

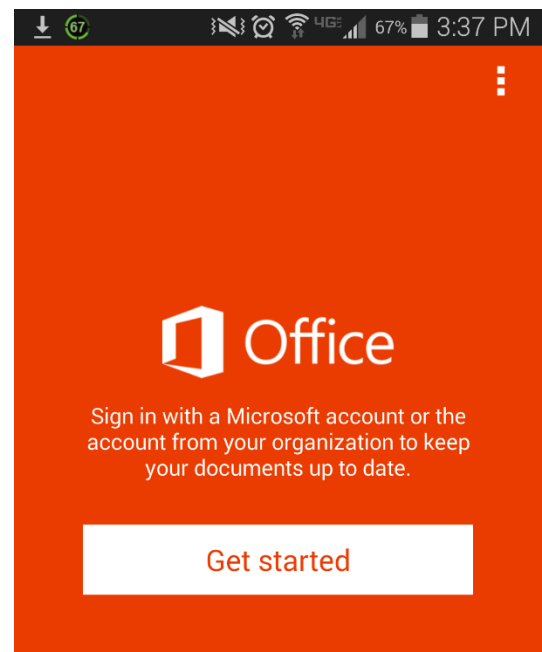


## How to setup Microsoft Office365 on your Android Phone

1. 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

After doing so tap Next.



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).

Next



Authentication Required

Email  
[Redacted]

Password  
[Redacted]

Your account information will be saved.

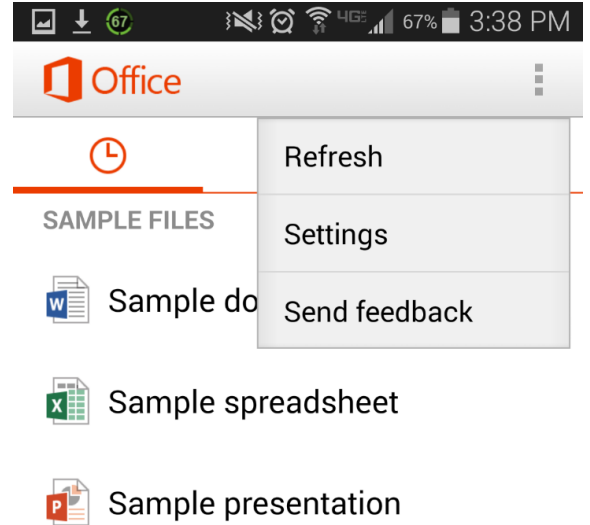
Sign in

- 4. You will then be taken to the next screen where you will be prompted to input your password, this is the same password you use to access things such as CampusNet and your CSU email account. After inputting your password tap the **Sign In** button.

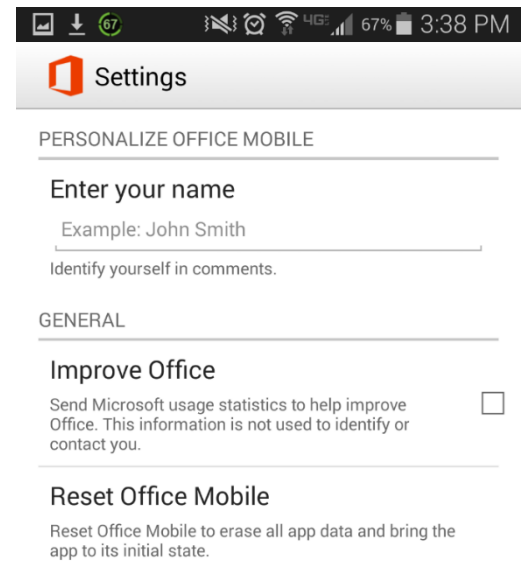


5. You now have access to Office365 Mobile and may use all of its features.

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**.



1. 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.



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