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.

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.
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.

10. You’re all set!

Your screen should now look similar to 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.
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 gentle nature, they are considered one of the most loved animals.