M365 Installation - Android

- Navigate to office.com and then use your CWRU credentials (abc123@case.edu) to Sign In.
• Type in your password and click “Enter.”
A DUO authentication will be pushed to your designated device.
• After verifying your identity in DUO, you will land on the Office dashboard/homepage.
• Click on the red “Install Office” link to the right of “Good afternoon.”
On the next page, click on the red “Get the app” button.
• Then click the green “Install” button.
After clicking on the Install button, the installer will start to download.
• Once Office is installed, click the green “Open” button.
• The Office app will open and you’ll click the orange “Get Started” button.
• Accept the privacy statement by clicking the “next” button.

Microsoft respects your privacy

When you entrust your data to Office, you remain the owner of that data.

We collect required diagnostic data to keep Office secure, up-to-date and performing as expected on the devices it's installed on. This relates to the basic functioning of Office and doesn't include your name, file content, or information about apps unrelated to Office.

We've updated the privacy settings for Word, Excel, PowerPoint, Office Mobile and OneNote to let you know what data we collect and how we use it. Let's take a look.

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NEXT
• Next, you’ll click the orange “Close” button.

Powering your experiences

Word, Excel, PowerPoint, Office Mobile and OneNote includes experiences that connect to online services—for example, downloadable templates from Office.com, and OneDrive file storage for sharing files with people you choose. When you use these experiences, Office collects diagnostic service data. In addition, some of these services analyze your content to deliver suggestions and recommendations.

To adjust these privacy settings, navigate to “Privacy and permissions” from your app settings.

Learn More

CLOSE
• The Office app will then ask you to sign in, again using your CWRU credentials (e.g. abc123@case.edu).
Another DUO authentication will be pushed to your designated device.
• Then select which Office app you’d like to open, i.e. Word.
- You can select an option for the app you want to use.
In this example, we selected a “blank document” for Word.
You can then begin to type content into the blank document in Word.

This is a Word doc in Office 365 for Android
To save, click on “file” and select “Save As.”