INSTRUCTIONS FOR INSTALLING OFFICE ON AN ANDROID DEVICE

1. On your Android device, go to the Play Store and search for Office Mobile. The app should look like what is pictured below. If you are not able to find it in the Play Store, then it means it is not compatible with your Android device.

2. Open the app after installation
3. You can either download Microsoft Word, Excel and PowerPoint, or click on the back arrow to get to the Sign In page. Tap *Sign In* to enter your email address.
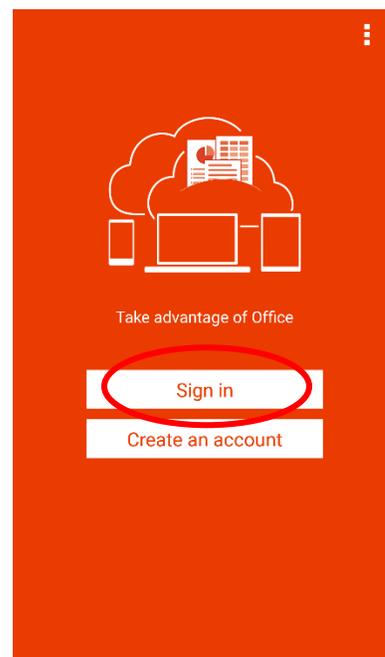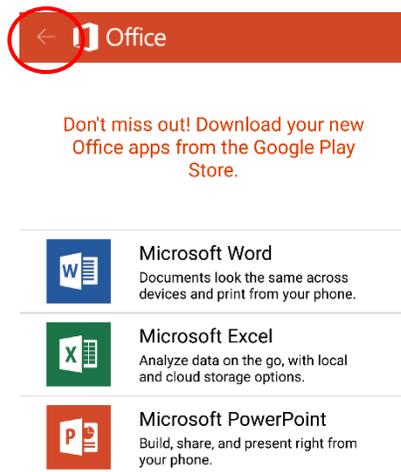
4. Enter your student email login using the format *starID@go.minnstate.edu*, then tap *Next* and enter your starID password on the next Microsoft page. Tap *Sign in* when done.
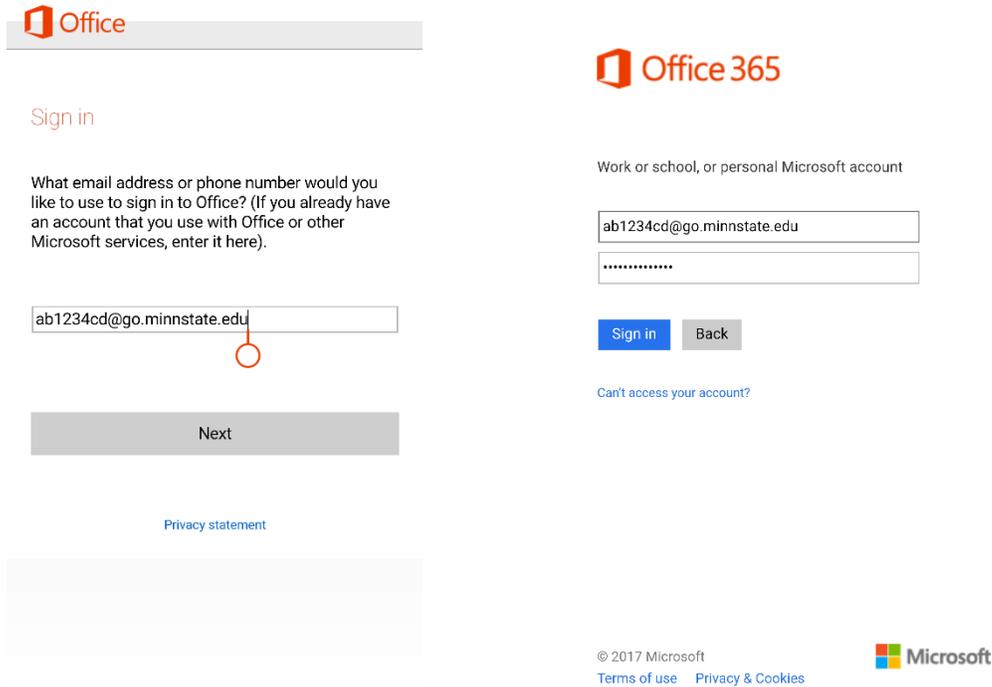
5. As soon as you hit *Sign in* after you enter your password, it will send you to an orange screen that says *Setting up Office Mobile*. When that finishes, it will send you to the main page for Office Mobile.
6. At the top of the window, you should see three tabs: a clock, a folder and a new page icon.
   - The first tab, the clock shows you files that have been recently opened.
   - The middle tab, the folder, shows you places where you can open files from and save files to. There should be one location there, your OneDrive, and it should say *OneDrive – MNSCU*. If it is not displaying there, all you have to do is tap the *Add a Place* icon, choose Office 365, and sign in with your student email with *starID@go.minnstate.edu*.
   - The third tab, the new page icon, is where you will go when you want to create a new Word or Excel document, or install Word, Excel, and PowerPoint on your Android.