INSTRUCTIONS FOR INSTALLING OFFICE ON AN ANDROID DEVICE

(Does not count towards your 5 installs)

1. On your Android Device go to the Play Store and search for Office Mobile. The app should look like what is pictured below. If you are not able to find it in the Play Store then that means it is not compatible with your Android Device.

2. When you open the app for the first time it will first have you accept the terms and agreements. If you do not accept the terms and agreements you will not be able to use the app.

3. After the terms and agreements it will have you go through some Office 365 intro pages once those are done there will be a button for activating Office.

4. After you tap the activate button it will send you to a page that is asking for an email address. You will want to use your student email login (StarID@smsu.edu) that is in the format ab1234cd@smsu.edu. After you enter the email address and tap next it will ask if the email is a Microsoft account or an Organizational account. The SMSU email accounts are Organizational accounts so you will want to tap that option.

5. It will then ask you for a password for that email account. That password will be whatever your email password is currently.

6. As soon as you tap the next button after you enter your password it will send you to an orange screen that says setting up Office when that finishes it will send you to the main page for Office Mobile.

7. On the top of the window you should see three tabs, a clock, a folder, and a new page icon. The first tab, the clock, shows you files that you have recently opened. The middle tab, the folder, shows you places where you can open and save files to/from, there should already be one location there, your SkyDrive Pro, it should say SkyDrive @ Southwest Minnesota State University. If it is not displaying there all you have to do is tap Add a Place, tap Office 365, and sign in with your student email in the format used above. The third tab, the new page icon, is where you will go when you want to create new Word documents and Excel spreadsheets.

8. If you have a personal SkyDrive that you use you can also connect this to your Office Mobile app, to do this you will need to go to the middle tab and tap Add a Place, then tap SkyDrive, and sign in using the account that you have the SkyDrive account set up with.