



July 2, 2015

Office 365 Pro Plus: Android Mobile Device

OVERVIEW

This guide will walk you through the steps to install Office 365 Pro Plus on your Android mobile device.

Note: Office 365 Pro Plus for mobile is only available to active UWW staff, faculty, and students. Students that are not enrolled for a future semester will have a 30 day grace period before the Office 365 license becomes inactive. Staff and faculty will have a 120 day grace period after their last day of employment. UWW alumni do not qualify for a free Office 365 Pro Plus subscription.

Note: Your device must be able to connect to an active internet connection every 30 days for your Office 365 for mobile subscription to remain active.

Installing Office 365

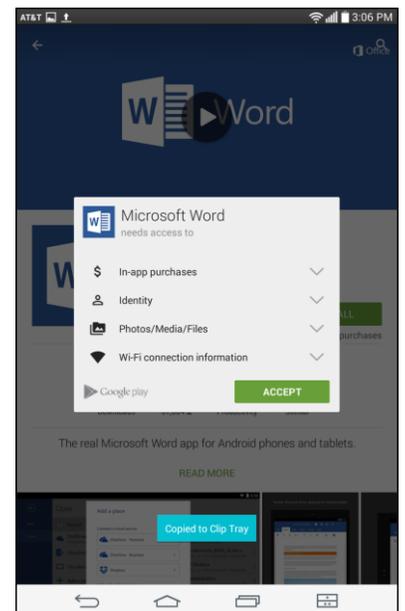
- Step 1.** From your Android mobile device, locate and open the Google Play store.
- Step 2.** Using the search button, search for Office 365.



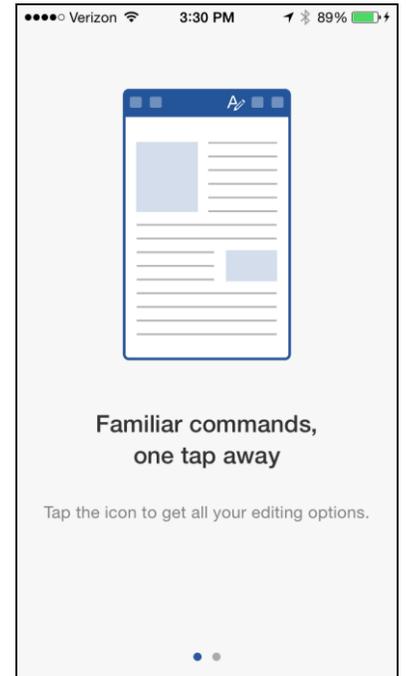
- Step 3.** Select the Office application you wish to install. In this example we will select Microsoft Word.
- Step 4.** Tap the **Install** button to install the application.



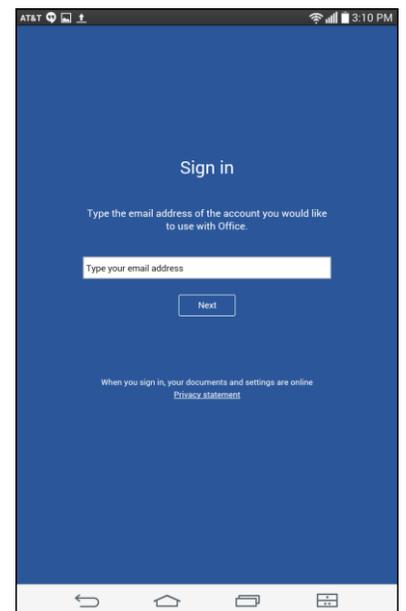
- Step 5.** Click the **Accept** button to accept access permissions to your Android device.
- Step 6.** Once the download is complete, tap the **Open** button to open the application.



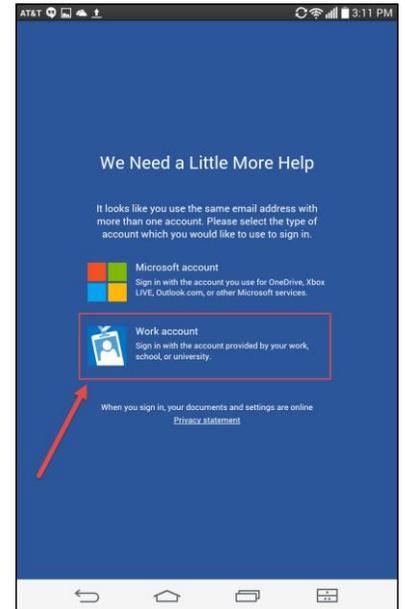
Step 7. The first time you open the application you will see a “Familiar commands” page. Swipe to the left to scroll through the pages.



Step 8. When prompted, enter your UWW email address, then click **Next** to continue.



Step 9. If prompted, select “Work account”.



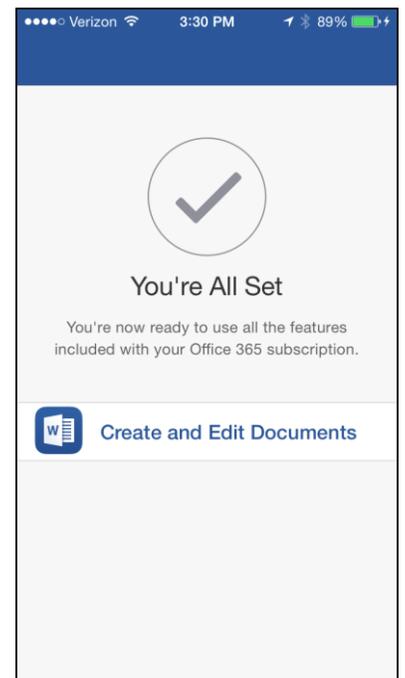
Step 10. If prompted, select “Work or school account”.



Step 11. You should be redirected to the UWW Net-ID and password page. Please enter your UWW credentials, then click **Login**.



Step 12. Once successfully installed you will see a success page. Click the **Create and Edit Documents** button to use the Microsoft application.



Need Additional Help?
Email helpdesk@uww.edu