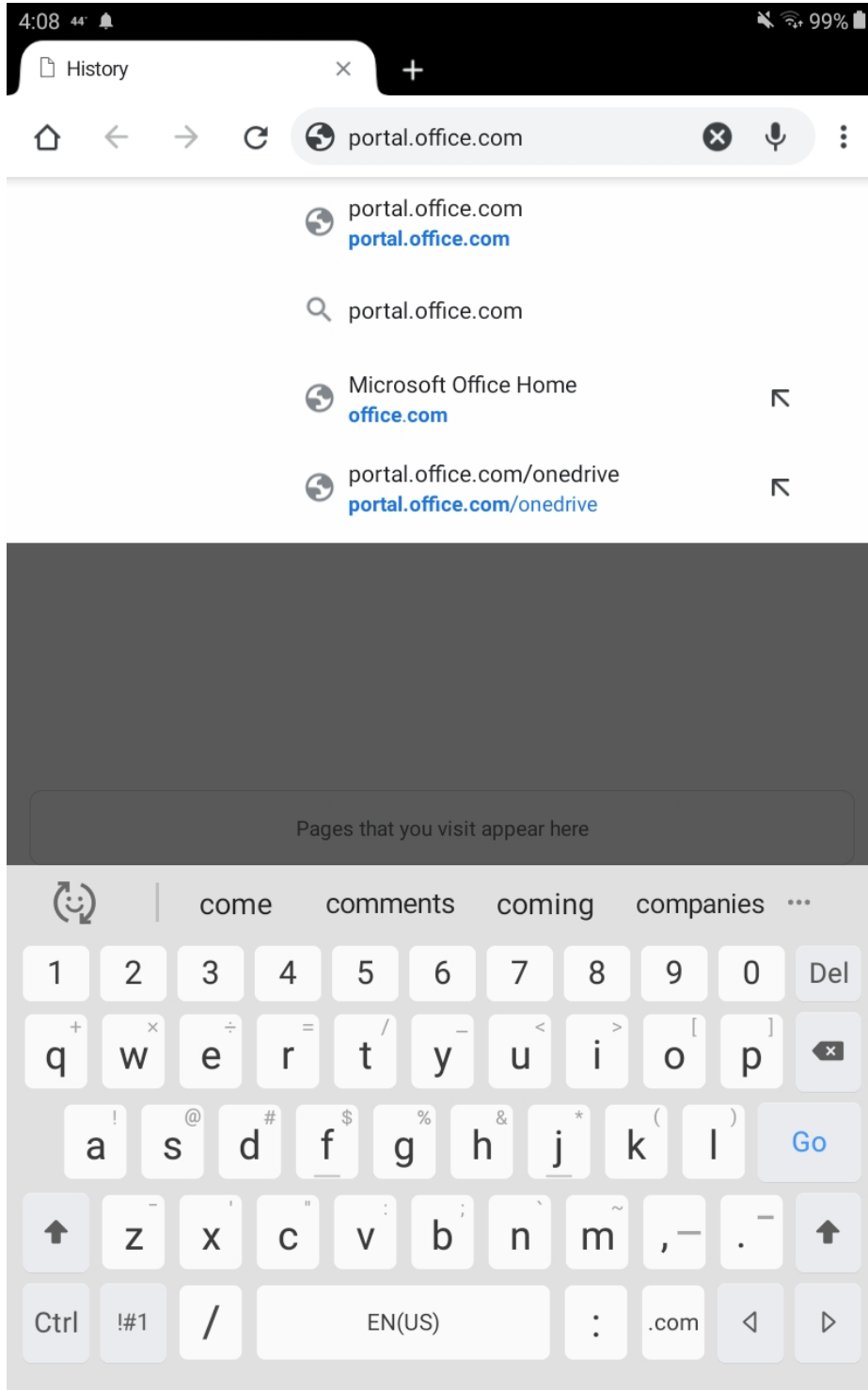
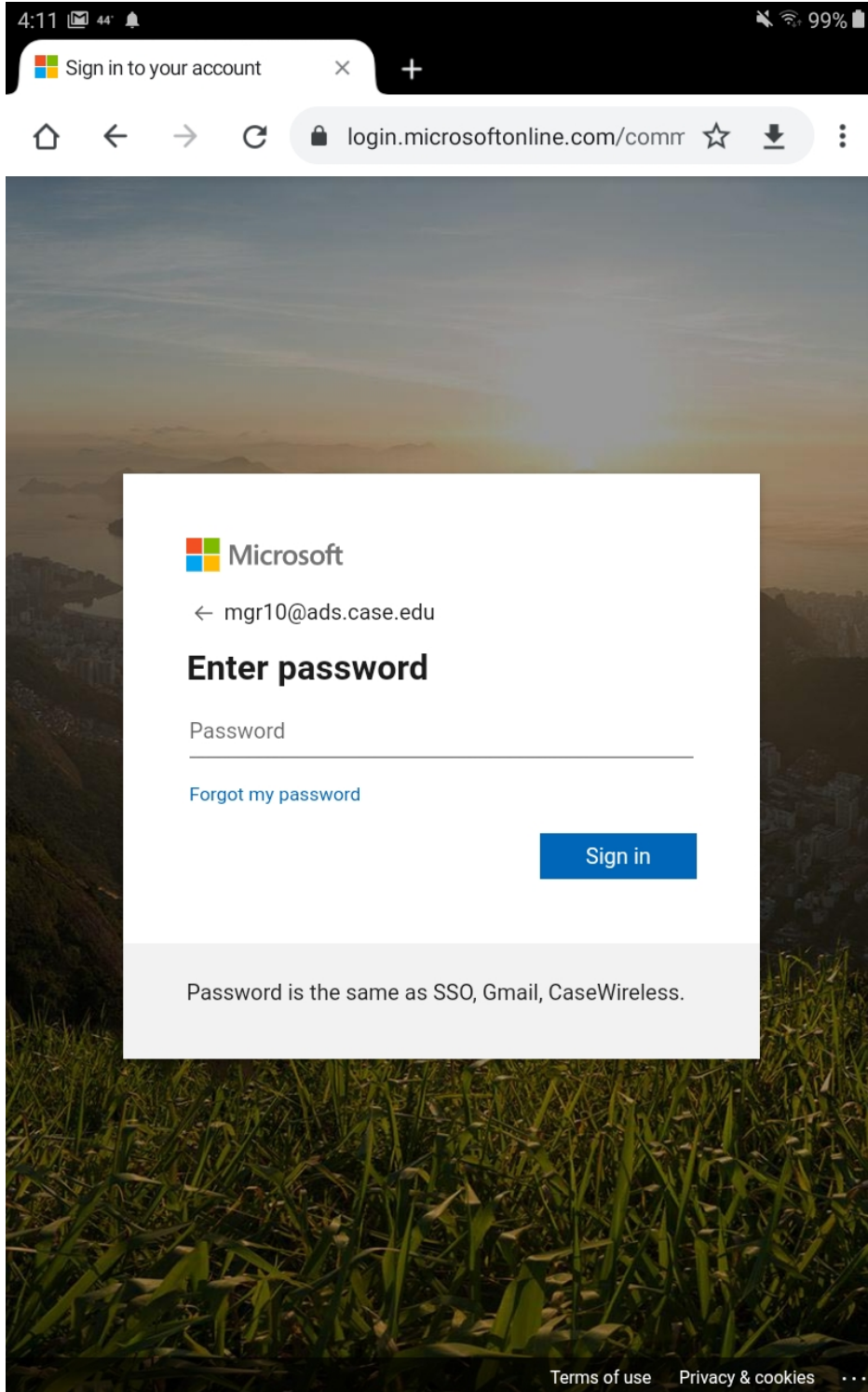


## M365 Installation - Android

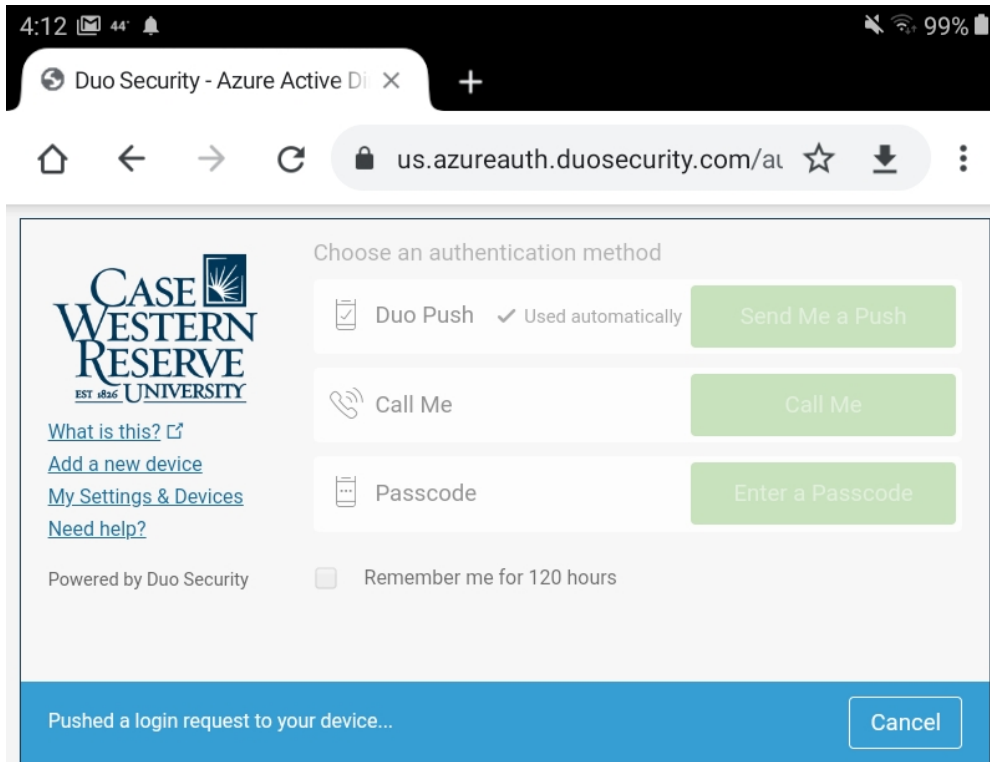
- Navigate to **office.com** and then use your CWRU credentials (**abc123@case.edu**) to Sign In.



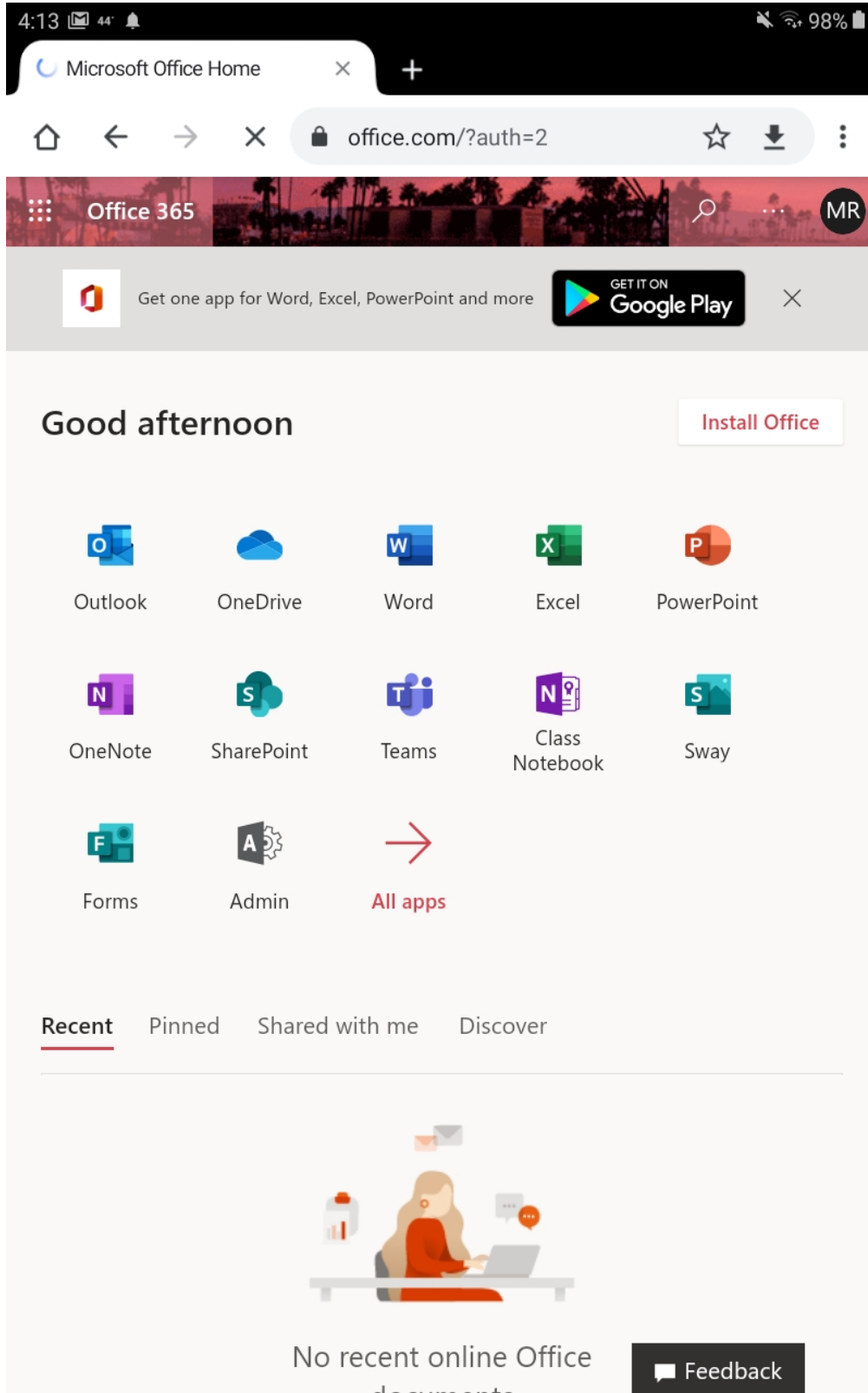
- Type in your password and click “Enter.”



- 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.

The screenshot shows a mobile browser interface with two tabs: 'Microsoft Office Home' and 'Office Apps for Android Phone'. The address bar shows the URL 'microsoft.com/en-us/microsoft-'. The page content includes the Microsoft logo and a navigation menu. The main heading reads 'Introducing the new Office app for Android'. Below this, there are two buttons: 'Get the app' and 'Read our blog'. At the bottom, three smartphone screens are shown, displaying the Office app's interface. The first screen shows the 'Home' screen with a 'Sales Analysis' document. The second screen shows the 'Actions' menu with options like 'Transfer Files', 'Share Nearby', 'Image to text', and 'Image to table'. The third screen shows a spreadsheet titled 'Contoso Coffee Expense Trends' with a bar chart and a data table.

| Month     | May      | Jun      | Jul      | Aug      | Sep      |
|-----------|----------|----------|----------|----------|----------|
| Expense 1 | 6,368.00 | 1,448.00 | 1,016.00 | 4,057.00 | 2,013.00 |
| Expense 2 | 1,990.00 | 1,282.00 | 7,188.00 | 1,331.00 | 7,265.00 |
| Expense 3 | 5,291.00 | 975.00   | 5,452.00 | 7,271.00 | 3,532.00 |
| Expense 4 | 1,432.00 | 3,052.00 | 3,680.00 | 5,839.00 | 1,982.00 |

- Then click the green “Install” button.

4:15 44°

98%

← Google Play



# Microsoft Office: Word, Excel, PowerPoint & More

Install

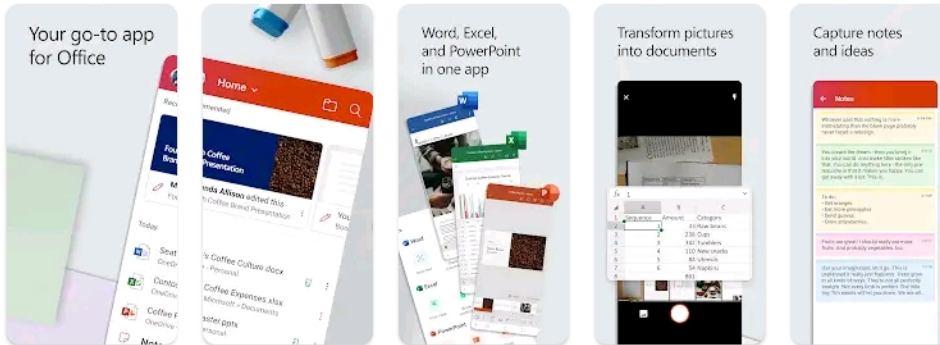
Microsoft Corporation

In-app purchases

4.4 ★  
33K reviews

100M+  
Downloads

E  
Everyone



## About this app



One app for documents, spreadsheets, presentations, PDFs, & more

Productivity

#6 Top free

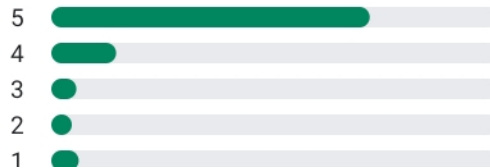
## Ratings and reviews



4.4



33,775



- After clicking on the Install button, the installer will start to download.

4:16 [icons] 98% [battery]

← Google Play



# Microsoft Office: Word, Excel, PowerPoint & More

15% of 91.09 MB

Verified by Play Protect

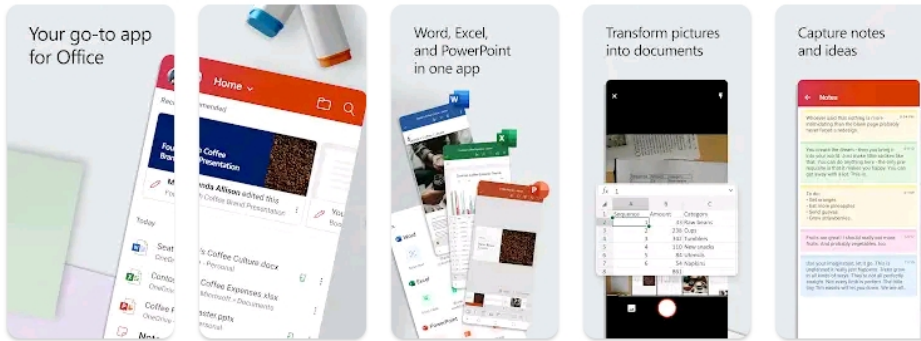
Cancel

Open

4.4 ★  
33K reviews

100M+  
Downloads

Everyone ⓘ



## About this app



One app for documents, spreadsheets, presentations, PDFs, & more

Productivity

#6 Top free

## Ratings and reviews ⓘ



4.4



- Once Office is installed, click the green "Open" button.

4:17 44%

98%

Google Play



# Microsoft Office: Word, Excel, PowerPoint & More

Microsoft Corporation

In-app purchases

Uninstall

Open

Developer contact

## Join the beta

Try new features before they're officially released and give your feedback to the developer.

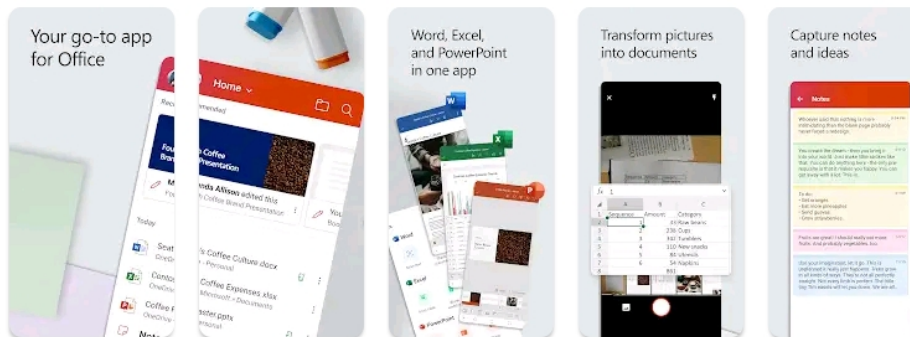
[Join](#) [Learn more](#)



4.4★  
33K reviews

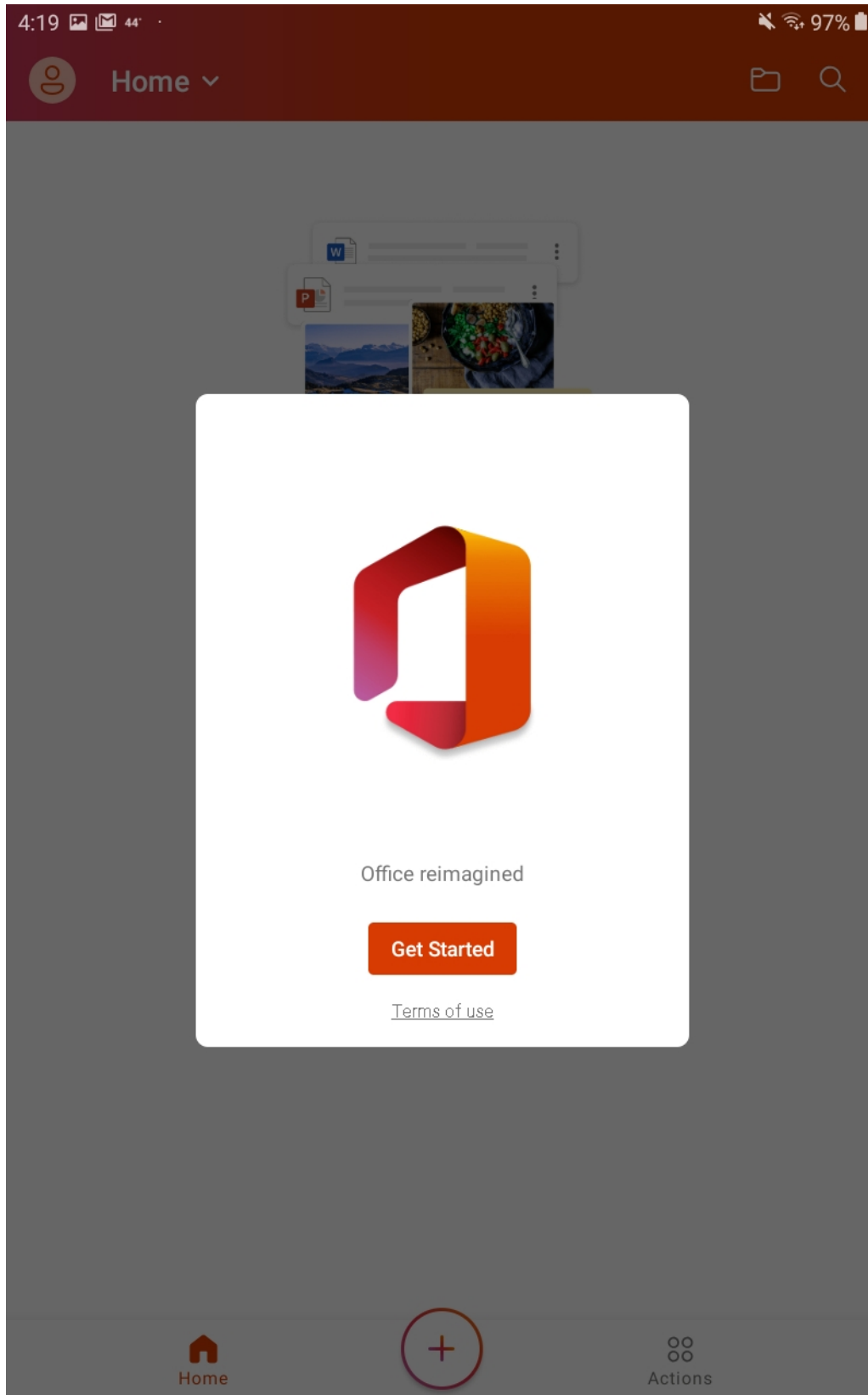
100M+  
Downloads

Everyone

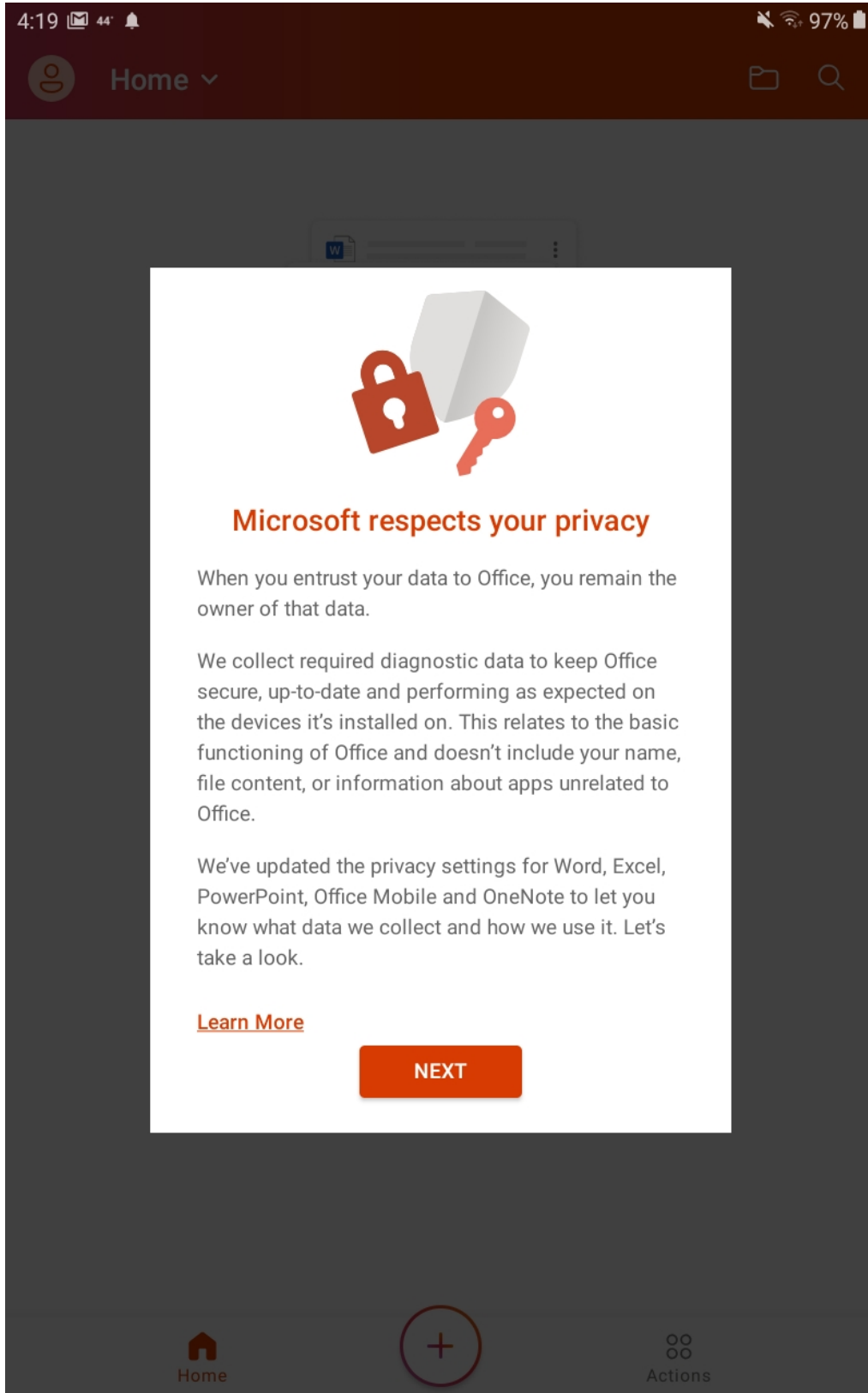




- The Office app will open and you'll click the orange "Get Started" button.




- Accept the privacy statement by click the “next” button.



4:19 44% 97%

Home



### 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.

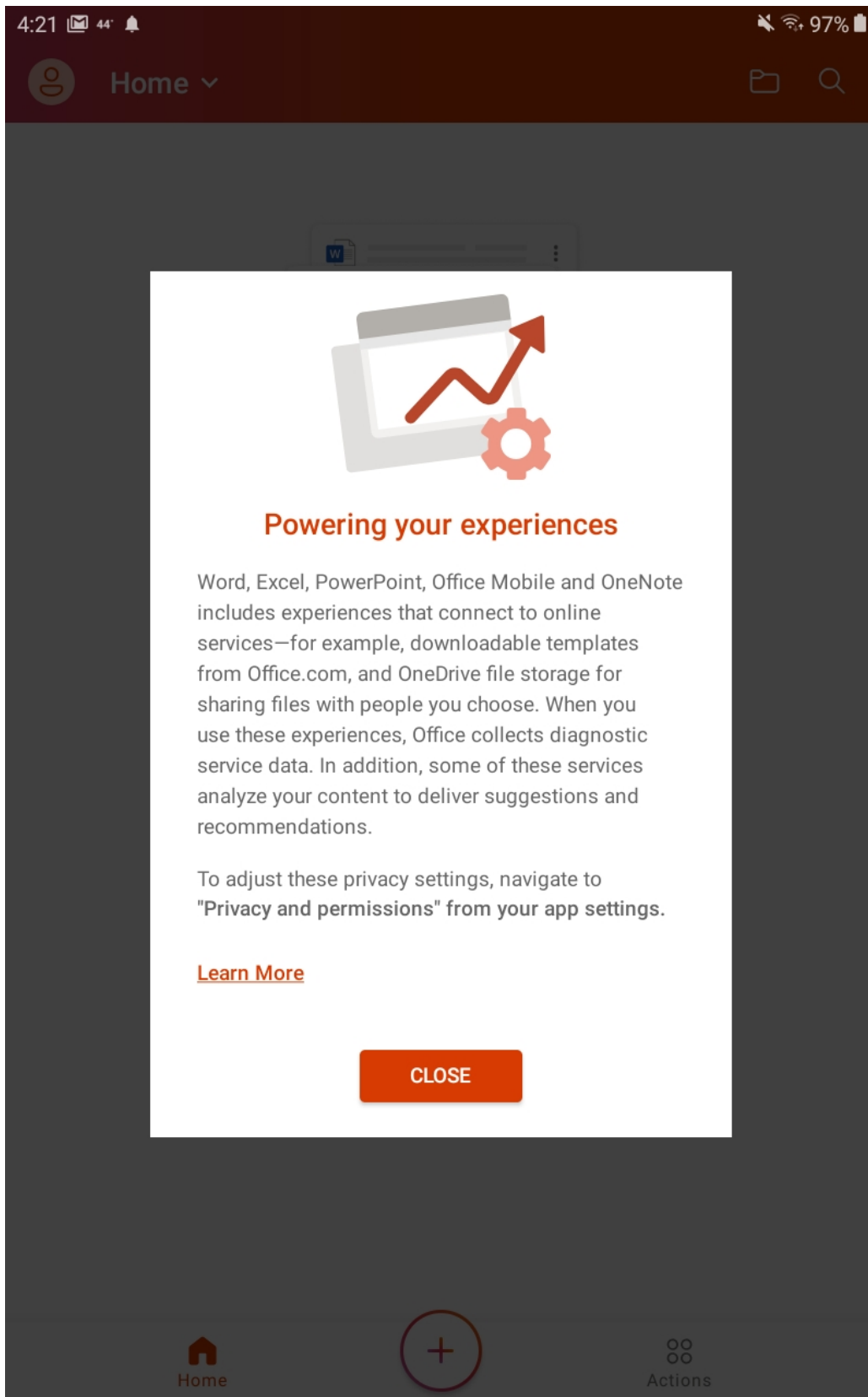
We've updated the privacy settings for Word, Excel, PowerPoint, Office Mobile and OneNote to let you know what data we collect and how we use it. Let's take a look.

[Learn More](#)

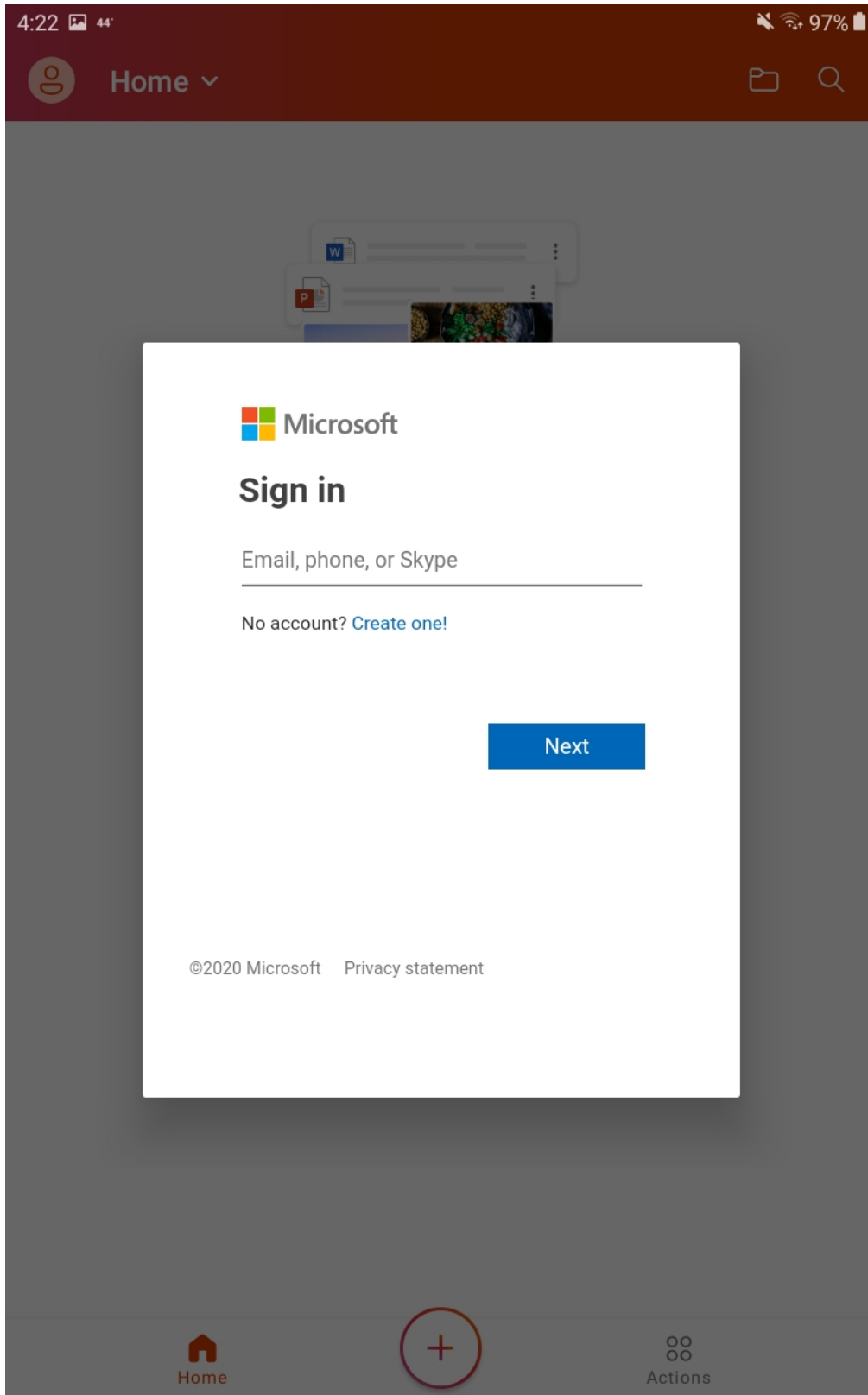
**NEXT**

Home Actions

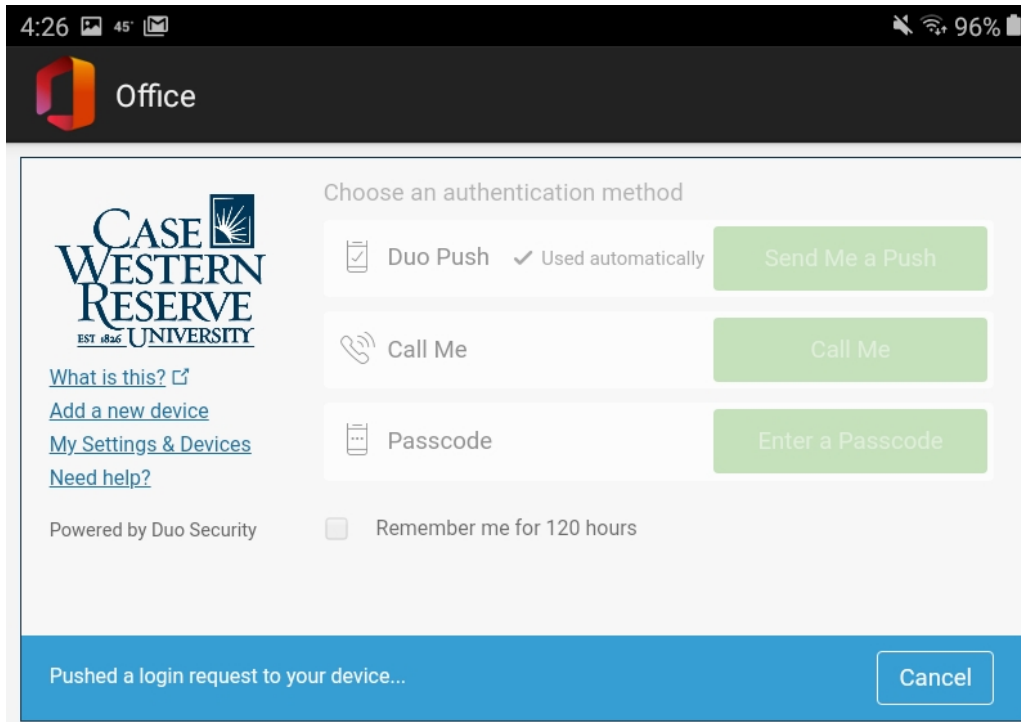
- Next, you'll click the orange "Close" button.




- 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.



4:26 45° 96%

 Office

  
EST. 1826 UNIVERSITY

[What is this?](#) [Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)

Powered by Duo Security

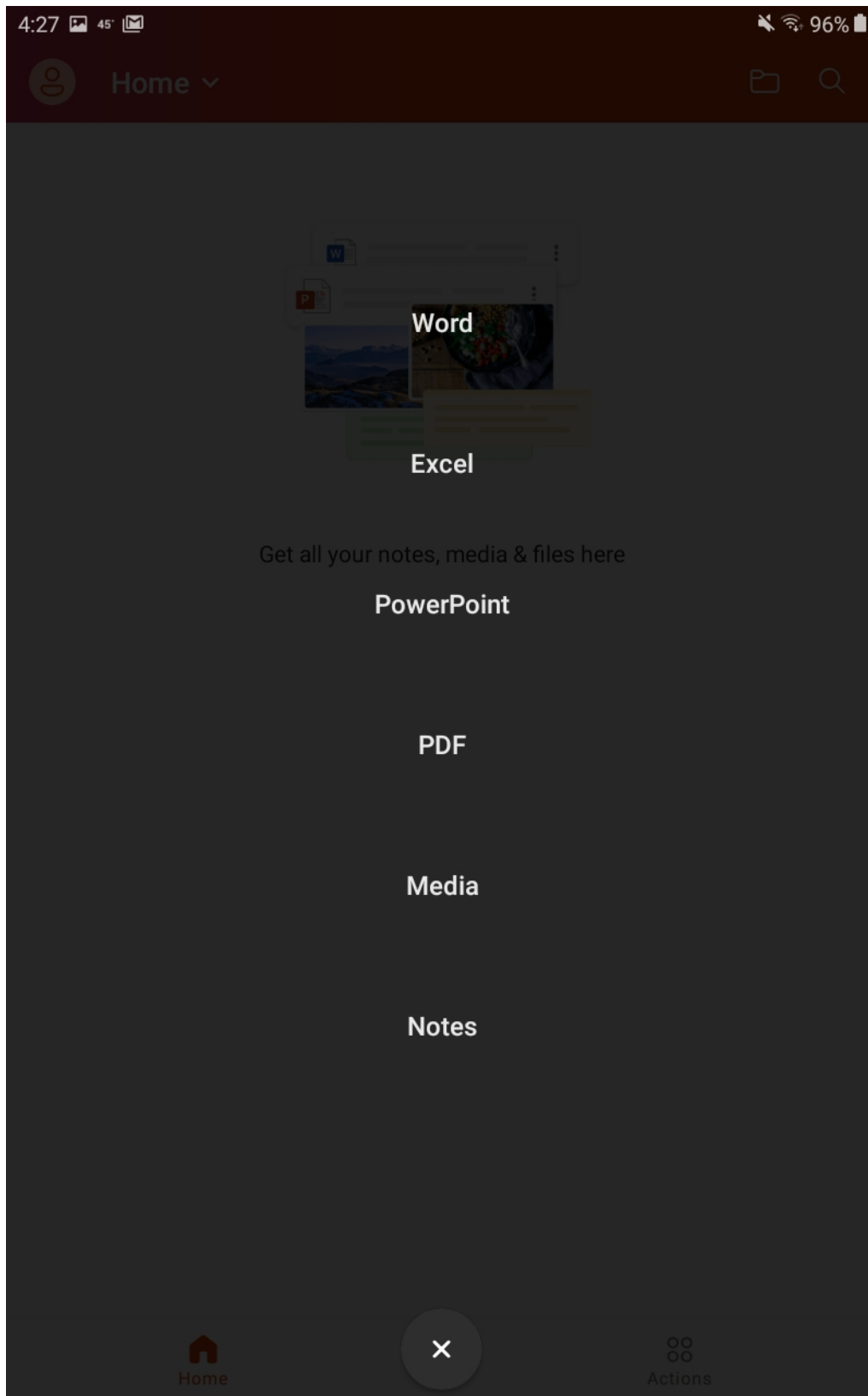
Choose an authentication method

- Duo Push  Used automatically [Send Me a Push](#)
- Call Me [Call Me](#)
- Passcode [Enter a Passcode](#)

Remember me for 120 hours

Pushed a login request to your device... [Cancel](#)

- Then select which Office app you'd like to open, i.e. Word.



- The you can select an option for the app you want to use.

4:28  45° 

  96% 



### Word



Scan text



Blank document

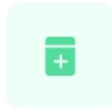


Create from  
template

### Excel



Scan table

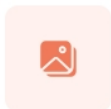


Blank workbook



Create from  
template

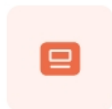
### PowerPoint



Choose pictures



Blank presentation



Create from  
template

- In this example, we selected a “blank document” for Word.

4:28  45° 

  96% 

Office



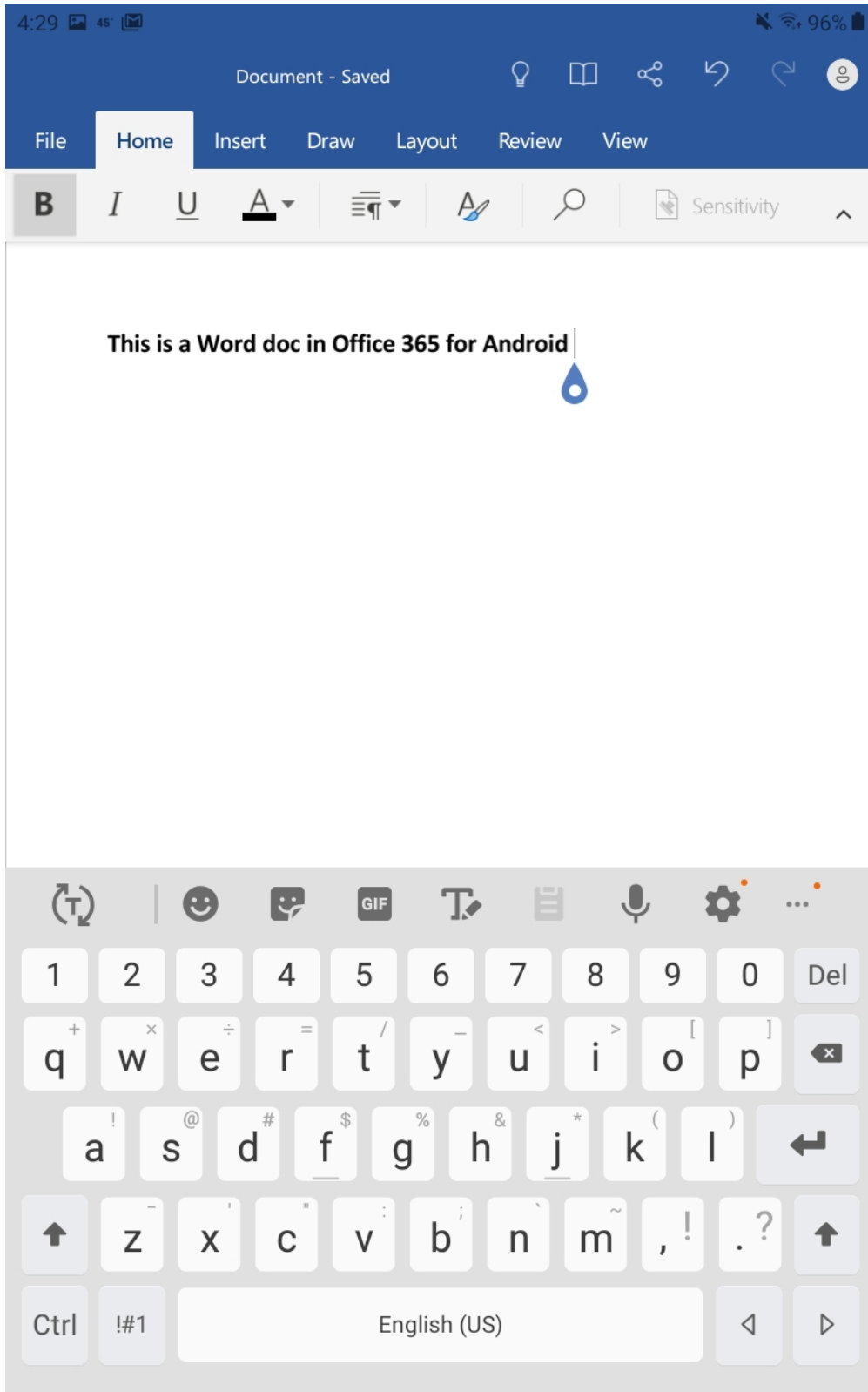
Creating...  
Working on it...



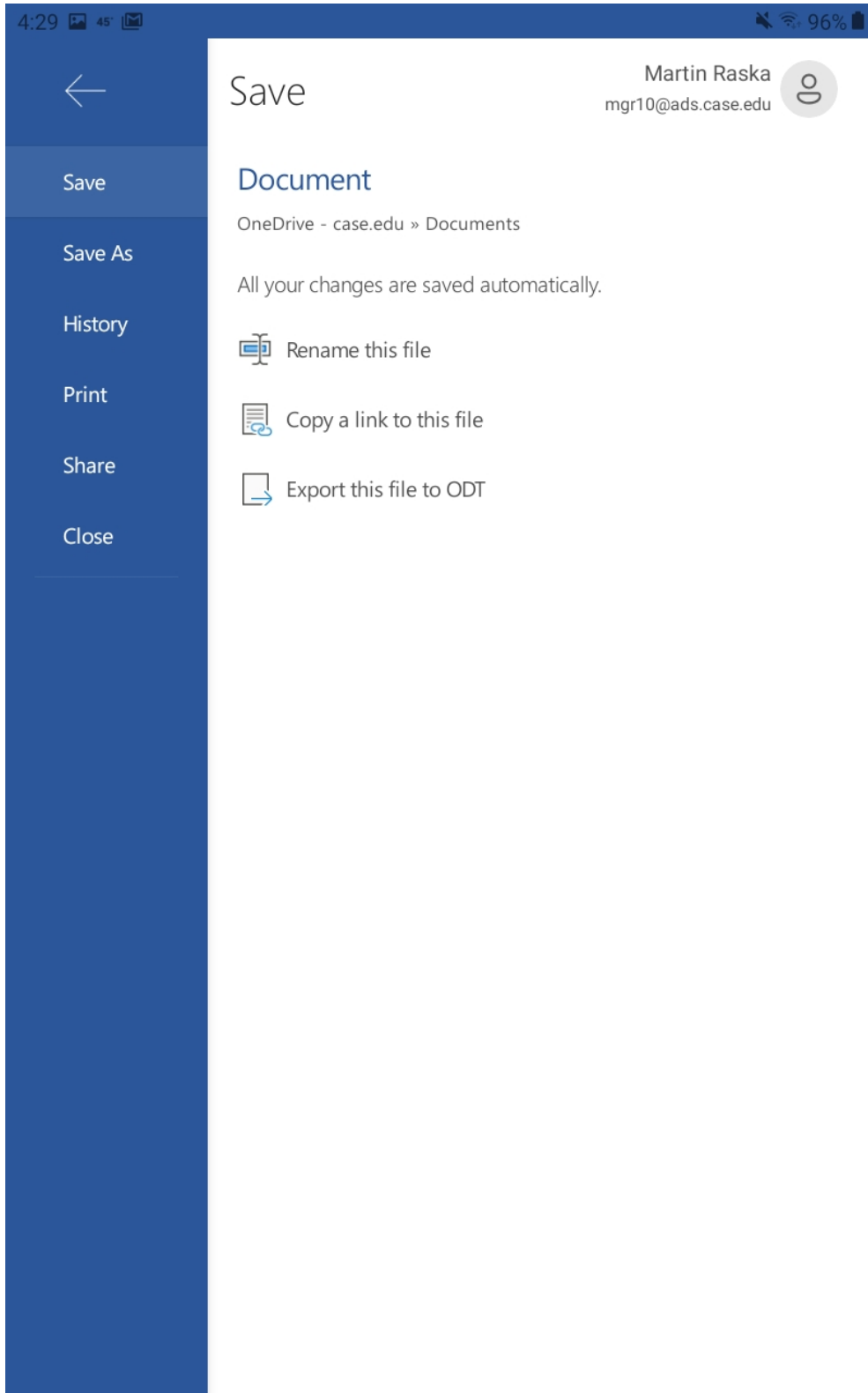
Cancel



- You can then begin to type content into the blank document in Word.



- To save, click on “file” and select “Save As.”



4:29 45% 96%

← Save Martin Raska mgr10@ads.case.edu

Save As

Document

OneDrive - case.edu » Documents

All your changes are saved automatically.

Rename this file

Copy a link to this file

Export this file to ODT