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## *Zoom and Office 365 Service Extended*

Beginning March 13, 2020, non-employee associates, retirees, and union members will have access to most Microsoft Office 365 services as well as Zoom conferencing service.

### Microsoft Office 365

Microsoft Office 365 services include email, OneDrive for cloud file storage, Teams for collaboration and meetings, and web versions of Outlook, Word, Excel, PowerPoint, and OneNote.

The extended Office 365 service is intended for use from a browser, smart phone, or tablet, so it does not license the Windows or macOS versions of Outlook, Word, Excel, PowerPoint, and OneNote. Departments must continue to license full Office 365 services for all non-employee associates provided with a Drexel-owned or Drexel-managed computer.

To access Office 365, visit <https://office.com> and sign in with your Drexel user ID (e.g. [abc123@drexel.edu](mailto:abc123@drexel.edu)) and password. If multi-factor authentication is not already set up, more information can be found at <http://drexel.edu/mfasetup>.

### Zoom

Zoom web- and video-conferencing service offers online meetings and webinars. Features include polling, breakout rooms, and a wide variety of audio options.

To access Zoom, visit <https://drexel.zoom.us> and click the **Sign In Standard** button to sign in just as you would to DrexelOne.

This extension of Zoom service limits scheduled meetings to 40 minutes. When a longer meeting is needed, it must be set up by a faculty or professional staff member.

For questions, please contact us by emailing [accounts@drexel.edu](mailto:accounts@drexel.edu).



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