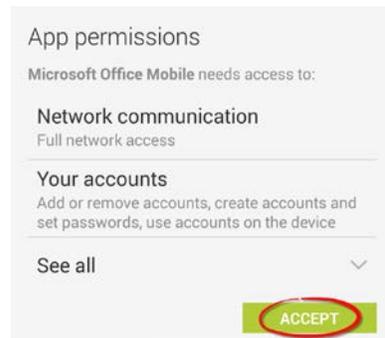


How do I install the software?

Installing the Office Mobile app on iPhone/iPad and Android phone (currently not available on an Android tablet):

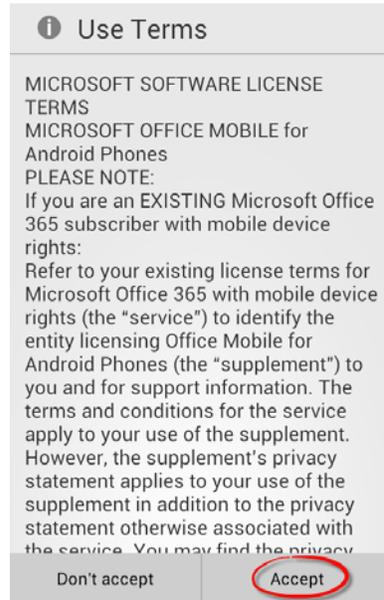
1. Open the App Store on your iPhone/iPad or Google Play Store on your Android phone
2. Search for “**microsoft office mobile**”.
3. Install the app as you would any other app for your iPhone, iPad, or Android phone.
4. You will need to **Accept** the App permissions when asked in order to install the application.

Note: This is a fairly large application and may take longer to install than apps you have installed in the past.



5. Once the Office Mobile app has installed on your device. Tap to **open** the application.

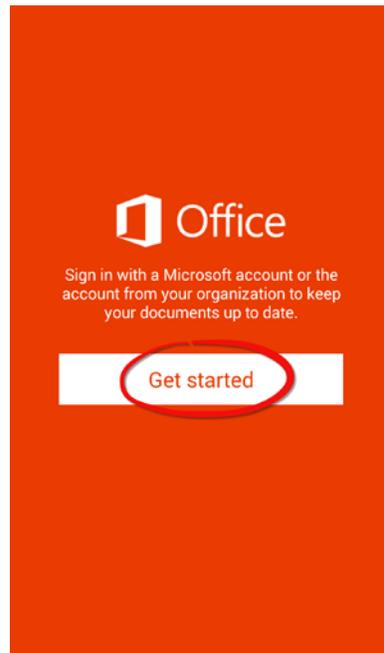
You will be asked to accept the Microsoft Use Terms Agreement. Once you have read the terms, tap **Accept**.



6. After you have accepted the Use Terms a welcome screen will appear.

Scroll through until you get to the screen shown here.

Then tap **Get started**.



7. Sign in using your Radford University email address. Your RU email address is your **Radford University username@email.radford.edu**

For example,
jsmith@email.radford.edu

The Office Mobile app will not only allow you access to view, edit, and create Office documents – **it will be connected to your Radford University OneDrive account.**

Then tap **Next**.



Sign in

What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).

We couldn't find an account with that email address. Would you like to sign up for a new Microsoft account? [Sign up](#)

your RU username@email.radford.edu

Next

When you sign in, your documents and settings are online
[Privacy statement](#)

8. You will then see a screen similar to this. Tap on the **Organizational account** option.

This step is very important! Even if you already have a Microsoft account (Xbox LIVE, OneDrive, etc.) you must sign in with your Radford University email address and password under the **Organizational account** in order to have access to your Radford University OneDrive (OneDrive @ Radford University) account.



We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.

~~Microsoft account~~



Sign in with the account you use for SkyDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

Organizational account



Sign in with the account provided by your work, school, or university.

9. You will then need to sign in with your Radford University email address and password.

For example,
jsmith@email.radford.edu

Signing in with your RU email address and password will give you access to your OneDrive @ Radford University account.

Then tap **Sign in**.



Authentication Required

Email

Password

Your account information will be saved.

Sign in

10. You're all set!

Your screen should now look similar to of the images here depending on your device. It will display your documents on OneDrive @ Radford University.

You will be able to view, edit, and create Office documents (Word, Excel, and PowerPoint) on your OneDrive @ Radford University.



Office 12:03 PM

Office

TODAY

- Northwind Presentation.pptx**
Downloaded from https://wingtip6-my.sharepoint...
- Northwind Proposal Update.d...**
Downloaded from https://wingtip6-my.sharepoint...
- Northwind Budget.xlsx**
Downloaded from https://wingtip6-my.sharepoint...

LAST WEEK

- Projected Revenues Northwes...**
Downloaded from https://wingtip6-my.sharepoint...
- Q3 Sales and Marketing Expe...**
Downloaded from https://wingtip6-my.sharepoint...

OLDER

- Northwind presentation.pptx**
On https://wingtip6.sharepoint.com
- Northwind Proposal.docx**

1:50 PM

The Giant Panda

The giant panda, which lives only in China outside of captivity, has captured the hearts of people of all ages across the globe. From their furry black and white body to their shy and docile nature, they are considered one of the most loved animals.]



1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
Sym English(US)

12:03 PM

Income and Expenses This Year

Month	THIS YEAR			LAST YEAR		
	Income	Expenses	Net Income	Income	Expenses	Net Income
Jan	\$1,000	\$1,200	-\$200	\$950	\$1,100	-\$150
Feb	\$1,100	\$1,300	-\$200	\$1,000	\$1,200	-\$200
Mar	\$1,200	\$1,400	-\$200	\$1,100	\$1,300	-\$200
Apr	\$1,300	\$1,500	-\$200	\$1,200	\$1,400	-\$200
May	\$1,400	\$1,600	-\$200	\$1,300	\$1,500	-\$200
Jun	\$1,500	\$1,700	-\$200	\$1,400	\$1,600	-\$200
Jul	\$1,600	\$1,800	-\$200	\$1,500	\$1,700	-\$200
Aug	\$1,700	\$1,900	-\$200	\$1,600	\$1,800	-\$200
Sep	\$1,800	\$2,000	-\$200	\$1,700	\$1,900	-\$200
Oct	\$1,900	\$2,100	-\$200	\$1,800	\$2,000	-\$200
Nov	\$2,000	\$2,200	-\$200	\$1,900	\$2,100	-\$200
Dec	\$2,100	\$2,300	-\$200	\$2,000	\$2,200	-\$200
TOTALS	\$20,000	\$24,000	-\$4,000	\$19,000	\$23,000	-\$4,000

