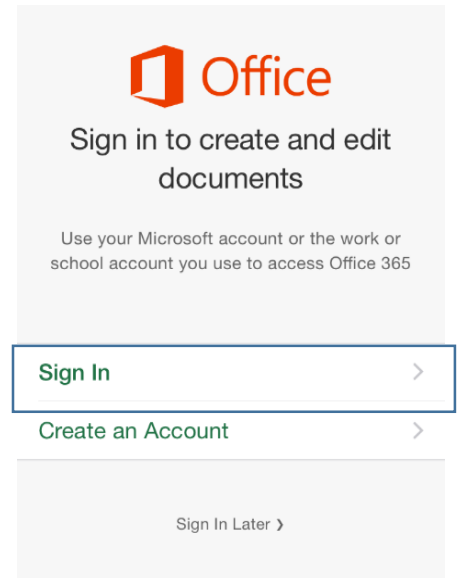




Setup Microsoft Office on iPhone

1. To begin, you must download **Microsoft Word, Microsoft Excel, Microsoft PowerPoint or Microsoft OneNote** from the iTunes App Store.

2. Once the app is downloaded and installed, open the app and scroll through all of the welcome and info screens until you get to a screen like the following, tap **Sign In**.



3. The next screen will prompt you for your email address. You will have to enter your **CSUID@vikes.csuohio.edu** (for students) or **CSUID@csuohio.edu** (for faculty/staff).

Example:

2345678@vikes.csuohio.edu – students

1234567@csuohio.edu – faculty/staff

After doing so, tap **Next**.



Sign in

What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).

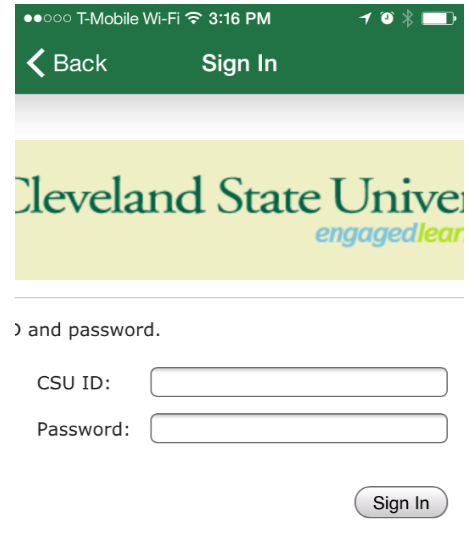
Type your email address

Next

When you sign in, your documents and settings are online
[Privacy statement](#)



4. After clicking **Next**, you will then be brought to a screen asking you to enter your CSU ID & password. This password is the same password used to access things such as your CampusNet or your CSU email account.



5. You now have access to Office365 Mobile, tap the **Create and Edit Documents** button to begin using the app.

