

# Essential Tech Tools for Student Success

If you are a new or continuing student at MUIH, it is recommended that you view these instructional videos which provide a brief overview of the different technology systems used by MUIH. They will help you learn how to access frequently used tools and information you will need to be successful throughout your time as a student.

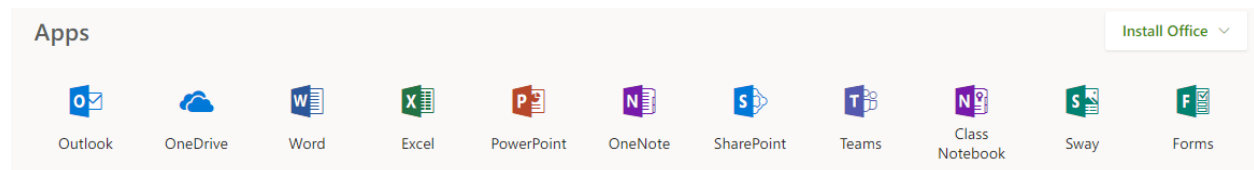
## QUICKLINKS


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[Microsoft PowerPoint](#) [SharePoint](#) [OneDrive](#) [OneNote](#) [Sway](#) [Forms](#) [Teams](#) [Zoom](#)

## MUIH Learning Platforms and Resources

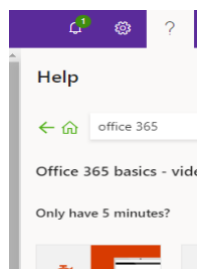
Please watch this [video](#) to learn about how to navigate between MUIH tech platforms and resources.

## Office 365 App Launcher



Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. The Office 365 app launcher opens when you select the app launcher icon  from the Office 365 portal (upper left-hand side of your page). It's a menu of Office 365 web apps and services that you have access to at MUIH. The redesigned app launcher makes opening and switching between your apps easier by highlighting your most used Office 365 apps and providing quick access to your recent online Office documents from anywhere in the Office 365 portal.

## Office 365 Help Tool



Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. The question mark (?) in the upper right corner can serve as a robust search tool to learning the Office 365 apps. If you have a question, please click on the (?) and search the question at hand. The help tool will generate videos, tutorials, articles and more to provide you the support you need!

## Outlook



Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. This is the platform to manage your e-mail, calendar, and contacts. All official MUIH communication will come through your Microsoft Outlook account. To easily log in to your email, navigate to <http://www.office.com> and log in with your username and password.

### Outlook Tutorials

[Outlook Overview Tutorial](#)

[Outlook Calendar Tutorial](#)

## Data Portal



[HOME](#)

Accessed through <https://my.muih.edu/> and entering your MUIH username and password. You will use this site for course registration, curriculum information, schedules, textbook details, your graduation application, etc. Additional functionality and information will be added to this site as needed in the future. For any technical issues or questions regarding the Student Data Portal, email [Help@muih.edu](mailto:Help@muih.edu).

### Data Portal Tutorials

[Home Page](#)

[My Contact Information](#)

[My Programs](#)

[My Curricula](#)

[My Courses](#)

[Course Registration](#)

[My Classroom Schedules](#)

[Books](#)

[My Additional Course Fulfillments](#)

[My Additional Requirements](#)

[My Graduation Applications](#)

[My Financial Aid](#)

## Canvas



Canvas is accessed through <http://learn.muih.edu>. You will be prompted to enter your username and password. Canvas is a cloud-based Learning Management System that makes teaching and learning easier. Canvas tools are designed to be used online, on mobile devices, and on tablets. All online courses occur within Canvas. \*Please note that a Canvas course will not appear in your Canvas account until 7 days prior to the start of the course. Please refer to the course start date available in your Data Portal "My Classroom Schedules" tab.

### Canvas Tutorials

[Logging into Canvas](#)

[Canvas Basics](#)

[Updating Your Pronouns in Canvas](#)

[Canvas Calendar and Inbox](#)

[Canvas "What if" grade tool](#)

["What if" grade tool information page](#)

[Using the Canvas App](#)

[Managing Your Canvas Dashboard](#)

## Microsoft -Word, Excel, and PowerPoint



Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. **Microsoft Word** is a word processing program used for writing letters, memos, reports and paper presentations. **Microsoft Excel** is a spreadsheet program used for calculations, making charts and recording data about all sorts of processes.

**PowerPoint** is a commercial presentation program developed by Microsoft. It is part of the Microsoft Office suite and generally uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic.

### Microsoft Word, Excel, and PowerPoint Tutorials

[Microsoft Word Training](#)

[Microsoft Excel Training](#)

[Microsoft PowerPoint Training](#)

## SharePoint



Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. If you're looking to store documents that you and your classmates have worked on, this platform is a way to secure your work while allowing others to access the same documents.

### SharePoint Tutorial

[Microsoft SharePoint Training](#)

## OneDrive



Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. Microsoft OneDrive is the accessible "cloud-based" folder that

you can access from any device that has internet capabilities. There's no need to worry about carrying a flash drive when you have Microsoft OneDrive.

## OneDrive Tutorial

[Microsoft OneDrive Training](#)

## OneNote



Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. Do you like taking electronic notes, but have trouble organizing your notes based on the class you're taking? Microsoft OneNote is an electronic notebook that has multiple organizational tools to help you keep track of all your notes.

## OneNote Tutorial

[Microsoft OneNote Training](#)

## Sway



Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. A lesser-known tool by many, Microsoft Sway is a presentation tool that goes beyond PowerPoint. With Sway, you're able to tie together myriad pieces of information in a clean, professional way.

## Sway Tutorial

[Microsoft Sway Training](#)

## Forms



Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. In Forms, you're able to create surveys where the data is easily collected and displayed in an excel document.

### Forms Tutorial

[Microsoft Forms Training](#)

## Teams



Accessed through your Office 365 apps by navigating to <http://www.office.com> and entering your username and password. Microsoft Teams is cloud-based team collaboration software that is part of the Office 365 suite of applications. The core capabilities in Microsoft Teams include instant messaging, calling, video meetings and file sharing.

### Teams Tutorial

[Microsoft Teams Training](#)

## Zoom



Accessed through your Canvas or through a shared link and entering your username and password. Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.

### Zoom Tutorial

[Zoom Training](#)