

Office 365

Downloading Office Apps for iOS Devices

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 step you through how to download Office on an iOS device.

Note: Because this is a cloud based download, screens and versions of software may change frequently. This may result in some inconsistencies between this documentation and the screens you see during the download process.

These downloads are for **personal devices only**. To install the Microsoft Office suite on a Towson University device, please use the Software Center installation.

Downloading Apps

1. From your home screen, open the **App Store**.
2. Using the **Search** box, 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.

4. Press the **GET** button for each of the apps.

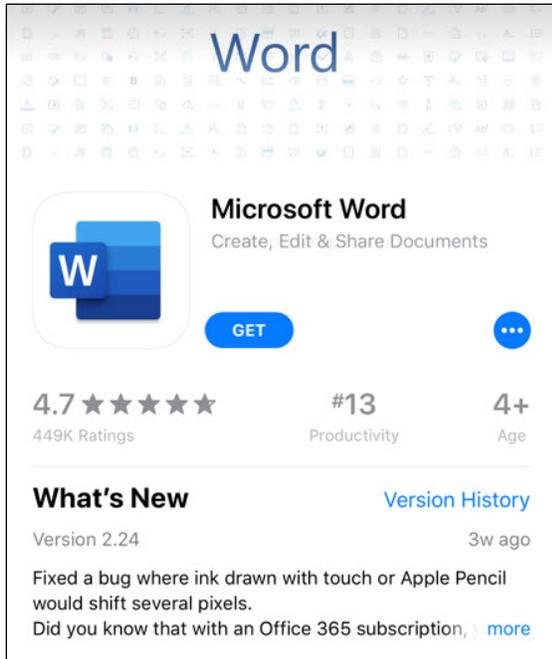


Figure 1

5. Approve the download with either a valid **Touch ID** or by entering your **Apple ID password** and press **OK**.
6. The software will begin to install and the progress button  will show the progress.
7. When the installation is complete, open the App.

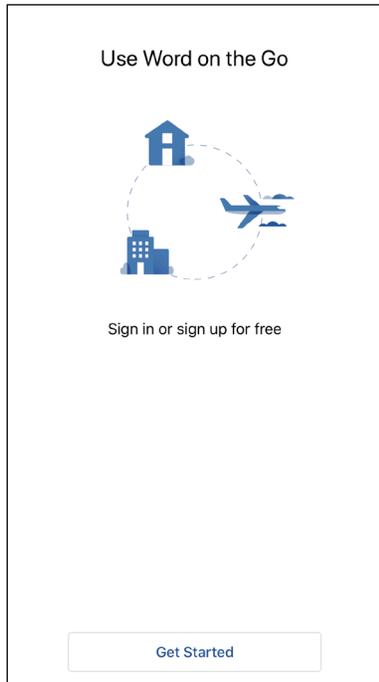


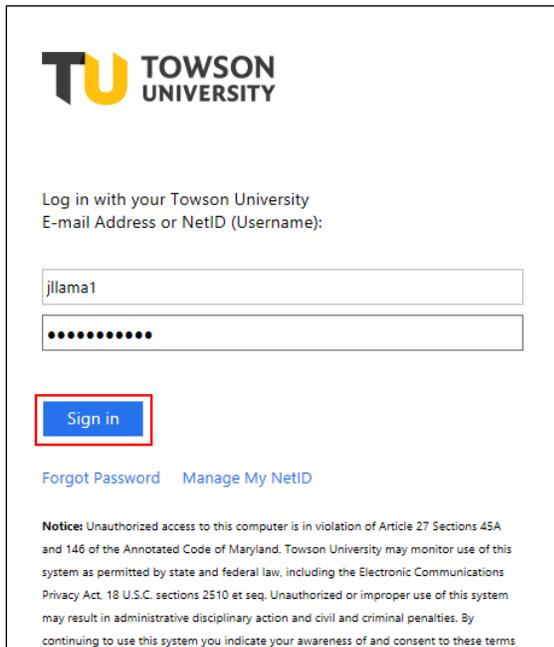
Figure 2

8. The first time you open the app, a **Sign in** screen will appear. Click **Get Started**.
9. When the **Sign in** screen appears, enter your Towson University **Primary email address** and click **Next**.

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Note: You may come to a screen that will ask you to select the type of account you would like to sign in to. This will only occur if you already have a personal OneDrive account under this email address. Click **Work Account**.

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



TU TOWSON UNIVERSITY

Log in with your Towson University
E-mail Address or NetID (Username):

jllama1
.....

Sign in

[Forgot Password](#) [Manage My NetID](#)

Notice: Unauthorized access to this computer is in violation of Article 27 Sections 45A and 146 of the Annotated Code of Maryland. Towson University may monitor use of this system as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. sections 2510 et seq. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms

Figure 3

11. You may be asked if you'd like to receive notification, click either **turn on Notifications** or **Not Now**.
12. You will get the **You're All Set** screen.

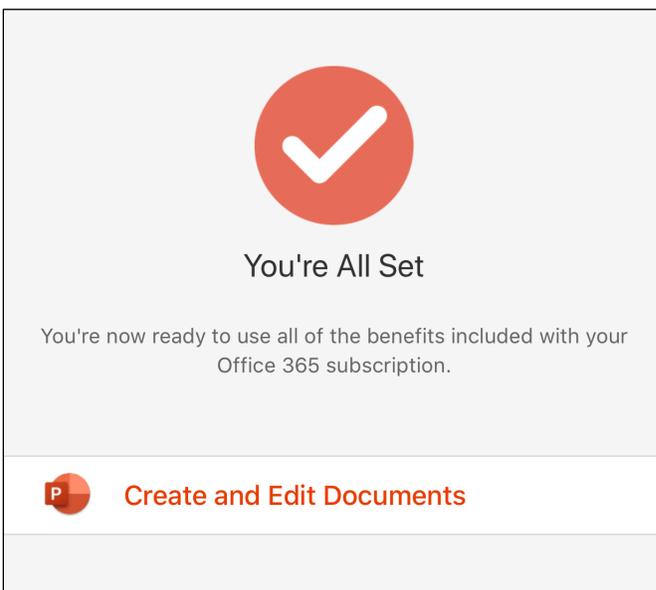


Figure 4