



July 2, 2015

# Office 365 Pro Plus: Android Mobile Device

## OVERVIEW

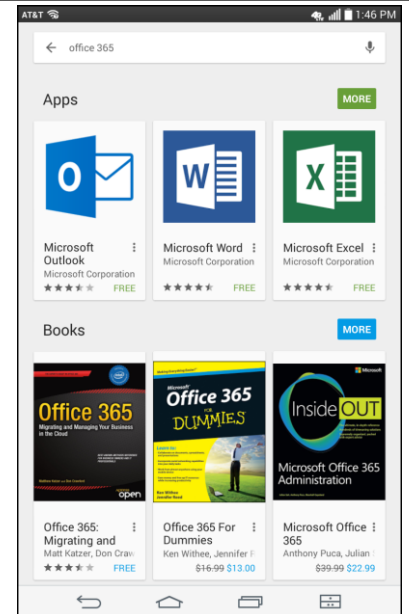
This guide will walk you through the steps to install Office 365 Pro Plus on your Android mobile device.

**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.



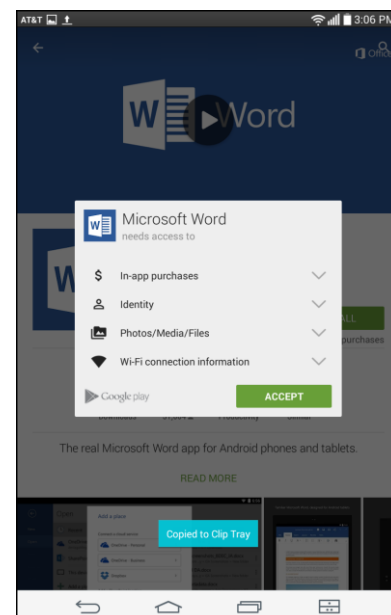
**Step 3.** Select the Office application you wish to install. In this example we will select Microsoft Word.

**Step 4.** Tap the **Install** button to install the application.

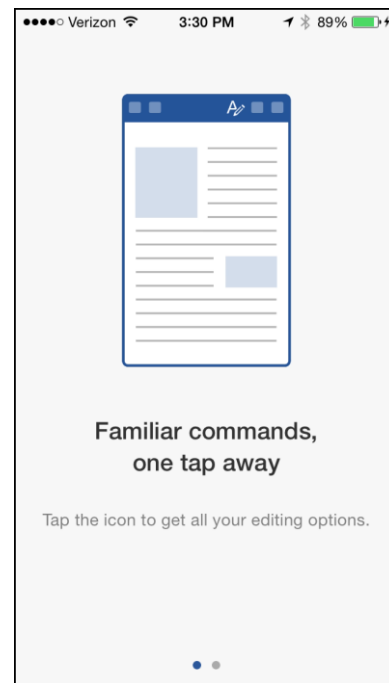


**Step 5.** Click the **Accept** button to accept access permissions to your Android device.

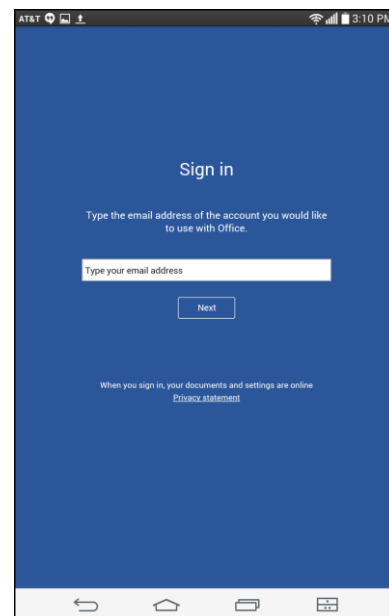
**Step 6.** Once the download is complete, tap the **Open** button to open the application.



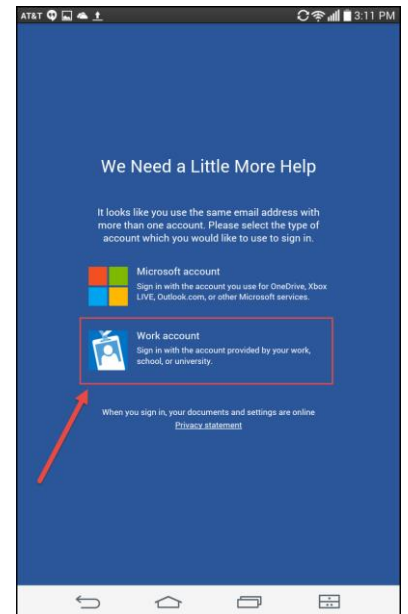
**Step 7.** The first time you open the application you will see a “Familiar commands” page. Swipe to the left to scroll through the pages.



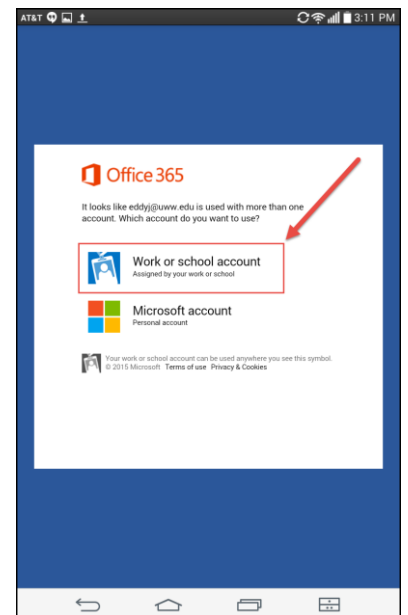
**Step 8.** When prompted, enter your UWW email address, then click **Next** to continue.



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



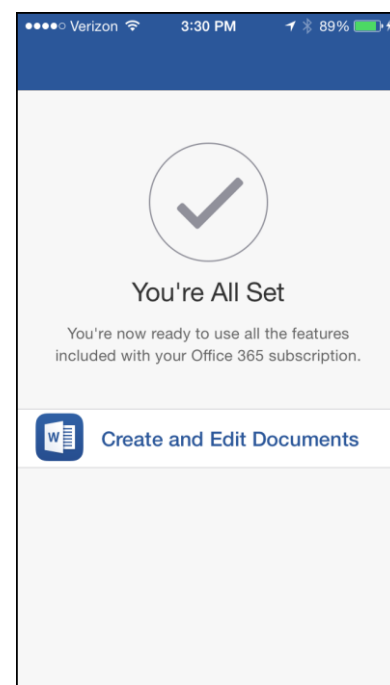
**Step 10.** If prompted, select “Work or school account”.



**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](mailto:helpdesk@uww.edu)