

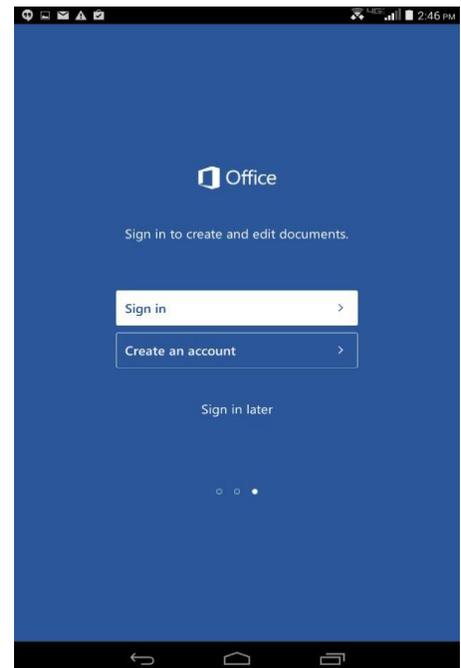


How to setup Microsoft Office365 on your Android Tablet

1. To begin, you must go to the Google Play Store. Search for the Office app you want to install: (**Word for Tablet, Excel for Tablet, PowerPoint for Tablet, OneNote**). Each app is a separate download. Install the app.



2. Open the app and scroll through all the introductory screens until you reach a screen like the following, press **Sign in**. You will only have to sign in once on one of the apps and you will have access to the rest as well.





3. Enter your CSU e-mail.

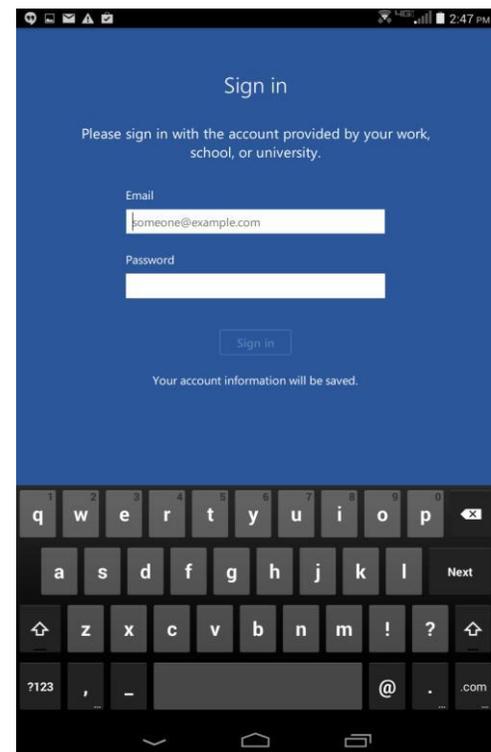
Example:

2345678@vikes.csuohio.edu – students

1234567@csuohio.edu – faculty/staff

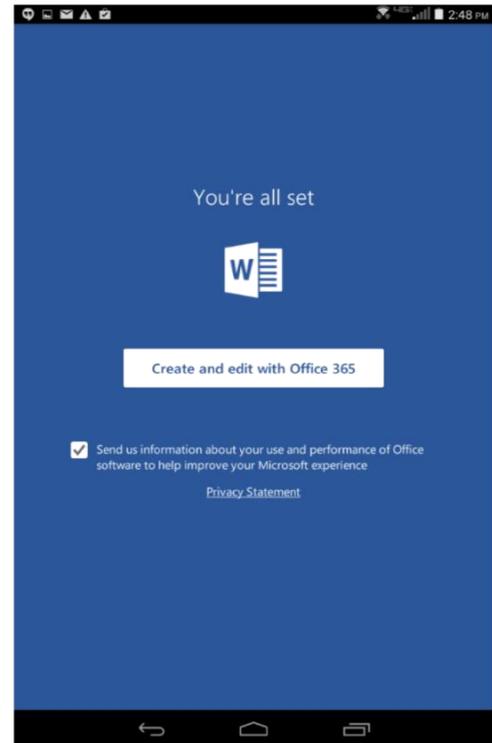


4. You will then be taken to the next screen where you will be prompted to input your password, this is the same password you use to access things such as CampusNet and your CSU email account. After inputting your password tap the **Sign In** button.



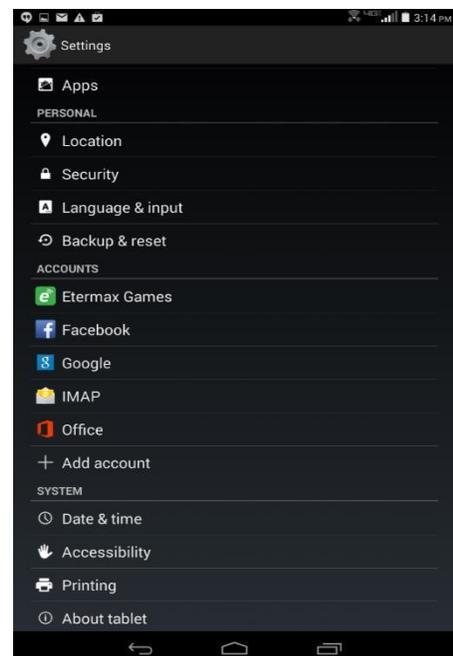


5. You now have access to the Microsoft Office product that you downloaded and may use all of its features.



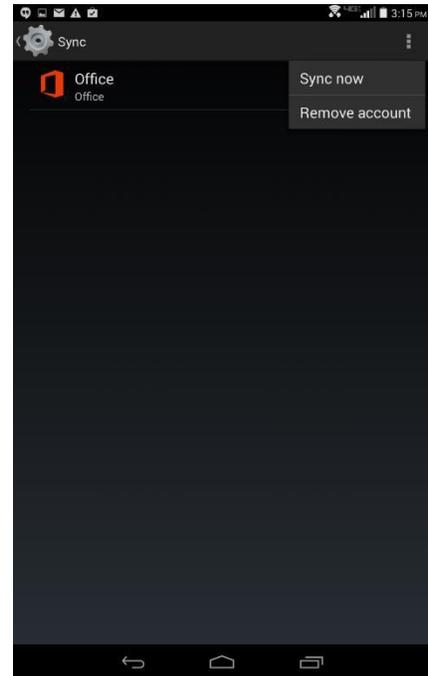
If you wish to remove your account from the Office products on your tablet, follow the steps below.

1. You must access the Settings of the tablet and Click on **Office** under the Accounts section.





2. Click on the 3 dots in the top right hand corner
3. Select **Remove Account**. Then select it again in the dialog box that appears. The account will be removed.



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