

OFFICE 365 – APPS FOR MOBILE DEVICES

FS70-507

Version: 1.0

Last Modified: September 2016

OFFICE 365 APPS FOR MOBILE DEVICES ARE AVAILABLE TO STAFF AND STUDENTS where the risk assessment for use of O365 additional services option has been accepted and the option enabled for the user by the local site ICT administrators.

Files can be either saved on the local device or to OneDrive for Business.

OneDrive for Business is Microsoft’s cloud storage solution, providing users with 1Terabyte of storage and the ability to sync files between multiple devices, including PC, Mac, tablet and smartphone.

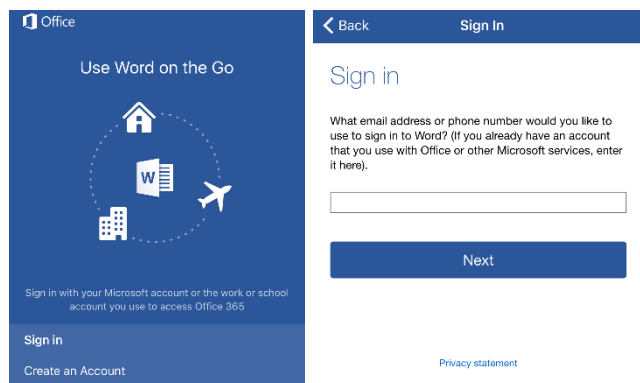
OneDrive should only be used to store data classified as ‘Public’ and should therefore not contain any confidential or sensitive information.

INSTALL APPS ON IOS DEVICE

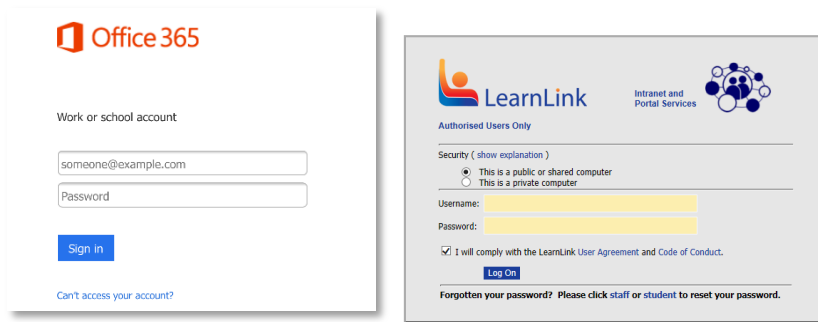
1. Open the App Store, search for the Office Apps – Word, Excel, PowerPoint, Outlook and OneNote.



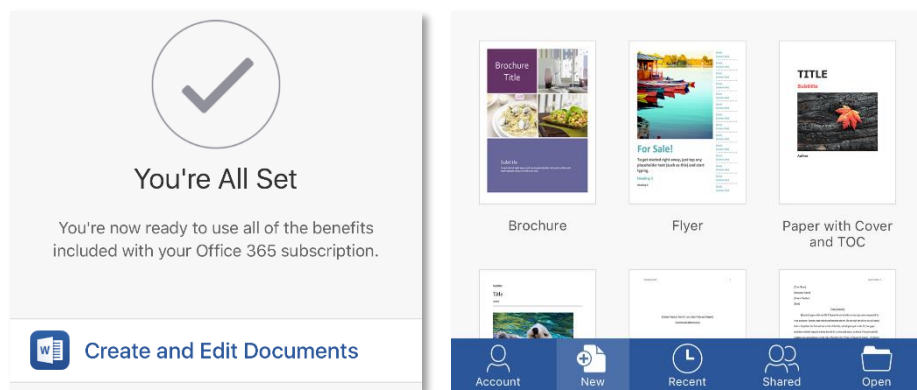
2. Open the App, select sign in and enter your full email address (e.g. John.Smith123@schools.sa.edu.au)



3. Enter your full email address again, and you will be redirected to the LearnLink login page to authenticate.

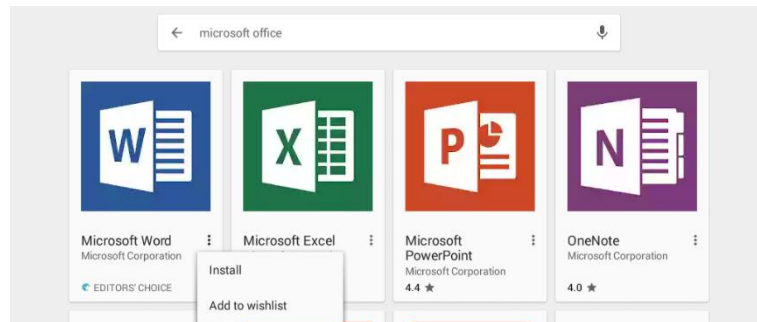


4. Once authenticated and activated, you can create/edit documents, spreadsheets, etc.

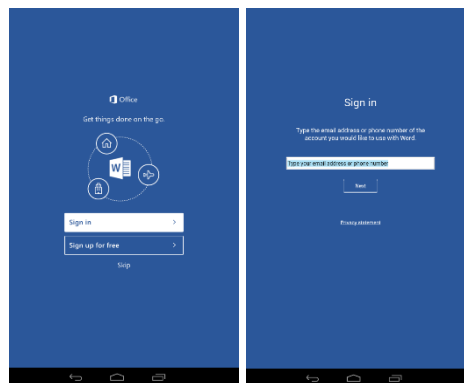


INSTALL APPS ON ANDROID DEVICE

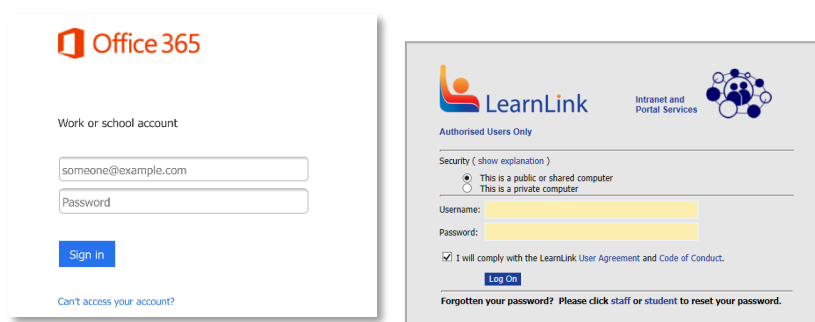
5. Open the Play Store, search for the Office Apps – Word, Excel, PowerPoint, Outlook and OneNote.



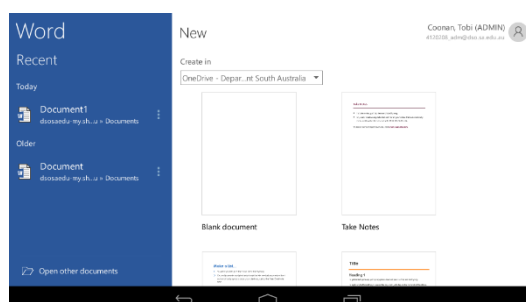
6. Open the App, select sign in and enter your full email address (e.g. John.Smith123@schools.sa.edu.au)



7. Enter your full email address again, and you will be redirected to the LearnLink login page to authenticate.



8. Once authenticated and activated, you can create/edit documents, spreadsheets, etc.



OFFICE HELP AND TRAINING

Further information, help and training visit <http://support.office.com>

