Office 365 – Installing Apps for iPad/iPhone

This fact sheet provides guidance for University staff who want to install Microsoft Office 365 apps on a personal iPad or iPhone (iOS 7.1 or later).

You can install the latest version of Office 365 ProPlus on up to five personal devices, allowing you to use apps such as Word and Excel under the University’s Office 365 licence. Your iPad or iPhone will count as one of your five devices, regardless of how many Office 365 apps that you choose to install on it.

In order to use Office 365 ProPlus you will need your University of Aberdeen username and password as your installation is tied to your account. You maintain a valid licence until you leave the university, after which the apps will provide read-only access.

⚠️ After installing, Microsoft checks the validity of your Office 365 licence every 30 days. This should require no further action on your part, but you may occasionally be prompted to sign in again.

Installation and set up

1. Open the App Store on your iPad or iPhone.
2. Search for Office 365. The apps are by Microsoft Corporation.

Microsoft Word
– for word processing

Microsoft Excel
– for spreadsheets

Microsoft PowerPoint
– for presentations

Microsoft OneNote
– for note taking

3. Tap the Get/Install icon for the app you want to install.
4. Once an app has finished installing, tap Open.
5. Swipe through the introduction screens until you reach Sign in now.
6. Sign in with your University username in the format s01xy17@abdn.ac.uk and tap Next.
7. Enter your password and tap Sign in.
   — Note: Although you must install each app individually, you only need to sign in to one. This will activate all of the apps on your iPad or iPhone with your Office 365 credentials.
8. To get started, click Create and Edit Documents.

Getting started

1. Tap the app you want to use, eg Microsoft Word.
2. Each app has a similar look and feel to the equivalent Office 365 ProPlus desktop version. However, on an iPhone the Ribbon is at the bottom of the screen instead of the top.

3. By default, the apps save your changes automatically.