MONTANA STATE UNIVERSITY NORTHERN

Information Technology Services

Setting up Office 365 on Windows 8 Phone

1. Tap on **Office**. (Office comes pre-installed on the Windows phone)

2. Tap on **Office 365**.

3. Setup your Office 365 account on your phone to access your Office documents. Tap **set up**.

4. In the "Email address" field enter your **NetID@msun.edu** (this is not actually an email address, it is your school account name for Office 365) and your **NetID password** in the password box (this is the same password you use to log into campus computers).

5. Tap **sign in**.

6. Success!

To create a new document:

1. Slide the screen to the left.

2. Tap the "**+**" symbol at the bottom of the screen.

3. New Word documents or Excel spreadsheets can now be created from your phone.