

Using Office 365 Mobile Apps

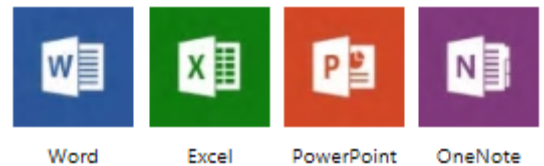
Using Office 365 apps on your tablet/mobile device

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



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.

**Sheffield
Hallam
University**

Enter your username below in the form
username@hallam.shu.ac.uk

Sign in

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				
 <p>email ITHelp@shu.ac.uk Library@shu.ac.uk</p>	 <p>phone 0114 225 3333 (IT and Library)</p>	 <p>chat http://go.shu.ac.uk/chat</p>	 <p>face to face Library Helpdesk</p>	 <p>twitter @ithelpSHU @shu_library</p>
<p>Audience: Students and staff</p>		<p>Version: v2 GT</p>	<p>Last revised: 04/01/2019</p>	<p>Page: 1</p>