

# Office 365 – Installing Apps for Android

This fact sheet provides guidance for University staff and students 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.

While you are a **member of staff** or **registered student** at the University of Aberdeen 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 Android phone or tablet will count as one of your five devices, regardless of how many Office 365 apps that you choose to install on it. **Your subscription will end when you leave the University.**

In order to use Office 365 ProPlus you will need your University of Aberdeen **IT account username** as your installation is tied to your account.



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.

## Install Office for Android

### Before you start

Check which version of Android you are using.

1. Go to the **Settings** menu.
2. Look for the **About device** setting<sup>1</sup>.
3. You may see the Android version listed, e.g. Android 6.0.1, or you may need to tap **Software info**.

### Installation and set up

1. Tap the the **Play Store** icon.
2. Search for **Office 365**.
3. You will see the following apps:



**Microsoft Word**  
– for word processing



**Microsoft Excel**  
– for spreadsheets



**Microsoft PowerPoint**  
– for presentations



**Microsoft OneNote**  
– for note taking

4. Tap the app you require and click **Install**
5. When the installation is complete, tap **Open** to launch the app.

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<sup>1</sup> 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.

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6. Tap **Sign in** when the prompt screen appears.
  7. Type your University **username**, followed by @abdn.ac.uk  
e.g. s01tad7@abdn.ac.uk, u99jb19@abdn.ac.uk, etc.
  8. Tap **Next** to complete the installation.

## Getting started

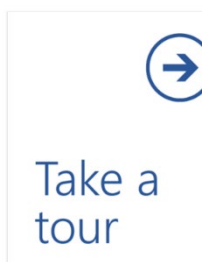
1. Tap the app you want to use, e.g. **Microsoft Word**.
2. Once opened you will see the opening screen:



- Click on the the **+** icon to create a new document



3. When creating a new document you will see an option to “Take a Tour”, this option will give you a brief overview of how to use the application and is available on all Microsoft Apps.



Welcome to Word

## Help and Support

Contact IT Service Desk: <https://myit.abdn.ac.uk>