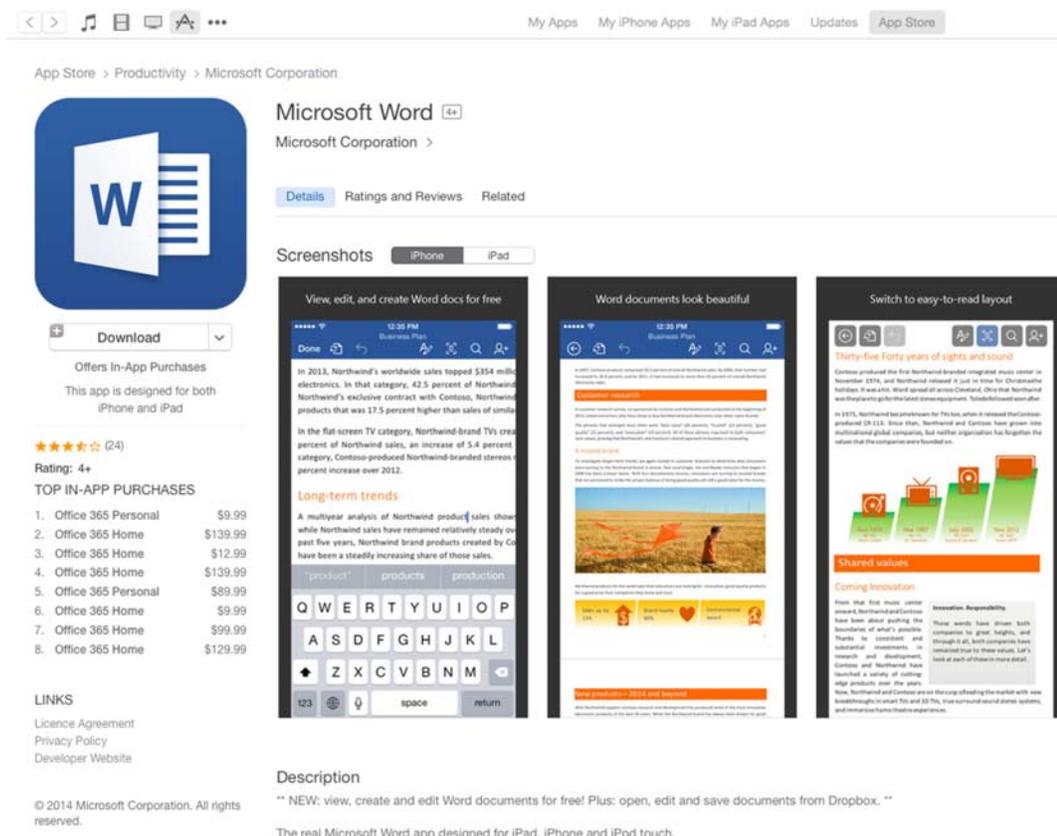# Microsoft Office for Mobile Devices
(iPhone, Windows Phone, Android Phone or iPad)

1. Open the App store on the device you wish to install Microsoft Office for Mobile on. From the App store, search for Office Mobile (Windows or Android Phone) or the specific app you wish to install on the iPhone or iPad eg: Word, Excel, Powerpoint, Outlook etc.
   NB: you will need to be connected to a wireless network to proceed.

2. Once you have located the specific app within the App Store select **DOWNLOAD or GET** to install the app on your selected device

3. After the app has installed on your mobile phone or tablet, you will see a quick introduction after launch. Scroll through the introductory windows.

4. Click **SIGN IN** from the app screen.
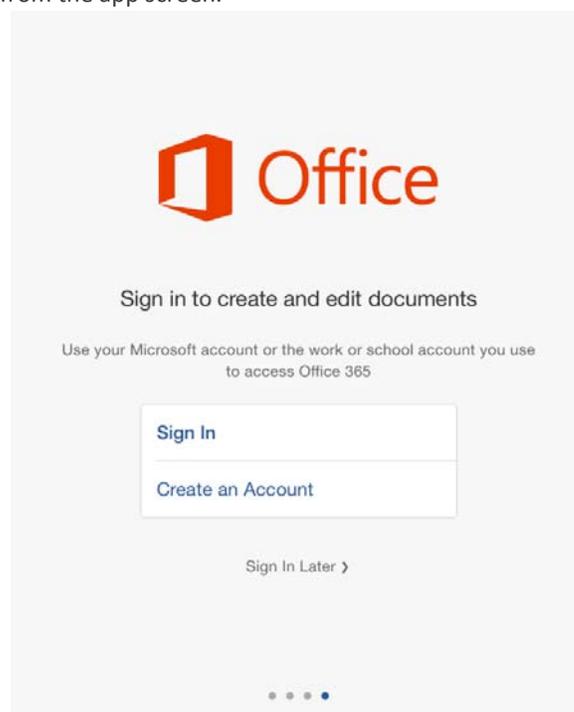
5. Type your full JCU email address into the box as directed, then click **NEXT**.

6. **Type your** full JCU email address into the box labelled user name, followed by your JCU email password, then click **SIGN IN**.

    If you have multiple Microsoft accounts you may be asked to select or nominate which account to use – enter the details for your JCU account.
    NB: You may need to complete the Sign In details again, when launching the Office for Mobile Devices apps in the future.

7. Microsoft will check your credentials and activate the product over the internet, you will see this window, it may take a few moments to activate your software – do not close the device while activation is in progress.
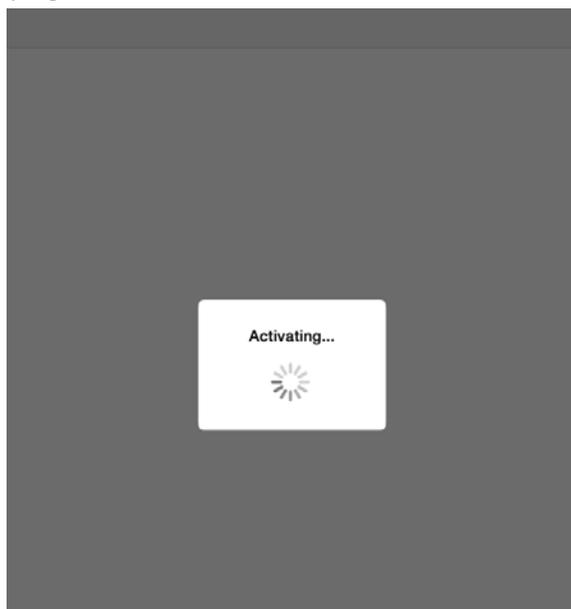
8. Once the activation has successfully completed you will be able to create and edit documents.
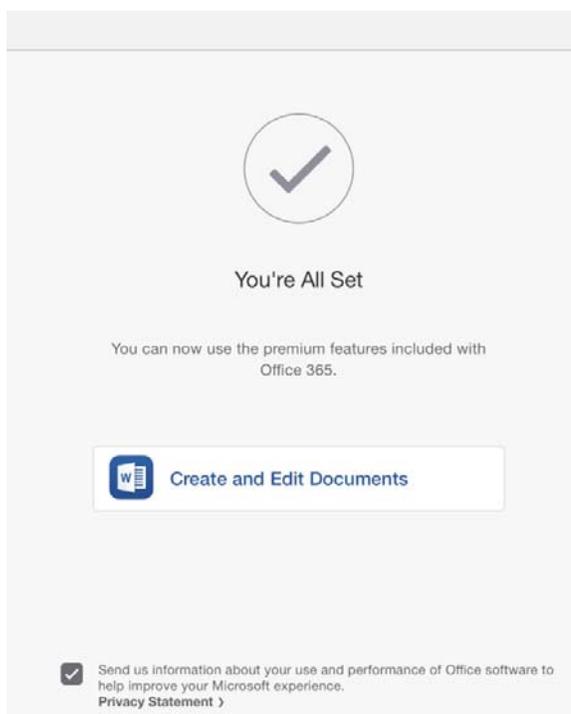
9. Repeat the steps above for each Office for Mobile app you would like to install on your device. If you experience any problems contact ithelpdesk@jcu.edu.au

Quick Tips

1. **Opening a Document**
   When launching any Office for Mobile Devices app, you will see the Document browser with new document templates to choose from. You can tap a templa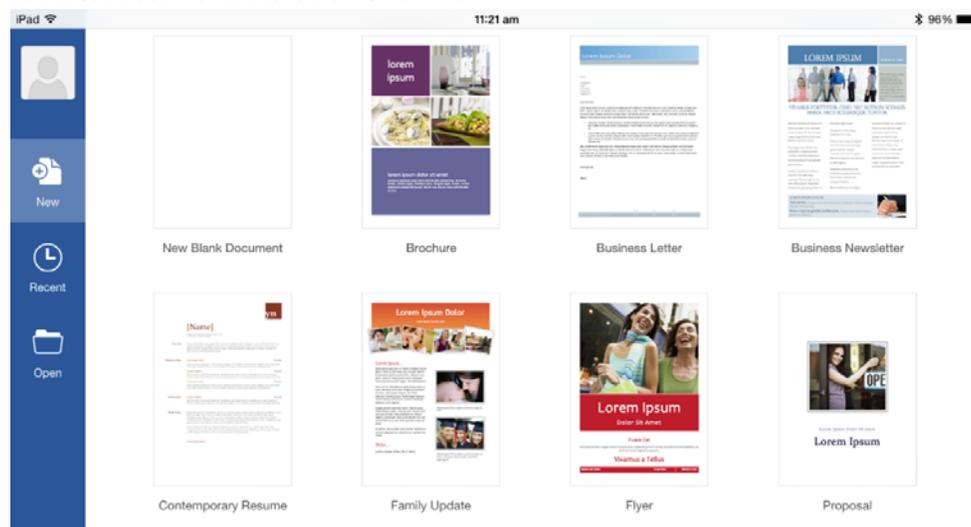te to open it, tap the **RECENT** tab on the left, to view recently accessed documents, or tap **OPEN** to open older saved documents located on your iPad or OneDrive. You must be connected to the internet to access documents stored on OneDrive.

2. **Saving a Document**
   Office for Mobile Devices is built to work with OneDrive, (Microsoft's cloud storage), and by default will save your documents to JCUOneDrive, though you can choose to save them

   locally on your iPad. To save to either location, tap the **FILE** icon on the top left of the ribbon, or tap the back arrow to go to the File screen. You will see a Save As screen where you can name your document and choose where you'd like to save it. If you are not connected to the internet, you will only be able to save locally to your iPad.
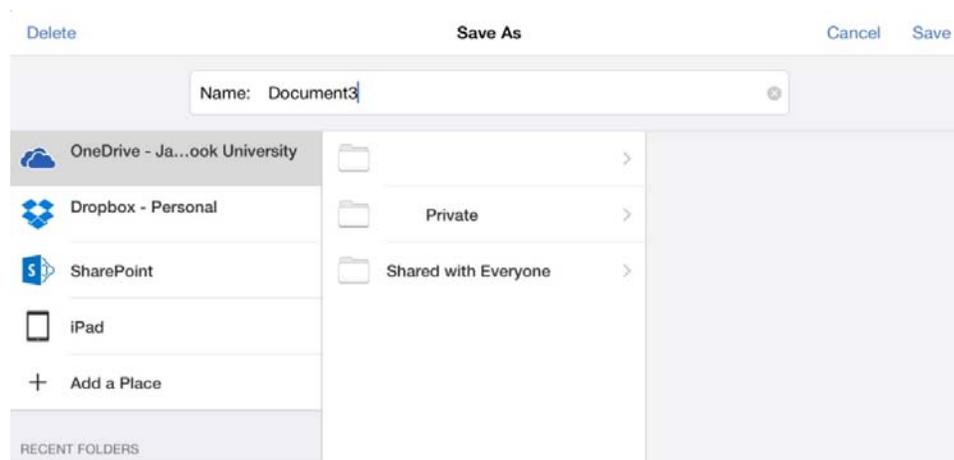
3. **The Ribbon**

   The ribbon in Office for Mobile apps is organized into tabs, just like in your desktop version. The default tab, Home, shows basic formatting options, the other tabs provide app-specific tools (eg: formulas in Excel). The Review and View tabs, allow you to annotate documents and adjust the way the app looks.
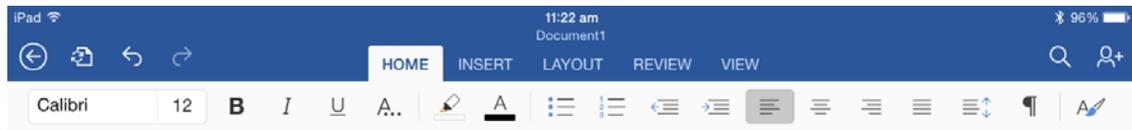
   To access tab functions, tap the required tab name, the specified tab will open and you will have access to the tab's standard menu – just like in your desktop version of the program. There are also dynamic tabs that will appear in the ribbon when you have selected a specific item. For example, when an image has been selected from within the document the PICTURE tab will appear, if you tap the tab you will see options to change the style, add shadow and text wrap settings. These dynamic tabs are only visible when a specific object or item has been selected from within the document.

4. **Sharing and Collaboration**

   New in Office for Mobile Devices, is a feature allowing you to collaborate live with colleagues. To enable collaboration, tap the person icon from the top left of any Office app, then choose the **Email as Link** or **Copy Link** to send a link to your document to anyone. Once downloaded, the recipient can open the file in Office on their Mac, PC, or iPad, and co-edit it with you. You'll be able to add annotations and comments via the **Review** tab of the ribbon in any of the apps and see any changes made as they happen.