This fact sheet provides guidance for University staff installing the Office Mobile for Android phone and Office for Android tablet apps on Android devices.

Note: Office Mobile for Android requires an Android phone running Android OS 4.0 or later.

**Install Office Mobile for Android phone**

**Before you start**
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 may see the Android version listed, e.g. Android 6.0.1, or you may need to tap **Software info**.

**Download the Office Mobile for Android phone app**

1. Tap the the **Play Store** icon.
2. Search for **Office 365**.
3. In the results, tap the **Microsoft Office Mobile** app.
4. On the installation screen, tap **Install**.
5. At the next screen, tap **Accept** to grant the app access permission.
6. When the installation is complete, tap **Open** to launch the app.
7. Tap **Sign in** when the prompt screen appears.

8. Type your University email address in the format **username@abdn.ac.uk** (e.g. s01xy17@abdn.ac.uk), then tap **Next**.
9. 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.

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2 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.
Install Office for Android tablet apps

1. Tap the Play Store icon.

2. Search for Office 365.

3. In the results, tap the app you want to install, e.g. Microsoft Word for Tablet, Microsoft Excel for Tablet. Tap More to see other Office apps.

4. Tap 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. When the installation is complete, 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).

8. Tap Sign in and type your University email address when prompted in the format username@abdn.ac.uk e.g. s01xy17@abdn.ac.uk.

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

10. A configuration screen briefly appears, followed by a confirmation message.

11. Tap Create and edit with Office 365 to start working with the app.

   Note: Deselect the box at the bottom of the screen if you don’t want to send information to Microsoft.

12. When prompted to add a Dropbox account click Not Now or Connect.

   Note: You can change your mind later within the app settings.

13. The start screen appears. The app is set up to use.

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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 as they will automatically use the same sign-in details.