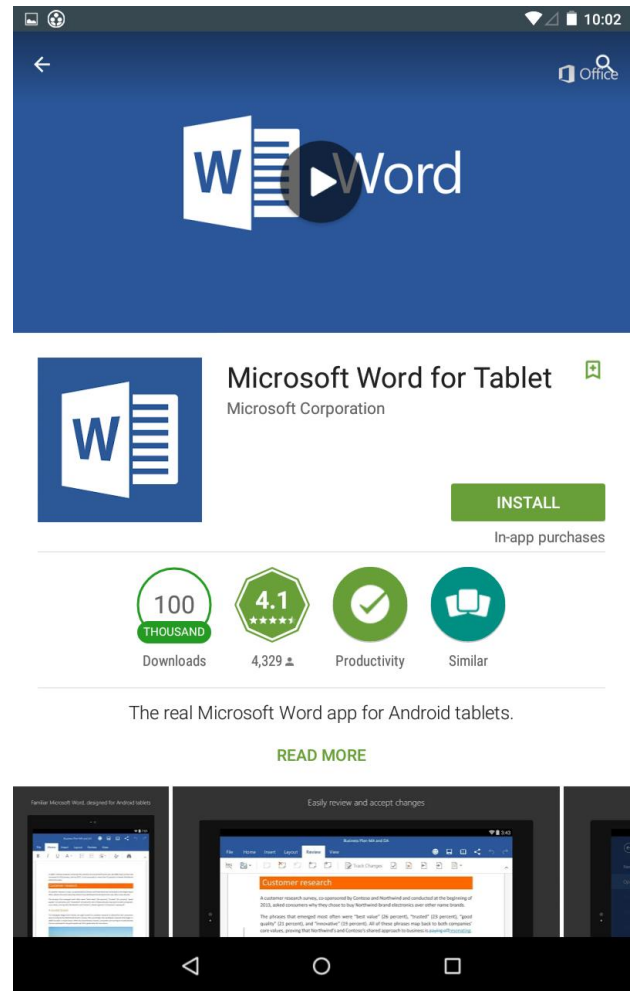
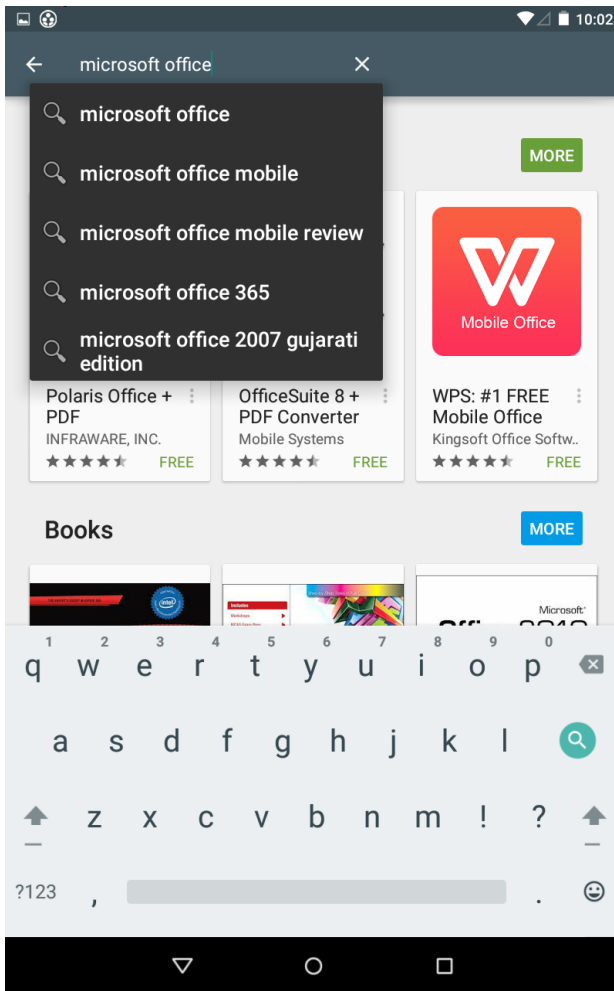


Installing Office for Android tablets

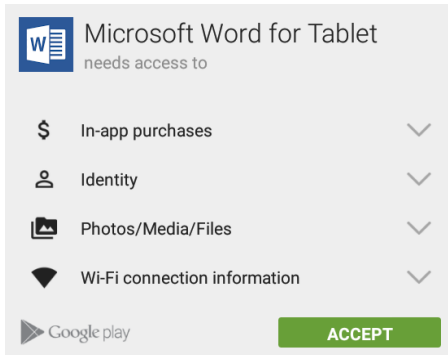
Microsoft Office is available to Ship students at no additional cost! To install **Office for Android tablets**, follow these directions:

1. Open the Google Play Store and tap on the search box at the top. Type in “Microsoft Office” and tap **Search**. From the list, install the apps you want to use (Microsoft Word for Tablet, Microsoft Excel for Tablet, Microsoft PowerPoint for Tablet, Microsoft OneNote and/or Microsoft Outlook).

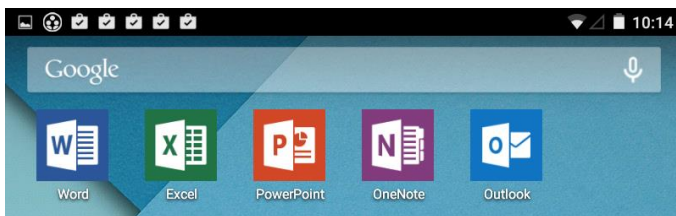
To install, tap on the **INSTALL** button beside each app and enter your Google account and password if prompted.



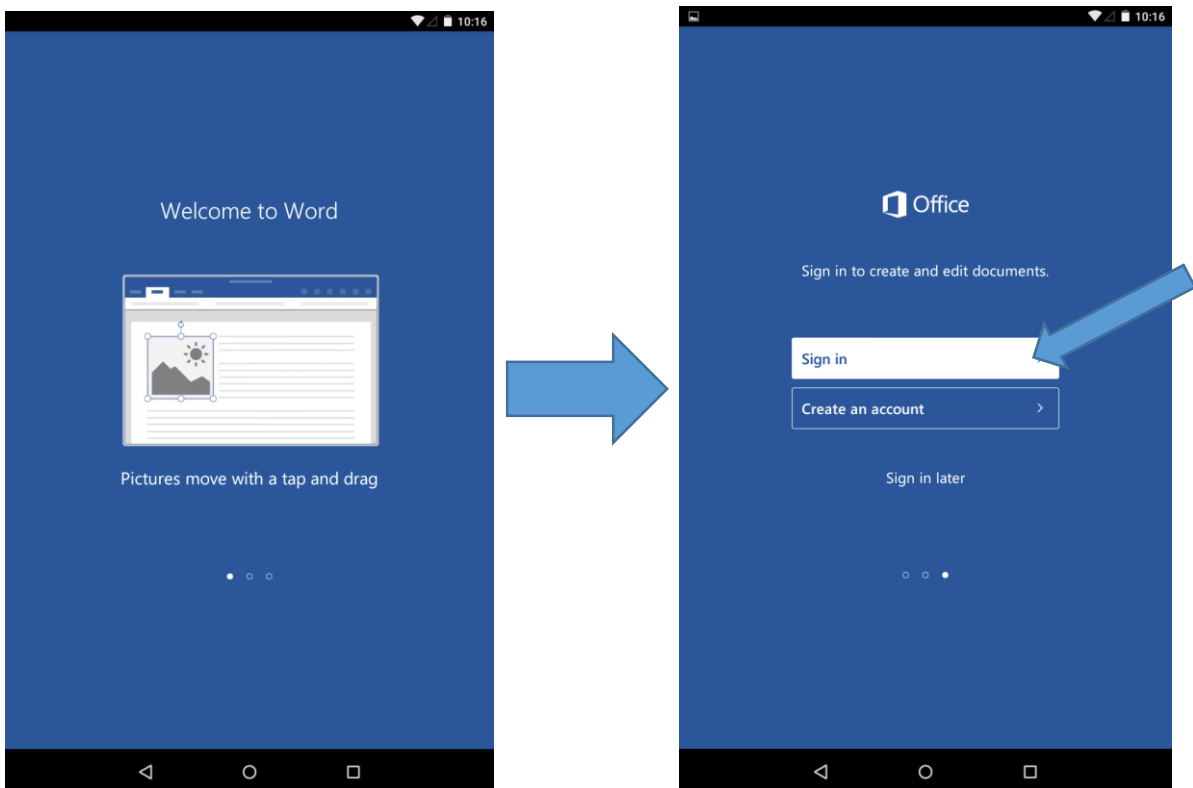
2. You may receive a warning about the apps needing permission on the tablet. Tap on **ACCEPT** when prompted.



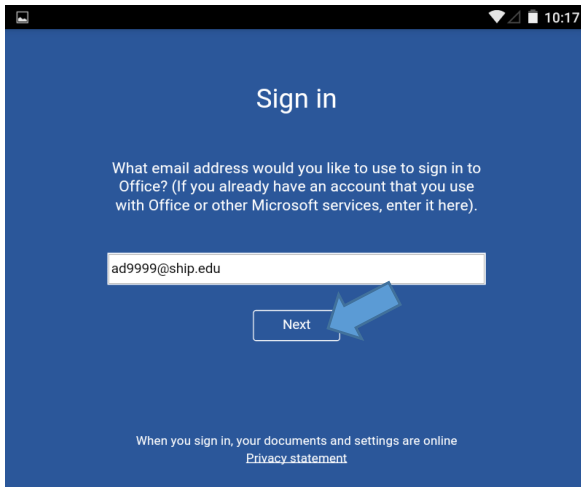
3. Return to the home screen. Tap on either **Word**, **Excel**, or **PowerPoint** to open that app.



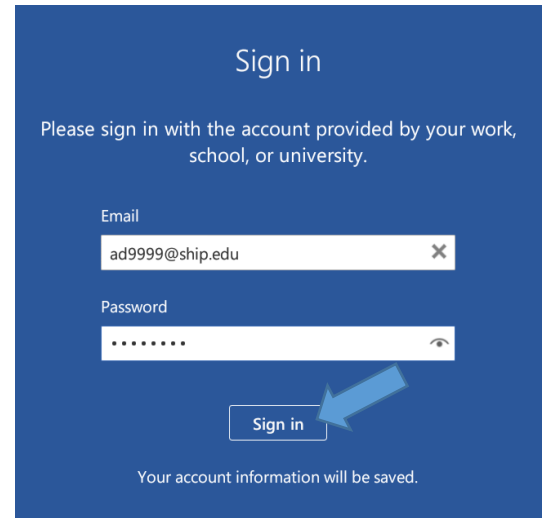
4. Swipe right through the introduction until you get to the **Sign in** screen. Tap on **Sign in**.



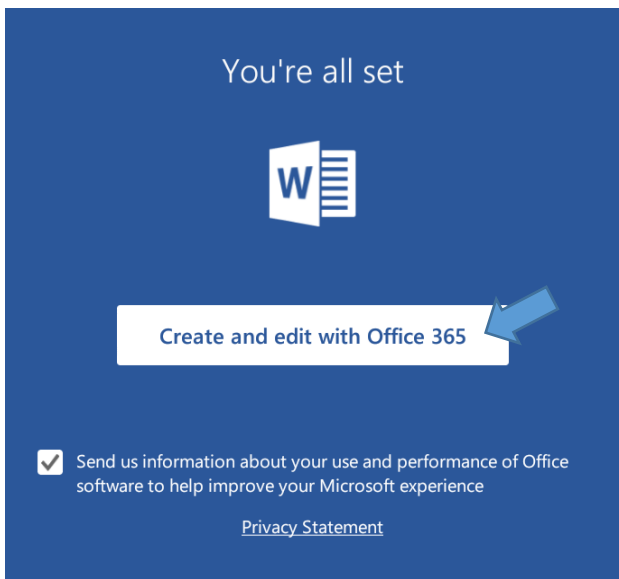
5. Type in your Ship e-mail address and tap on **Next**.



6. Verify that your e-mail address is correct, and type your Ship password. Tap **Sign in**.



7. Wait while your account is set up. When finished, tap on the **Create and edit with Office 365** button.



Office for Android is now activated! All apps, including Word, Excel, PowerPoint, OneNote and Outlook are ready to use!

Need Help?

The Student Help Desk can assist you with installing Microsoft Office!
Just bring your laptop or mobile device to the Help Desk in Ezra Lehman Memorial Library and we can help you install Microsoft Office on the spot.

717-477-HELP (x4357)
helpdesk@ship.edu