



Study tools accessible via an Oxford SSO

Your Oxford Single Sign On (SSO) allows you to access more study tools than just Canvas, SOLO, and your Oxford email account. Your SSO also gives you access to a whole suite of online Microsoft 365 tools that you can use to take notes, make scans directly from your smartphone, get organised, and back-up your work. You can access these tools through the app store on your smartphone, tablet, or laptop or from any computer via the waffle (the 3-by-3 grid of little squares in the upper lefthand corner of the page) on your Oxford Nexus email account:



Microsoft OneDrive

Microsoft OneDrive is the cloud-based storage associated with your SSO. This is where all of the documents you create within Microsoft 365 (while logged on with your SSO) are saved. OneDrive provides a great 'dropbox' or 'backup' for storing all of your documents safely. You can either upload documents from your laptop, or you can create Word, Excel, PowerPoint, or OneNote documents directly in OneDrive.

You can access OneDrive from the browser via the waffle, or you can download it to your laptop if you wish to be able to work on your documents even without an internet connection (but, of course, to successfully backup your work, you'll need to reconnect). You can also download the app to your other devices to sync your work across multiple devices. The best part is that OneDrive protects your documents from loss. If you spill a cup of tea across your laptop, your documents will still be safe in the cloud.

Microsoft OneNote

Microsoft OneNote offers exactly what it says: one place to keep all of your notes organised. You can sort your notes across notebooks, sections, and pages, and you can tag notes as 'Important' for key notes, and as 'To-Do' for notes that you need to come back to. OneNote also allows you to draw diagrams and annotate your notes using a stylus (if you use a tablet) or your finger on your trackpad. OneNote saves all of your data in the cloud, and you can access it from any device via your SSO. You can access OneNote via the browser, download the software to your laptop, and also download mobile apps for your phone or tablet. OneNote will sync your notes across all of your devices so that they are always at your fingertips.

Microsoft To Do

Microsoft To Do is a great way to organise your tasks and get the satisfaction of crossing them off as you make progress. It makes tasks more manageable by allowing you to break them down into simple steps, add due dates, and set reminders. Microsoft To Do will sync your To Do lists across all of your devices so that you can access them wherever you are. You can download it from the app store to your devices, or access it via the waffle on your browser.

Office Lens

Office Lens is an app for your phone or tablet that turns it into a scanner in your pocket. When you take a photo of a page, it automatically straightens out and whitens the page to improve the quality, and you can save the scan as a PDF directly into one of your documents or folders on OneDrive or into one of your OneNote notebooks to keep yourself organised.

For more information about using your Microsoft 365 account visit:
<https://help.it.ox.ac.uk/Nexus365/index>