



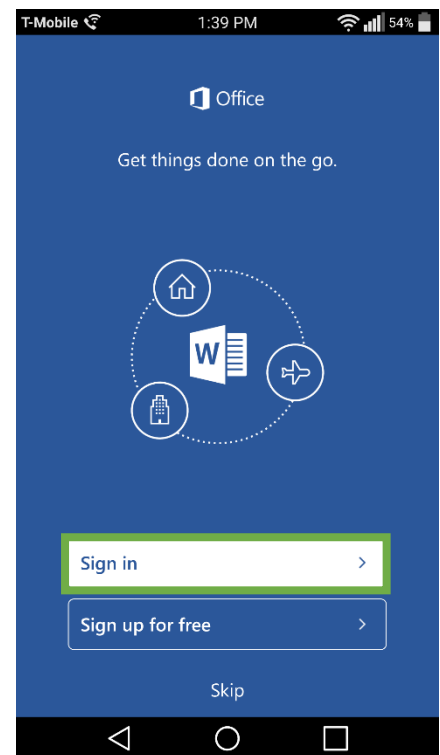
## How to setup Microsoft Office on your Android Device

1. To begin, you must go to the Google Play Store. Search for the Office app you want to install: (**Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft OneNote**).

Each app is a separate download. Install the desired app.



2. Open the app and press **Sign in**. You will only have to sign in once on one of the apps and you will have access to the rest as well.



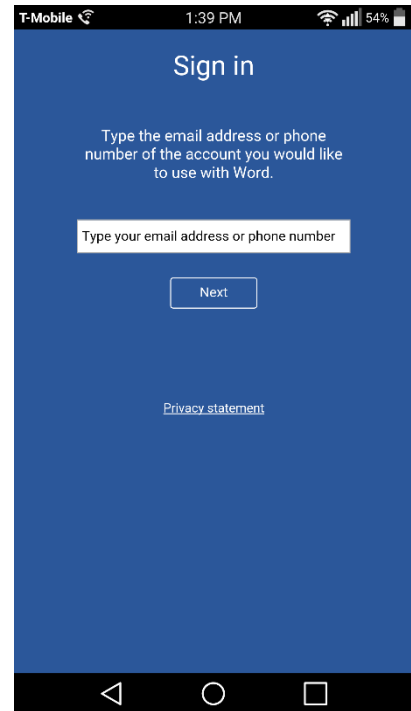


3. Enter your CSU e-mail.

**Example:**

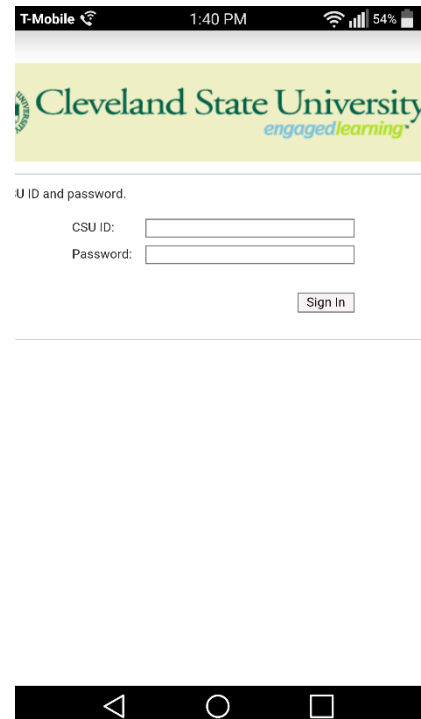
2345678@vikes.csuohio.edu – students

1234567@csuohio.edu – faculty/staff



4. You will then be taken to the next screen where you will be prompted to input your CSU ID and Campus Password.

This is the same password you use to access things such as CampusNet and your CSU email account. After inputting your password, tap the **Sign In** button.





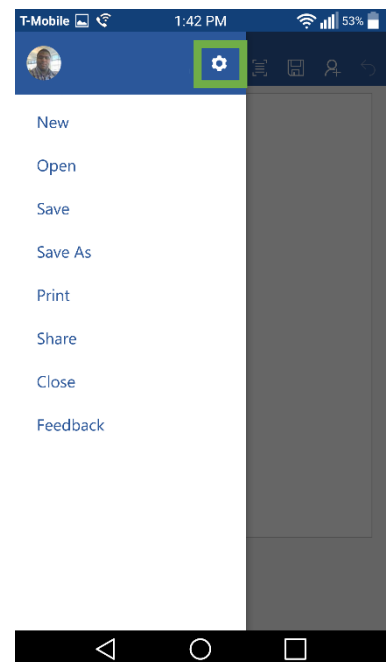


5. You now have access to the Microsoft Office product that you downloaded and may use all of its features.



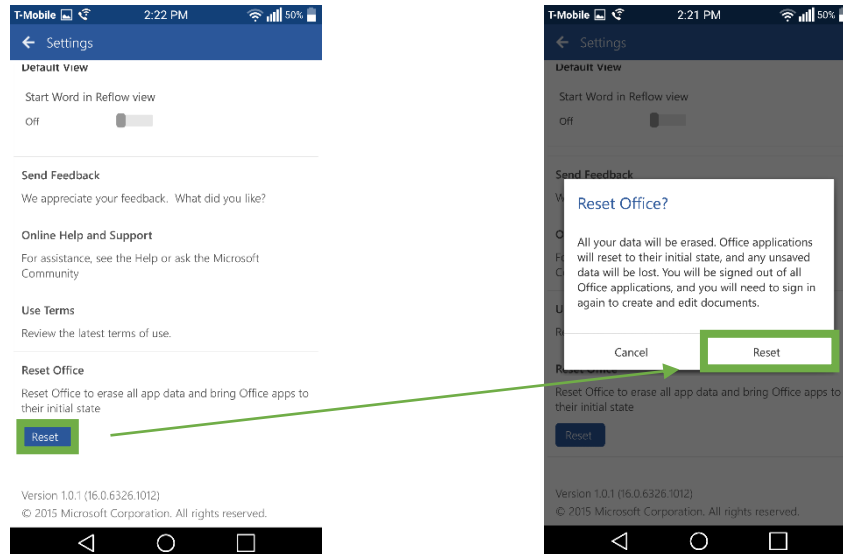
If you wish to remove your account from the Office products on your tablet, follow the steps below.

1. Create a new document within any Office App installed on your device.
2. Tap the Menu Button -  - then tap the Settings Button -  - located next to your name.





3. Swipe towards the bottom of the page and Tap **Reset**.
4. Read and acknowledge the message by tapping **Reset** again.
  - a. Please note that this **does not** delete any files, this will only remove your office account in the office apps on your device.



For Information or help, please visit <http://bit.ly/office365help> or call our help desk at 216-687-5050.