

## How to setup Microsoft Office365 on your Android Phone

 To begin, you must go to the Google Play Store and download the app Microsoft Office Mobile as seen below.



2. Open the app and scroll through all the introductory screens until you reach a screen like the following, press **Get Started**.





3. The next screen will prompt you for your email address. You will have to enter your CSUID@vikes.csuohio.edu (for students) or CSUID@csuohio.edu (for faculty/staff).

## **Example:**

2345678@vikes.csuohio.edu - students

1234567 @ csuohio.edu - faculty/staff

4. You will then be taken to the next screen

password tap the Sign In button.

where you will be prompted to input your

access things such as CampusNet and your CSU email account. After inputting your

password, this is the same password you use to

After doing so tap Next.

⊥ (i)     →
Office
Sign in
What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).
Type your email address
Next
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Authentication Required
Email
Password
Your account information will be saved.

Sign in



5. You now have access to Office365 Mobile and may use all of its features.

If you wish to remove your account from Office365 Mobile you must tap the 3 dots in the top right hand corner which will show a drop down menu, select **Settings**.

 On the settings page, midway down the screen you will see a button that says **Reset Office Mobile**, select this button and it will send you back to the 'Getting Started' screen where you began.

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<b>Office</b>		
<b>(</b>	Refresh	
SAMPLE FILES	Settings	
Sample do	Send feedback	
Sample spreadsheet		
Sample presentation		
<ul> <li>☑ ± @ ﷺ ∅ 常 40 ,</li></ul>		
PERSONALIZE OFFICE MOBILE		
Enter your name		
Example: John Smith		
GENERAL		
Improve Office		
Send Microsoft usage statistics to help improve Office. This information is not used to identify or contact you.		
Reset Office Mobile		
Reset Office Mobile to erase all app data and bring the app to its initial state.		

For Information or help, please visit <u>http://bit.ly/office365help</u>or call our help desk at 216-687-5050.