## Signing In To Office Mobile Apps

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You can download mobile apps for Microsoft Word, Excel and PowerPoint for free from the app store on your mobile device. Once you have downloaded the apps you must sign in with your outlook, Hotmail or Office 365 account in order to start viewing, creating and modifying document. You can use the same methods to sign in to the PowerPoint or Excel mobile app.

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| **Try This Yourself:** | |
|  | Before starting this exercise ensure you have downloaded the Office mobile app… |
|  | Open the ***Word***  app on your mobile device |
|  | Swipe from right to left to navigate to the sign in page |
|  | Tap ***Sign in*** page, then type your Office 365 email address |
|  | Tap **[Next]** |
|  | Type your password, then tap **[Sign in]**  *It may take a few moments to configure…* |
|  | Tap **[Create and Edit Documents]**, then tap ***Done*** |

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For Your Reference…

To ***access Office Mobile***:

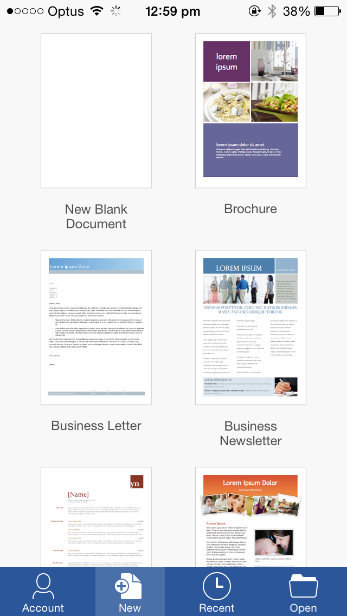
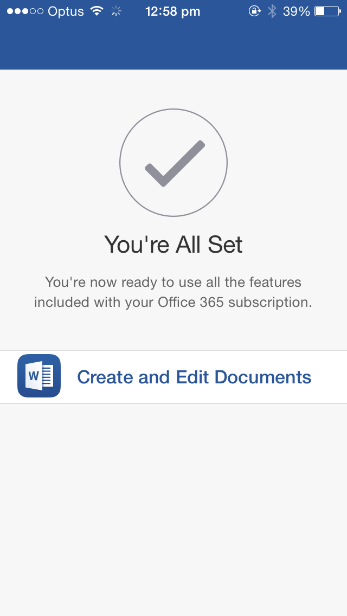
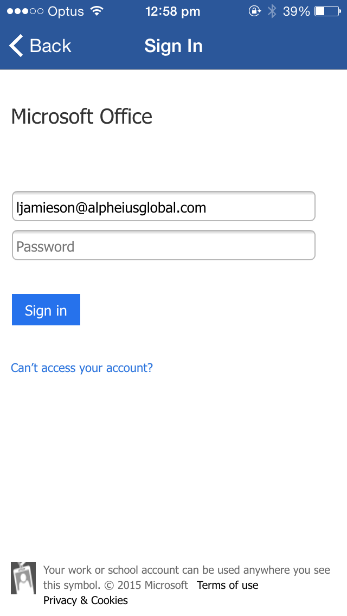
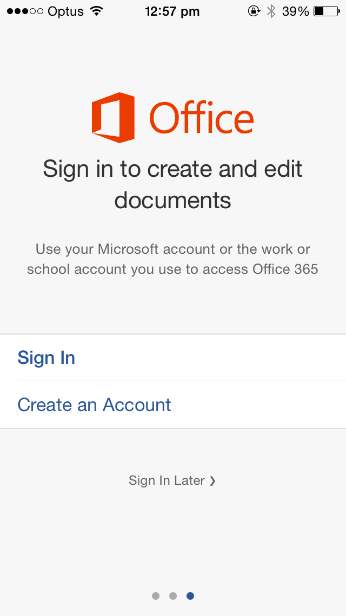
1. Navigate to the ***Sign in*** page

2. Type your email address, tap **[Next]**, then type your password

3. Tap **[Sign in]**

Handy to Know…

* Office Mobile automatically syncs with the OneDrive service attached to whatever account you use to sign in to Office Mobile. This means that all files stored in your OneDrive account will appear listed in Office Mobile.



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