

Using Office 365 Mobile Apps

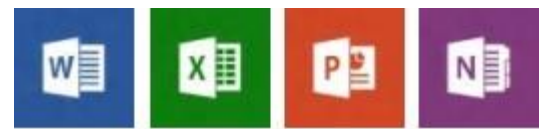
Using Office 365 apps on your tablet/mobile device

Note: You must have activated your account and set up security questions in order to use this service, you can do so at <https://go.shu.ac.uk/activate>

Note: Functionality may vary between platforms.

1. Access the App Store on your mobile device

- Play Store on Android
- App Store on iPad, iPhone, iPod



Word Excel PowerPoint OneNote

2. Search for the application(s) you wish to install

Each app is a separate download. Please search for Word, Excel etc. as opposed to Office.

3. Select the app and click 'Install'

4. Open the app you have just installed.

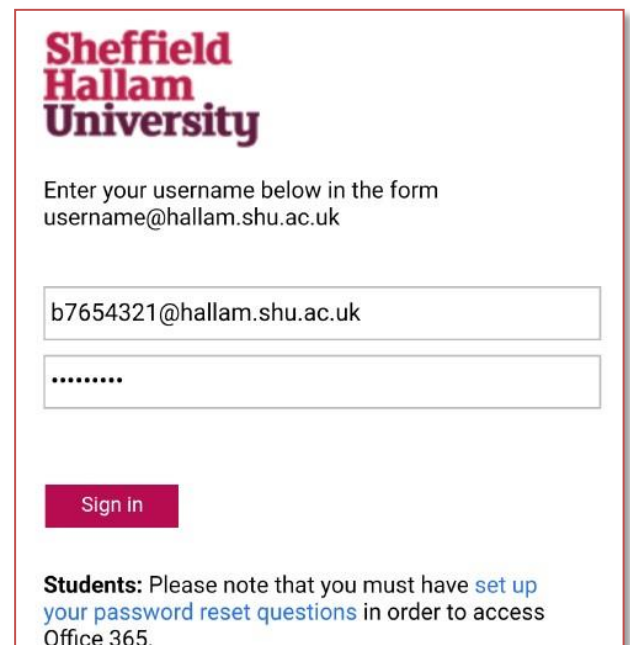
You will be asked to sign in to confirm your subscription.

5. Enter your username in the format
username@hallam.shu.ac.uk

*You will be direct to the University
Sign in page*

6. Enter your SHU password and click sign in

*Your SHU account will then be added to
all Office applications you have installed on your mobile device.*



The screenshot shows the Sheffield Hallam University sign-in page. It features the university logo at the top, followed by the instruction: "Enter your username below in the form username@hallam.shu.ac.uk". There are two input fields: the first contains the email address "b7654321@hallam.shu.ac.uk" and the second contains a masked password ".....". A red "Sign in" button is located below the password field. At the bottom, a note for students states: "Students: Please note that you must have set up your password reset questions in order to access Office 365."

Note: If you sign in with a personal account or other non-SHU account you will not be able to access SHU OneDrive.

**For more help
contact [IT Help](#)**

Audience:
Students and staff