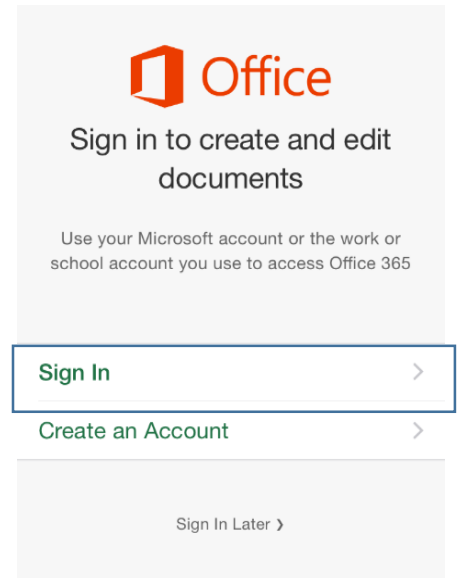## Setup Microsoft Office on iPhone

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**.

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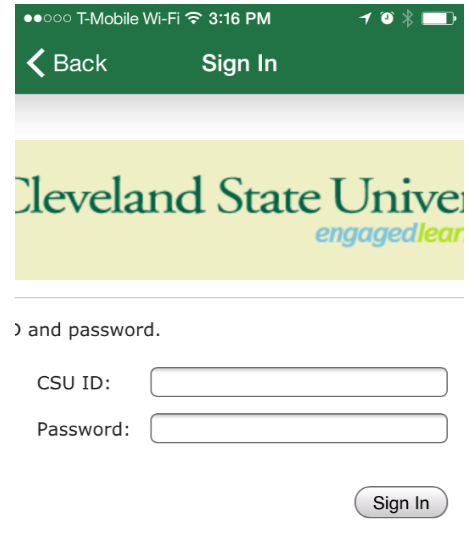
5. You now have access to Office365 Mobile, tap the **Create and Edit Documents** button to begin using the app.