (eWeb), or by going to the Registrar's page (<http://www.easternct.edu/registrar>) and click on Course Offerings where you do not need to login.

## Polling in MS Teams

MS Teams has a polling feature that can be used in chat or a live meeting. Results are visible to team members in real time.

1. Access the chat from the live meeting
2. Click the three dots at the bottom of the chat tool
3. Click Forms (if it's not already showing then search for forms in the Find an App field at the top)



4. Type a question and answers. You can add an option if you need more answers. Selecting multiple answers will let voters choose more than one response.
5. Click Next when you are done.



## Forms

Powered by Microsoft Forms



### Create a new poll

Question

Option 1

Option 2

+ Add option

Multiple answers

Next

6. Click Send to present the poll to the team members



## Forms

Powered by Microsoft Forms



Here is a preview of the card you will be sending.

Palumbo, Michael J. (Information Technology Services) created a poll  
Results are visible to everyone; Names recorded

### Question

Option 1

Option 2

Submit Vote

Edit

Send

7. The results will be shown to all members in real time as votes accumulate. Votes can change their vote on the fly if needed.



Search or type a command Eastern Connecticut State Uni... MP

Activity  
Chat  
Calendar  
Assignments  
Teams  
Apps  
Help

MP

### Meeting chat

Forms 10:09 AM Updated

Palumbo,Michael J. (Information Technology Services) created a poll  
Results are visible to everyone; Names recorded

**Question**

Option 1

Option 2

[Submit Vote](#)

Forms 10:09 AM

Option 1	0% (0)
Option 2	0% (0)

0 responses

Reply

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The following link contains information from Panopto about features of the video viewer: <https://support.panopto.com/s/article/Navigate-the-Viewer>

