

Office 365

Downloading Office Apps for Android

Introduction

As part of Towson University's upgrade to Office 365, faculty, staff and students will have the ability to install the Microsoft Office apps on up to 5 devices. This self-help document will show you how to download Office on an Android device.

Logging In & Downloading

1. From your device, open the **Play Store** app.

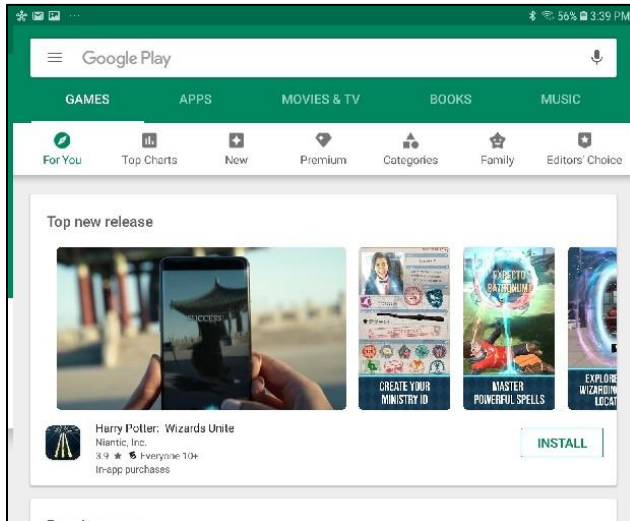


Figure 1

2. Using the search bar, search for **Office 365**. A multitude of apps will appear.
3. You will download the apps below. Please note that you must download them one at a time.
 - Microsoft Word
 - Microsoft OneNote
 - Microsoft Excel
 - Microsoft Outlook
 - Microsoft PowerPoint
 - OneDrive for Business

Note: You will have to click back in the **Search** box and search for **OneDrive for Business** after installing the above apps.

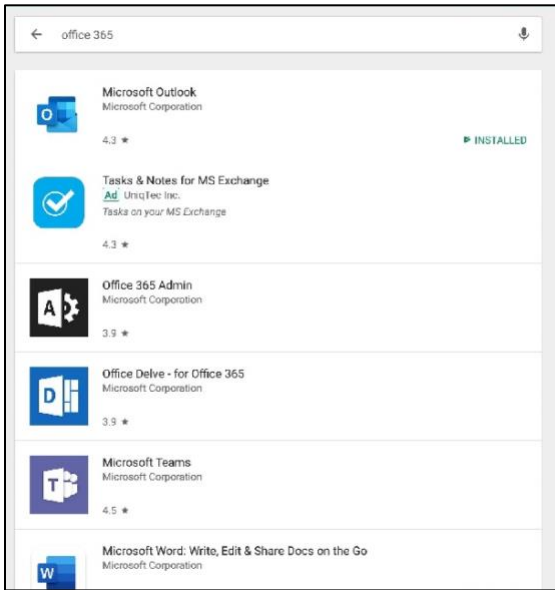


Figure 2

4. Select the App you would like to install, then click the **INSTALL** button.
5. The software will begin to install and the progress bar will show the progress. Once the installation is complete select **OPEN**.

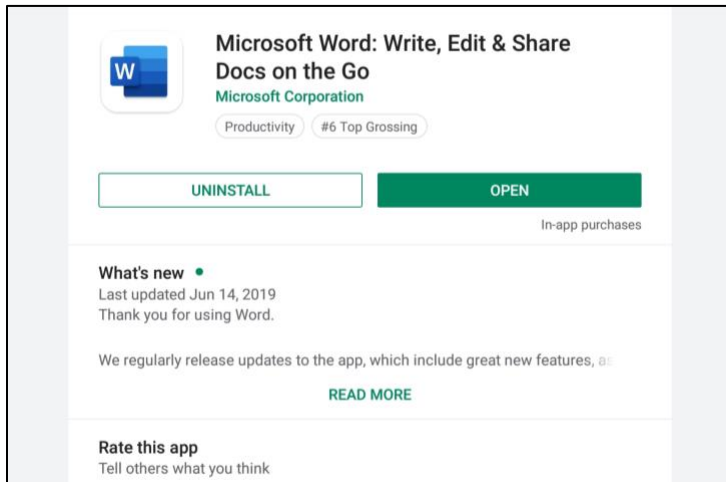


Figure 3

Note: Microsoft Office apps may already be pre-installed on your Android Device. If so, just click **UPDATE**. Once the app has finished updating click **OPEN**.

- The first time you open the app, a **Sign in** screen will appear. Type in your **Towson University email address** and click the arrow beside the text box.

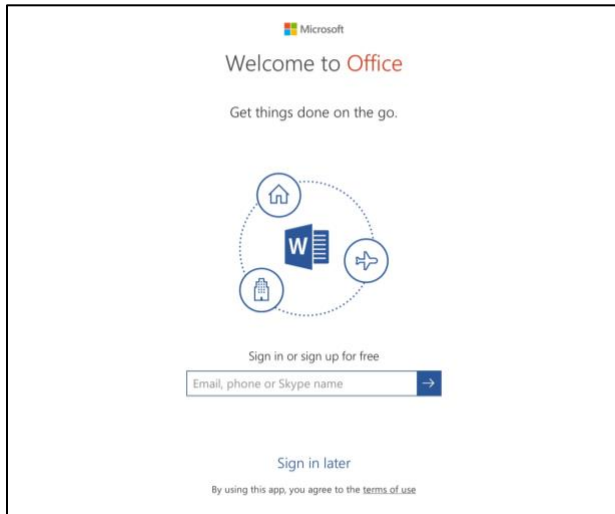


Figure 4

- You will be redirected to the Towson University **Sign in** page. Enter your **Primary email address or NetID** and **Password**. Click **Sign in**.

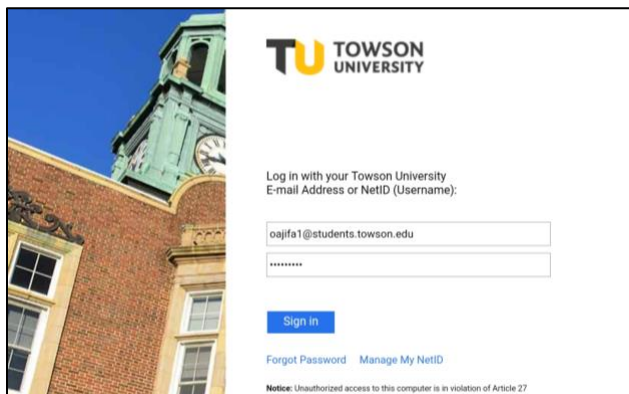


Figure 5

- You may get a pop-up screen to provide Microsoft apps and services to access your google Account, click **Allow** if you would like to grant Microsoft apps access or click **Cancel** to deny access.

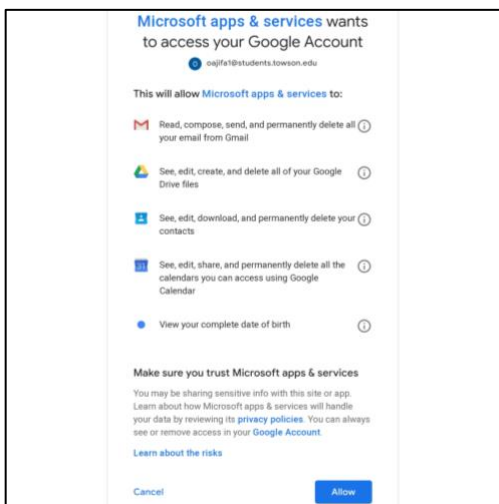


Figure 6

9. Once you are done, you will be taken to the home page of the app.

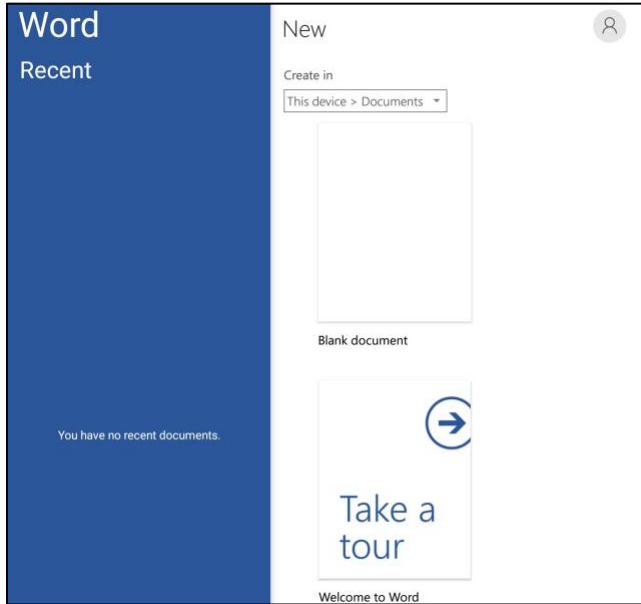


Figure 7