

## Office 365 for Satbayev University students

Dear students!

The learning process at Satbayev University is based on a hybrid teaching system: that is, it combines face-to-face training and extensive use of digital tools. While studying at the university, you will use corporate e-mail, electronic documents, electronic schedule and video conferences, namely:

- Schedule of classes on the Educational portal <https://sso.satbayev.university/>
- Online lectures, training materials and knowledge assessment in Microsoft Teams
- Records of online courses on the Polytech online portal <https://polytechonline.kz>
- OneDrive cloud file storage for storing the training materials and completed assignments
- Corporate e-mail of University for receiving information and assignments from teachers and University

Each Bachelor student, graduate and doctoral student at Satbayev University receives a personal Microsoft account from the university, which gives a free student subscription to Microsoft Office365 services and everything necessary for training:

- Personal university email. E-mail is used to contact the administration and teachers. The student's personal mailbox has a volume of 100 GB (10 times more than in Google).
- OneDrive personal cloud data storage of 1 TB (that is, 1000 gigabytes). OneDrive is your personal online disk where you can upload lecture notes, electronic textbooks, and the completed assignments. All data is synchronized with Microsoft cloud and all devices on which you are logged in under your account, you get access to them from any device and they can be restored if they are accidentally deleted.
- Using the Satbayev University login, you can install the licensed Windows 10 OS and Office365 (Word, Power Point, Excel, etc.) on your home computer for free. Office365 can be installed free on 5 devices, including a phone and tablet.
- In addition to OneDrive, Satbayev University account gives access to all Microsoft online services: you get access to Forms, Planner, To Do, Sway, Microsoft calendar and Microsoft Teams - the most modern video conferencing service that the university uses for lectures and teacher assignments.

All Microsoft services are integrated into one system. Files placed in OneDrive are available in any application of the package, changes in the calendar can be immediately seen in the mail, and all addresses of students and teachers can be found in the general address book, which makes it possible not only to write a letter, but also to find a teacher in Teams.

A student can receive a task from a teacher in Teams, edit a document online without downloading it, add materials from their OneDrive to it and inform the teacher about the task without having to send files by mail.

- In addition to the usual services for training, Satbayev University login allows IT specialists to activate an account in Azure cloud environment without providing bank card data.

Students get access to Microsoft services free for the entire duration of their studies. Almost every program exists in two versions: desktop and network. The educational package also includes the intellectual game Minecraft Education Edition.

## How to get a Microsoft account from Satbayev University

After applying for registration on the Online Admission website <https://kb.satbayev.university/> you receive to your personal email and login in the form of an IIN number (if you are a citizen of Kazakhstan) or passport number (if you are a Foreign citizen) and a password that gives you access to this portal.

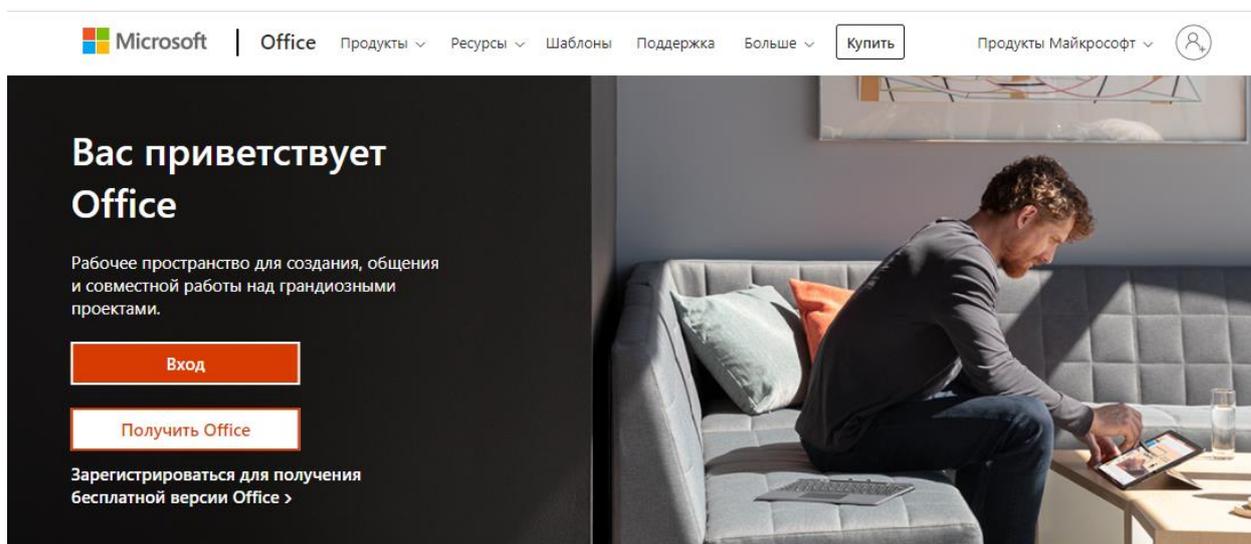
And after entering the university, this login will become your universal university login, and the password will give access to all Microsoft services and to the Educational Portal <https://sso.satbayev.university/>. The same login will be used to log in to other services provided by the University

Before starting your studies, you need to log in to the distance learning platforms SU [Polytechnonline](#) and [Microsoft Office 365](#), [activate corporate mail](#) and be ready to start the learning process. During the training, it is necessary to regularly visit the Educational Portal and read letters in the mailbox so as not to miss assignments or important information from the university.

## How to access the mail

All correspondence at the university goes by corporate mail. Teachers won't be able to contact you if you don't use it, so you'll need to check it regularly.

To access the mail, launch a browser (for example, Chrome or EDGE), type the address in the address bar [office.com](https://office.com) and press Enter. You will be taken to this page:



Click on the "Login" button, enter your Satbayev University login (for example, [123456789000@stud.satbayev.university](mailto:123456789000@stud.satbayev.university)), press Enter. Enter your password and click the "Login" button.

To open mail or OneDrive, click the nine dots in the upper-left corner of the page.

Click the Outlook button to open mail, or the OneDrive button to open an online drive.

The same button gives access to all online versions of Microsoft services. The following services will be most useful to you for training:

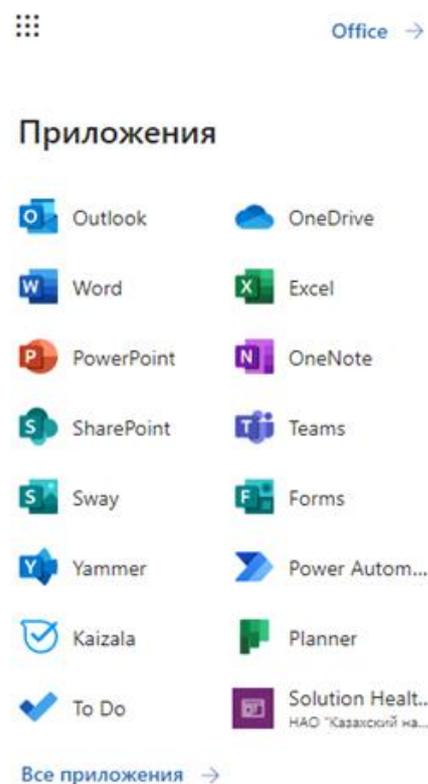
**Teams** – virtual team and video conferencing service

- Exchange Online – Email, calendar, contacts and tasks
- Office suite – web versions of popular Word, Excel, PowerPoint, Visio applications (created documents are saved in OneDrive)
- OneDrive - personal Internet storage in the cloud for users, with a volume of 1 TB

OneNote – personal notebook

- Planner – work planner
- To Do (via phone) – task planning service
- Sway – a service for creating spectacular presentation sites

If necessary, at the request of the teacher, you may also need the Kaizala messaging app (on your phone).



## How to set up to receive the mail on your phone

Through the phone, you can also have access to all Microsoft services. To access them on your phone, download the corresponding application in the App Store or Google Play and use your Satbayev University corporate login for authorization.

### Mail on iOS (iPhone), iPad (iPad)

Download Outlook, click the "Get Started" button, and then "Add an email account". Enter the full login (for example, [123456789000@stud.satbayev.university](mailto:123456789000@stud.satbayev.university)) and password; click the "Log in" button. You can use the application.

### Mail on Android

Download Outlook for Android, click the "Get Started" button, and then "Add an email account". Enter the full login (for example, [123456789000@stud.satbayev.university](mailto:123456789000@stud.satbayev.university)) and password; click the "Log in" button. You can use the application.

## How to Get Free Windows and Office on your home computer

To do this, you need to log in to the official website [office.com](https://office.com), log in using the Satbayev University corporate login and password, download the Windows 10 Pro and Office installation files and follow the instructions.

## How to set up to receive Microsoft 365 mail in Outlook on a computer

### Mail on Outlook

Open Outlook, enter your username (for example, [123456789000@stud.satbayev.university](mailto:123456789000@stud.satbayev.university)) and click the "Connect" button. After connecting the program to the mail server, enter the password and select "Remember credentials". In the window that appears, click Ok. After restarting Outlook, you can use the program.

### Mail in Windows 10 (built-in email client)

Launch the Mail program (or Mail in the English version of the program). Select "Add Account > Office 365, Exchange". Enter the full login (for example, [123456789000@stud.satbayev.university](mailto:123456789000@stud.satbayev.university)) and click "Next". After connecting the program to the mail server, click "Continue" and enter the password. After synchronization, you can use the program.

## How to get free access to Azure

Go to <https://azure.microsoft.com> website and go through the usual registration procedure, specifying your Microsoft login from Satbayev University as your login. When registering, the system will not ask for bankcard details, and after registering in Azure, you will be charged \$ 200. This deposit allows you to activate the services you need. After the deposit is over, if you need to activate more services, you will need to add a bankcard.

## The solution of the problem

Remember that getting assignments from teachers on time and completing them on time is the responsibility of the student. Therefore, we recommend that you immediately check whether everything is working reliably.

**There are no letters from teachers.** Check which email address you are receiving emails to. Teachers send letters only to the corporate mail of Satbayev University.

**The mail is correct, but there are no letters anyway.** Look in the Spam folder. If there are necessary letters there, mark their authors as reliable correspondents by clicking the "Not spam" button.

**The letter is not in spam, and the letter has not reached.** Perhaps too large a file was attached to the email. The volume of letters at the university is limited to 30 megabytes, that is, letters with a large volume do not pass. Upload the desired file to OneDrive, and place a link to it in the email.

## **Technical support**

For technical questions 8 (727) 320 4151, [dis-help@satbaeyv.university](mailto:dis-help@satbaeyv.university).

You can also put your adviser the questions about the services' work and their content.

## **Useful links**

[Instructions Welcome to Microsoft 365](#)

[The official resource for familiarization and training on Microsoft Office 365](#)

[Quick Guides to getting started with Office](#)

[Help and training on working with Microsoft Teams](#)

[Instructional video on Microsoft Teams](#)