Office 365 – Installing Apps for iPad/iPhone

This fact sheet provides guidance for University staff and students who want to install **Microsoft Office 365 apps** on a personal **iPad** or **iPhone** (iOS 7.1 or later). While you are a **registered member of staff** with an **A3 or A5** licence or **registered student** at the University of Aberdeen you can install the latest version of **Office 365 ProPlus** on up to five personal devices, allowing you to use apps such as Word and Excel under the University's Office 365 licence. Your iPad or iPhone will count as one of your five devices, regardless of how many Office 365 apps that you choose to install on it. **Your subscription will end when you leave the University or if your license changes to A1 as a result of your staff role changing.** Find out more about [how Microsoft licensing is assigned at the University of Aberdeen](#).

In order to use Office 365 ProPlus you will need your University of Aberdeen **IT account username** as your installation is tied to your account.

> ⚠️ After installing, Microsoft checks the validity of your Office 365 licence every 30 days. This should require no further action on your part, but you may occasionally be prompted to sign in again.

Installation and set up

1. Open the **App Store** on your iPad or iPhone.
2. Search for *Office 365.* The apps are by *Microsoft Corporation*.

Microsoft Word	**Microsoft Excel**	**Microsoft PowerPoint**	**Microsoft OneNote**
– for word processing	– for spreadsheets	– for presentations	– for note taking

3. Tap the **Get/Install** icon for the app you want to install.
4. Once an app has finished installing, tap **Open**.
5. Swipe through the introduction screens until you reach **Sign in now**.
6. Type your University **username**, followed by @abdn.ac.uk
   e.g. s01tad7@abdn.ac.uk, u99jb19@abdn.ac.uk, etc.
7. Tap **Next**.
8. Enter your **password** and tap **Sign in**.

   Note: Although you must install each app individually, you only need to sign in to one. This will activate all of the apps on your iPad or iPhone with your Office 365 credentials.

9. To get started, click **Create and Edit Documents**.

Getting started

1. Tap the app you want to use, e.g. **Microsoft Word**.
2. Each app has a similar look and feel to the equivalent Office 365 ProPlus desktop version. However, on an iPhone the Ribbon is at the bottom of the screen instead of the top.
3. By default, the apps save your changes automatically.

Help and Support

Contact IT Service Desk: myit.abdn.ac.uk