Installing Office for iPad

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

1. Open the App Store and tap on the search box in the top right corner. Type in "Office" and tap **Search**. From the list, install the apps you want to use (Word, Excel, PowerPoint, and/or OneNote). To install, tap on the **FREE** button beside each app and enter your Apple ID and password when prompted.
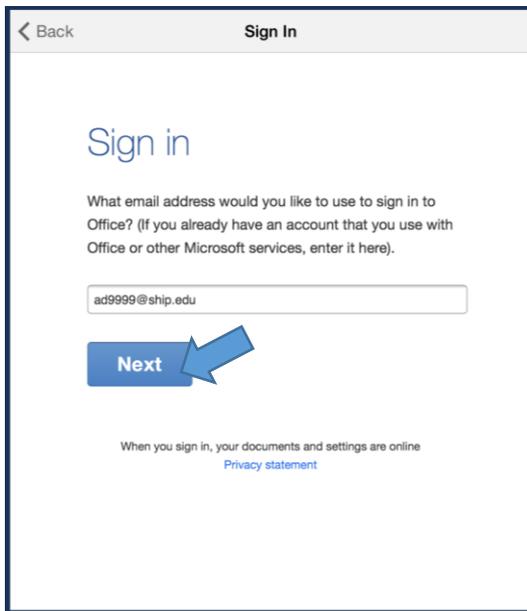

2. Return to the home screen. Tap on either **Word**, **Excel**, or **PowerPoint** to open that app.

3. Swipe right through the introduction until you get to the **Sign in now** screen. Tap on **Sign In**.
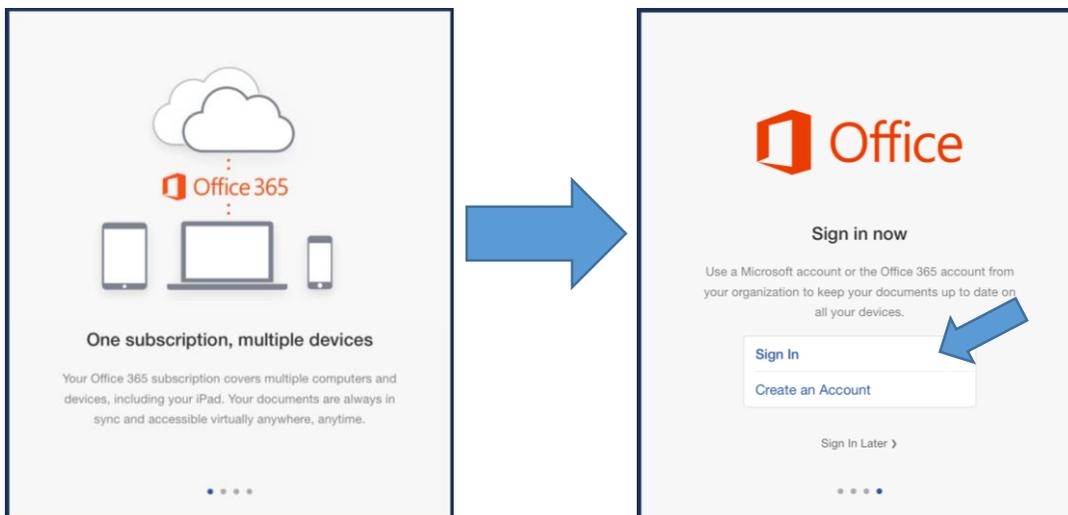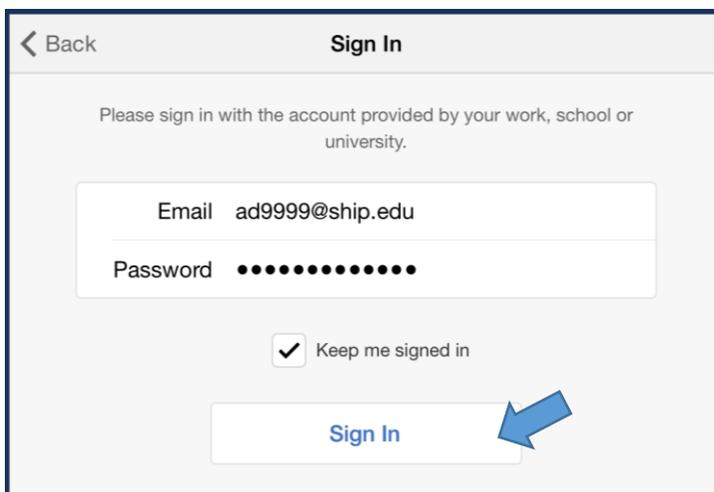
4. Type in your Ship e-mail address and tap on **Next**.

5. Select **Organizational account**.

6. Type in your Ship e-mail address and password, and then tap **Sign In**.

7. You may be asked to help improve Office by sending anonymous usage data. Make your selection here and click on **Continue**. Office for iPad is now activated! All apps, including Word, Excel, PowerPoint and OneNote are ready to use! Tap on the **Start Using** button to begin.

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