

# Virtual Collaboration Tools

## Microsoft Office365 Plus Web Based

Create and edit Microsoft Office files in the cloud with [Office Web Apps](#)  
<https://office365.csus.edu/>

- Word
- Excel
- PowerPoint
- OneNote

## Microsoft OneNote

Microsoft OneNote is a program for free-form information gathering and multi-user collaboration. It gathers users' notes, drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network.

### Features

- **Organize:** Sort content across notebooks, sections, and pages.
- **Tag:** Highlight can't-miss notes with Important and To-Do tags.
- **Mix Media:** Record audio notes, insert online videos, and add files.
- **Clip and Save:** Use the OneNote Web Clipper to save content with a single click.
- **Share:** Share notebooks with coworkers, friends, and family.

### Acquisition

Microsoft OneNote can be accessed using a web browser, desktop client, or mobile app.

### Access Link

[Login to Microsoft OneDrive with your Saclink email](https://bit.ly/2xwJ92j) <https://bit.ly/2xwJ92j>

### Support

If you have additional questions or need more help, email [sa-it@csus.edu](mailto:sa-it@csus.edu)