



Offline Accessibility

LP+365

HELP GUIDE
VERSION 1.0

1. Overview.

LP+365 utilizes Microsoft functionality across the application, specifically Microsoft Office 365 tools such as; Exchange Online, OneDrive, SharePoint Online, Skype for Business and Office Online including the wider tool sets like Class Notebook.

2. Offline Accessibility.

Not all Office 365 Education Plans may offer offline support or capabilities, review your Service Plan capabilities [here](#). Check with your Administrator on what features and services are enabled for your organization.

Microsoft Exchange Online

Exchange Online has various integration throughout LP+365 app, from displaying your recent Email/Calendar Events to accessing Contacts or sending Assignment related mail notifications/calendar items.

Microsoft Outlook Web App

Offline access lets you use Outlook Web App on your laptop or desktop computer when you're not connected to the Internet. After you've enabled offline access, Outlook Web App will work in an offline mode as needed depending on your network connection. When you're online, Outlook Web App will automatically update the offline information. To use offline access, you need at least Internet Explorer 10, Safari 5, or Chrome 24.

Most tasks that you can do online are available when you're offline. Tasks you can do while offline include but aren't limited to:

- Reading and responding to messages
- Sending new messages
- Viewing or editing your calendar
- Responding to meeting requests
- Viewing and editing your contacts

Ref: [Using Outlook Web App offline](#)

Microsoft Outlook Client

When using the Outlook Client, additional features are available offline. Outlook is Microsoft professional email and calendar application, it helps you stay more connected and productive with a clear, unified view of your mail, calendar, contacts, tasks and files, you can do most of the tasks that you do online including below:

- Reading and responding to messages
- Sending new messages
- Viewing or editing your calendar
- Responding to meeting requests
- Viewing and editing your contacts

Ref: [Work offline in Outlook](#)

Microsoft Outlook app

Similar to the Outlook Client, Microsoft Outlook for mobile devices iOS/Android works with Office 365 and has offline capability while there is no internet connectivity, you can read/respond to messages, view/edit your contacts and view/edit your calendar, once you come online, offline edits will be reflected to your email account.

Ref: [Microsoft Outlook iOS](#)
[Microsoft Outlook Android](#)

Microsoft OneDrive

OneDrive is the Microsoft cloud storage service that comes with Office 365. With OneDrive, you can securely store all your files in one place, share them with others, and get to them from anywhere. Class NoteBook are created from the LP+365 Class/Subject Dashboard are stored here, as well as any assignment template, resource or submission created from Office Online Apps.

Sync Client

You can easily access OneDrive files offline in Windows 10. This means that you can have access to all your OneDrive stored files, even if you don't have active network connectivity. Files will be synced in the next time you connect to the internet. OneDrive application is built into Windows 10, and you can locate your OneDrive files through File Explorer.

Ref: [Sync files with the OneDrive sync Client in Windows](#)

OneDrive app for mobile

Mark files or folders "offline" in the OneDrive app for Android/iOS to read them anytime, even when you aren't connected to the Internet. Online edits made to the files sync the next time your Android/iOS device connects to the Web, so you get the latest version of the file. Files marked offline are read-only - you can edit the file only when you're online. If you edit the file offline, your changes will be saved as a new file, and will not change the original OneDrive file.

Ref: [Read files offline in OneDrive for Android](#)
[Read files offline in OneDrive for iOS](#)

Microsoft SharePoint

Many of the LP+365 Class/Subject Dashboard items are created in SharePoint Online, this includes; Announcements, Calendar, Documents, Pictures, Videos, Blog, Discussions, Wikis and Surveys. You can sync any Document library to your local machine by using the OneDrive Sync Client. Once the library is synced; users can open, edit and add files (Documents, videos and pictures) and folders to the synced library folder that gets created on your local machine. These additions can be synced back to the library either every time when you connect to internet or on-demand when you want to sync.

You can also synchronize a SharePoint library, contact list, task list and calendar with Microsoft Outlook 2010. You can view/edit them offline and sync back when connected to internet.

Also, Microsoft Access 2016 can be used to edit SharePoint lists and calendar, you can work offline on the document and you can sync back to SharePoint. You have the ability to solve conflicts if happened.

Ref: [Sync SharePoint files with the OneDrive sync client](#)
[Work offline with SharePoint lists in Access](#)

Microsoft Office Online Apps

Office Online Apps are available through the LP+365 navigation bar, this includes Word Online, Excel Online, PowerPoint Online and OneNote Online.

Office applications

Your Office 365 plan may offer to use the Office applications through a client. These applications can be used without an internet connection, however these applications require an internet connection every 30 days to verify an active subscription. Office applications allow you to view, edit the documents you synced by OneDrive on your local machine offline and sync back to SharePoint once connected.

Mobile applications

Features available through the mobile apps for Android/iOS allow users to work offline. You can work offline to create a file, open a file stored on your device and save file. If you need to work in a location without an Internet connection, make sure to download and open the documents you want on your mobile device before you go offline.

Ref: [Working Offline](#)

Microsoft OneNote

This is included as part of the Office Online suite and the application is accessible via a client. Class Notebook is the Education add-in and this feature is available via the LP+365 Class/Subject Dashboard.

OneNote Class Notebook Add-in

OneNote Class Notebooks have a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities.

Class Notebook Add-in, this add-in for the OneNote desktop (2013 or 2016) is designed to help teachers save time and be even more efficient with their Class Notebooks. The add-in includes page and section distribution, quick review of student work, and assignment and grading integration.

Class Notebooks are saved automatically in OneDrive at regular intervals and can be viewed from any devices, online or offline.

Ref: [Sync a notebook in OneNote for Windows](#)

Microsoft Skype for Business

Skype for Business on LP+365 allows you to connect and communicate with those in your Contacts list.

Desktop application

The Desktop application allows you to send Skype for Business messages to your contacts even if they are not signed in. This feature lets your contacts know that you have been trying to reach them. You don't have to wait until someone is online before sending them a message.

Ref: [Working offline.](#)

**Free Online Support - <http://lpplus.com/support-home>
Get in touch by email: lp365support@lpplus.com**