Install MS Office 365 on your Android mobile device
IT Documentation Team, March 2015

This factsheet contains instructions for installing the Office Mobile for Android phone and Office for Android tablet apps on your Android devices.

Install Office Mobile on an Android phone
Office Mobile for Android, requires an Android phone running Android OS 4.0 or later.

Check which version of Android you are using
1. Go to the Settings menu of your phone
2. Look for the About Device setting
3. You will see the Android version listed, e.g. Android 4.4.2

Download the Office Mobile for Android phone app
1. Tap the the Play Store icon
2. Type office 365 in the Search box - a list of suggestions appears
3. Tap office 365 to perform the search. The Microsoft Office Mobile app icon appears
4. Tap the Office Mobile icon to launch the installation screen then tap Install
5. At the next screen, tap Accept to grant the app access permission
6. Once the installation is complete, tap Open to launch the app then tap Sign in when the prompt screen appears

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1 This option may be called About phone, depending on the manufacturer. On some phones, it may appear at the first level of the Settings menu, or it may be contained within a further menu.
7. Type your university email address in the format username@abdn.ac.uk when prompted and tap **Next**

8. Type your university **username** and **password** and tap **Sign In.**

9. An orange set-up screen loads, then changes to the What’s New screen

10. Tap the **arrow at the bottom right** of the screen to proceed to the app start screen, showing sample documents for Word, Excel and PowerPoint

11. Tap the folder icon to set up a cloud storage location for the files you create via the app or tap the page icon to create a new document.
Install Office for Android on a tablet

1. Tap the the Play Store icon
2. Type office 365 in the Search box - a list of suggestions appears

3. Tap office 365 to perform the search. Icons for Microsoft Word for Tablet and Microsoft Excel for Tablet appear. Tap the More button to see other Microsoft Office apps.

4. Tap the icon for the app you want to install, e.g. Microsoft Word for Tablet. The installation screen appears

5. Tap Install then tap Accept to grant app access permissions. The installation starts.
6. Once installation is complete, the Open button appears on the installation screen. Tap Open to launch the app.

7. A setup process starts. When setup is complete, a Welcome to Word screen appears. Swipe your finger across the screen from right-to-left until the Sign-in screen appears (see footnote below)².

8. Tap Sign in and type your university email address when prompted in the format username@abdn.ac.uk

9. At the next screen, type your university password and tap Sign in.

A configuration screen briefly appears, followed by a confirmation message (see below).

10. Tap Create and edit with Office 365 to start working with the app. Note the checkbox at the bottom of this screen about the Microsoft customer improvement program tap the box to deselect this option, if you don’t want to send information to Microsoft.

² You only need to enter your email address and password details the first time you install an Office app on your device. You will not see sign-in screens as part of the setup process of the other Office apps you install as they will automatically use the same sign-in details.
11. A prompt to add a Dropbox account- click Not Now or Connect. This setting can be changed later within the settings of the app.

12. The Start Screen appears. The app is set up to use.

Note: The screenshots used in this guide were taken when installing the Microsoft Word app for the first time. The screens for the other apps are similar, but you will not be prompted to supply your sign-in details when installing subsequent apps. When you start an app, you will not need to sign in if you have signed in previously.

Further information and help

Use MyIT to log a call with the Service Desk: https://myit.abdn.ac.uk or email servicedesk@abdn.ac.uk