



July 2, 2015

Office 365 Pro Plus: IOS Mobile Device

OVERVIEW

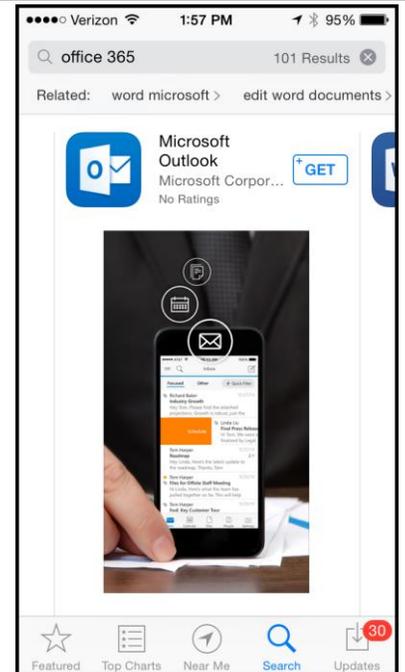
This guide will walk you through the steps to install Office 365 Pro Plus on your Apple IOS mobile device.

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.

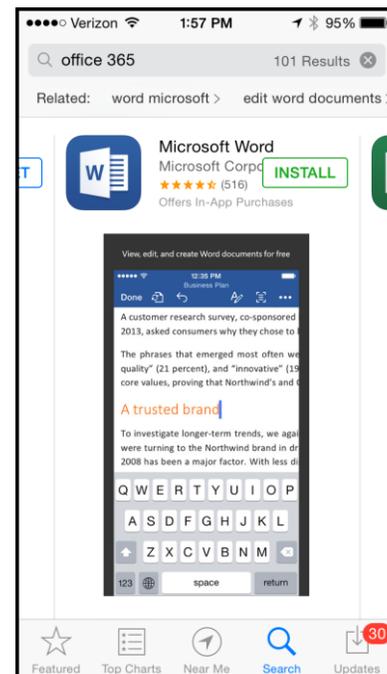
Installing Office 365

- Step 1.** From your Apple IOS mobile device, locate and open the Apple App 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 **Get** button, then the **Install** button to install the application.

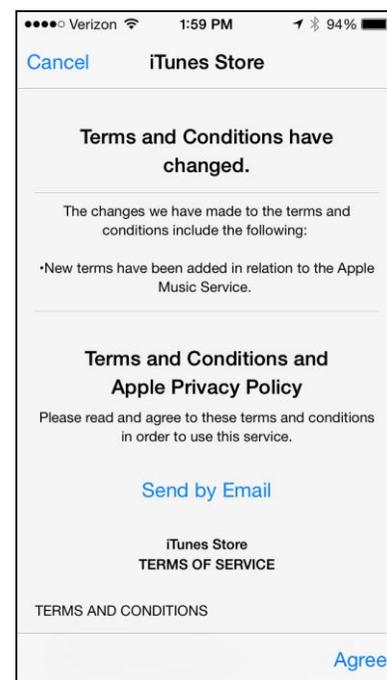


Step 5. If prompted to enter your iTunes password, please enter your password now.

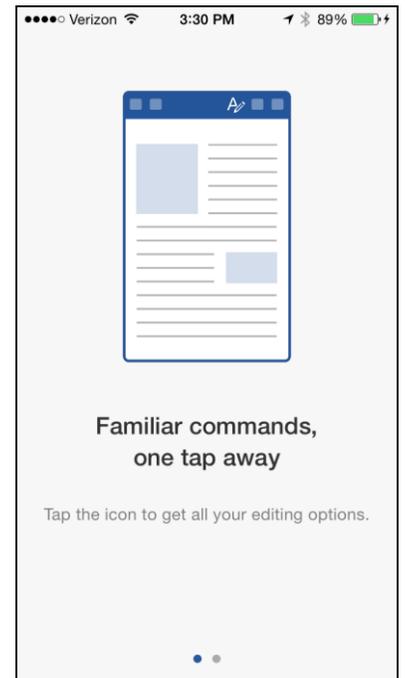
Step 6. Accept the "Terms" agreement if prompted.

Step 7. Click the **OK** button to begin the application download.

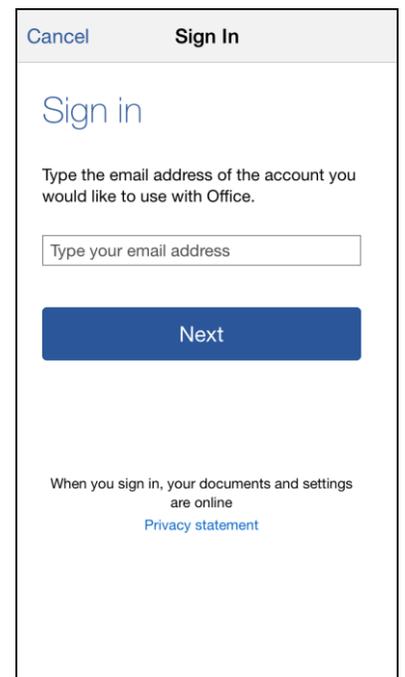
Step 8. Once the download is complete, tap the Microsoft application icon on your device's home screen to open.



Step 9. The first time you open the application you will see a “Familiar commands” page. Swipe to the left to scroll through the pages.



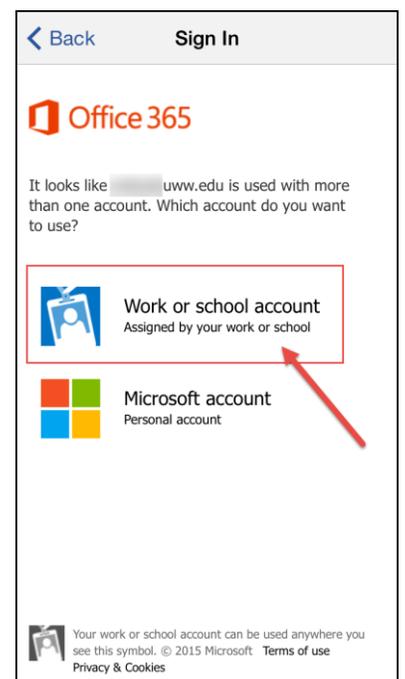
Step 10. When prompted, enter your UWW email address, then click **Next** to continue.



Step 11. If prompted to select a Microsoft or Work account, choose “Work account”.



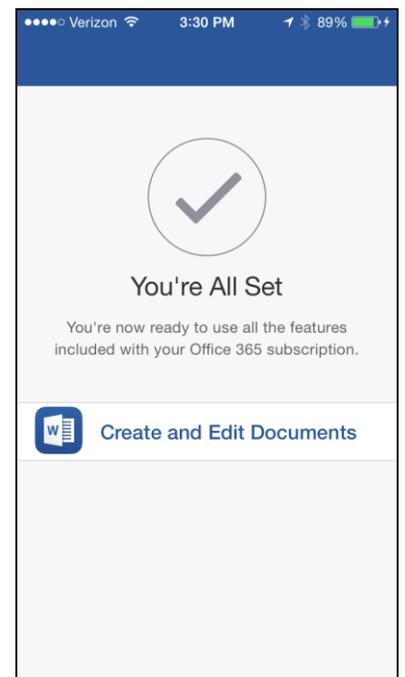
Step 12. If prompted, select “Work or school account”.



Step 13. You should be redirected to the UWW Net-ID and password page. Please enter your UWW credentials, then click **Login**.



Step 14. 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