MONTANA STATE UNIVERSITY
NORTHERN
Information Technology Services

Setting up Office 365 on Apple iOS Mobile Devices

When installing Office 365 on your iPhone or iPad you download and install each app ***individually**. You only need to install those apps you'd like to use.

1. Tap the **App Store** icon.

2. Tap the **Search** icon.

3. Enter **Office 365**.

4. Choose the app and tap **GET** and then tap **INSTALL**.

5. The **Sign In to iTunes Store** window opens - Enter your Apple ID password.

6. Tap **OPEN** when download is complete. The **Sign In** window will open.

7. Enter **NetID@msun.edu** in the field asking for **What email address or phone...?** (this is not actually an email address, it is your school account name for Office 365)

8. Tap **Next.**

9. Enter your **NetID@msun.edu** and **NetID password** (the same one you use to log onto campus computers), then tap **Sign In.**

That's it, you're done! Follow the prompts to start using your new Office 365 app or follow the steps above to download another Office app. Now that you've signed in you won't have to do it for each application.