MONTANA STATE UNIVERSITY
NORTHERN
Information Technology Services
Setting up Office 365 on an Android Phone

1. Search the Google Play Store for **Microsoft Office Mobile**.

2. Select **Microsoft Office Mobile**. Tap **INSTALL.**

3. Tap **Accept.**

4. The screen will display the status of the download.

5. When it completes, Tap the green **OPEN** button.

6. Tap **Sign In**.

7. Enter your **NetID@msun.edu** in the "email or phone" box (this is not actually an email address, it is your school account name for Office 365) The site may re-direct you to another page.

8. Enter your **NetID password** in the "password" box. (this is the same password you use to log into campus computers)

9. Tap **sign in**.

10. Click the **arrow** in the bottom left corner to continue.

11. After your phone finishes setting up Office Mobile, you can use Word and Excel from your mobile device.