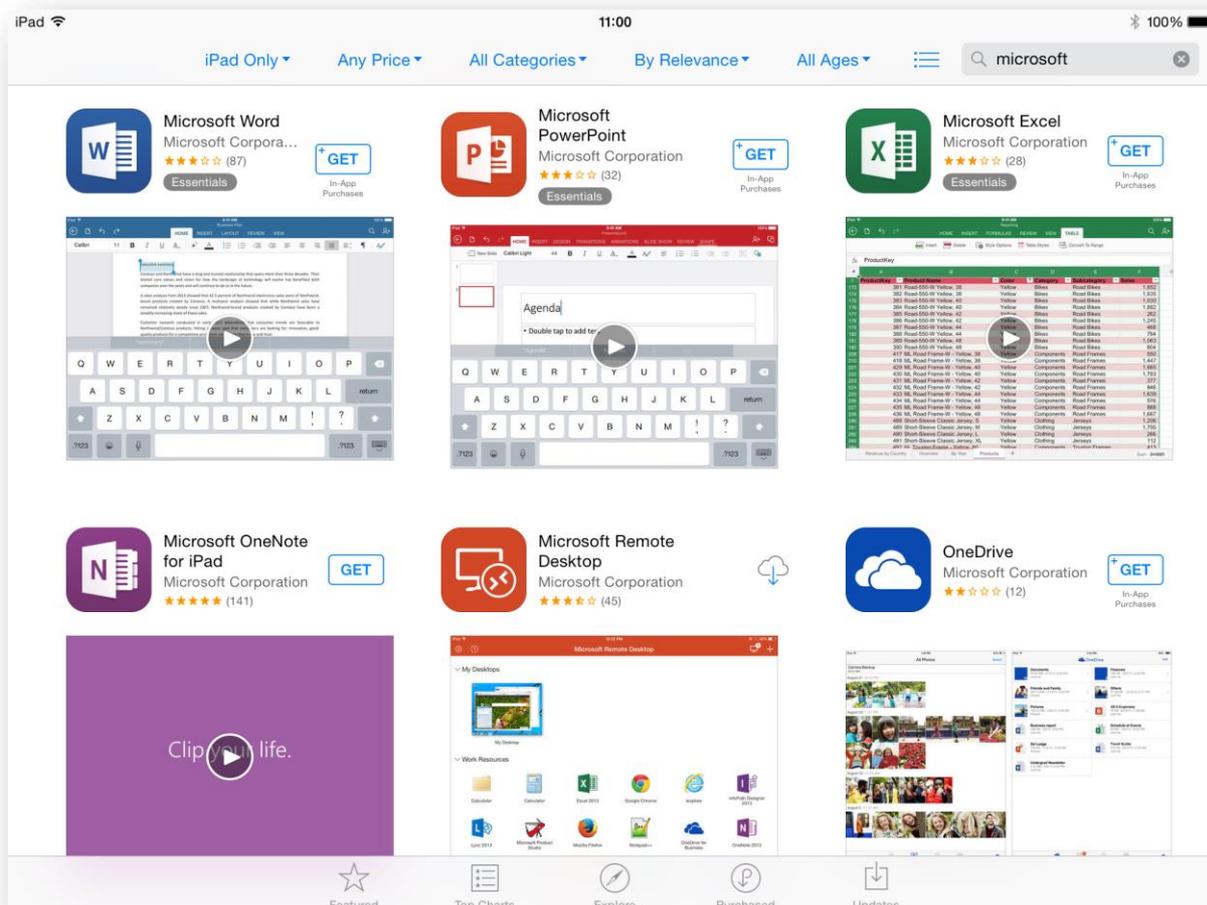
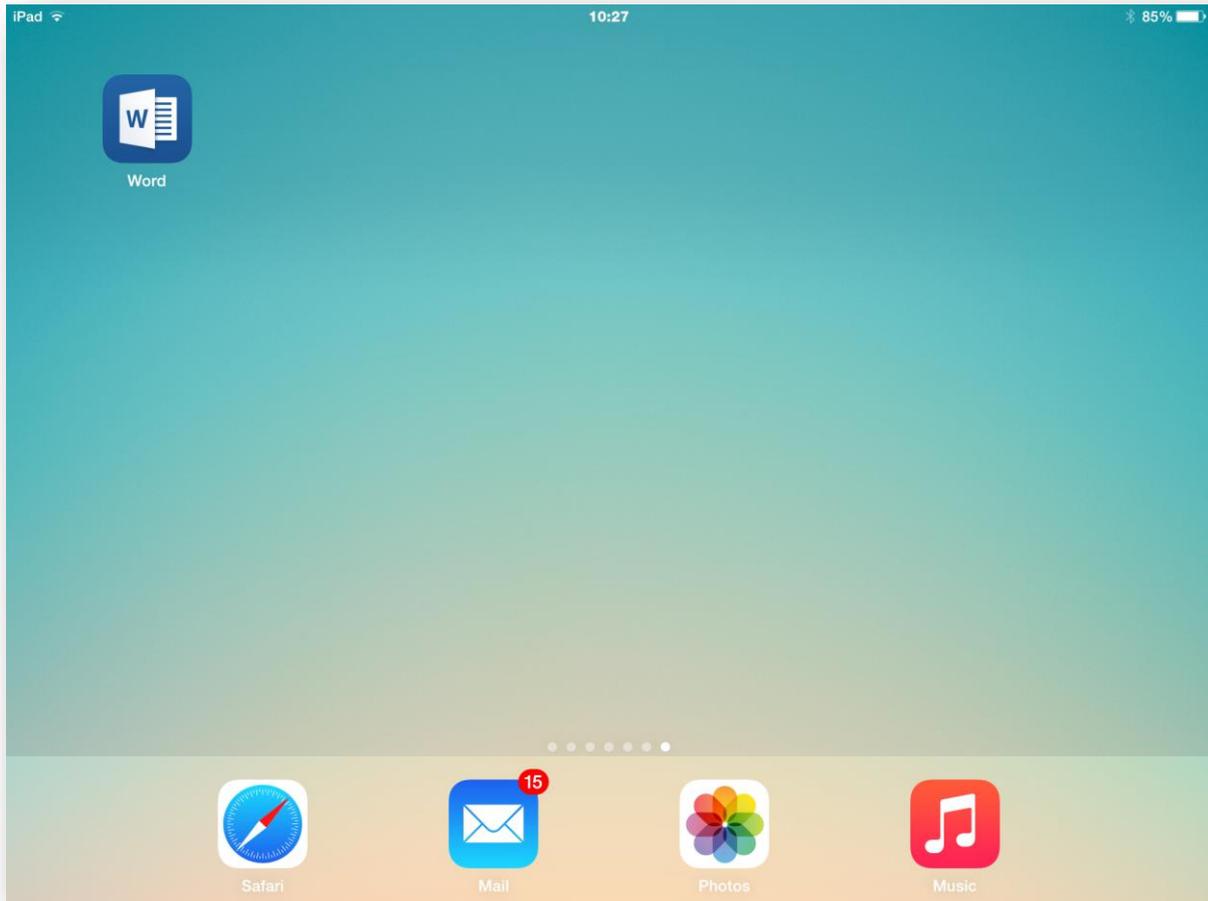


Office 365 iOS app installation guide

This guide shows you how to download and activate Microsoft Word on an iPad, but the same principle can be applied to any of the Microsoft apps as well as for the iPhone.



Firstly on your device open the app store; you can then search for the word **Microsoft**. Here you can see the individual official apps that are available. Check our FAQ pages to see which are available to download. (Remember if you go to download OneDrive app make sure you get **OneDrive for Business**)



Some of the apps are large in size and so you need to make sure you have enough memory space. Also they might take longer to download due to their size, once downloaded it show on your home screen.



Office 365

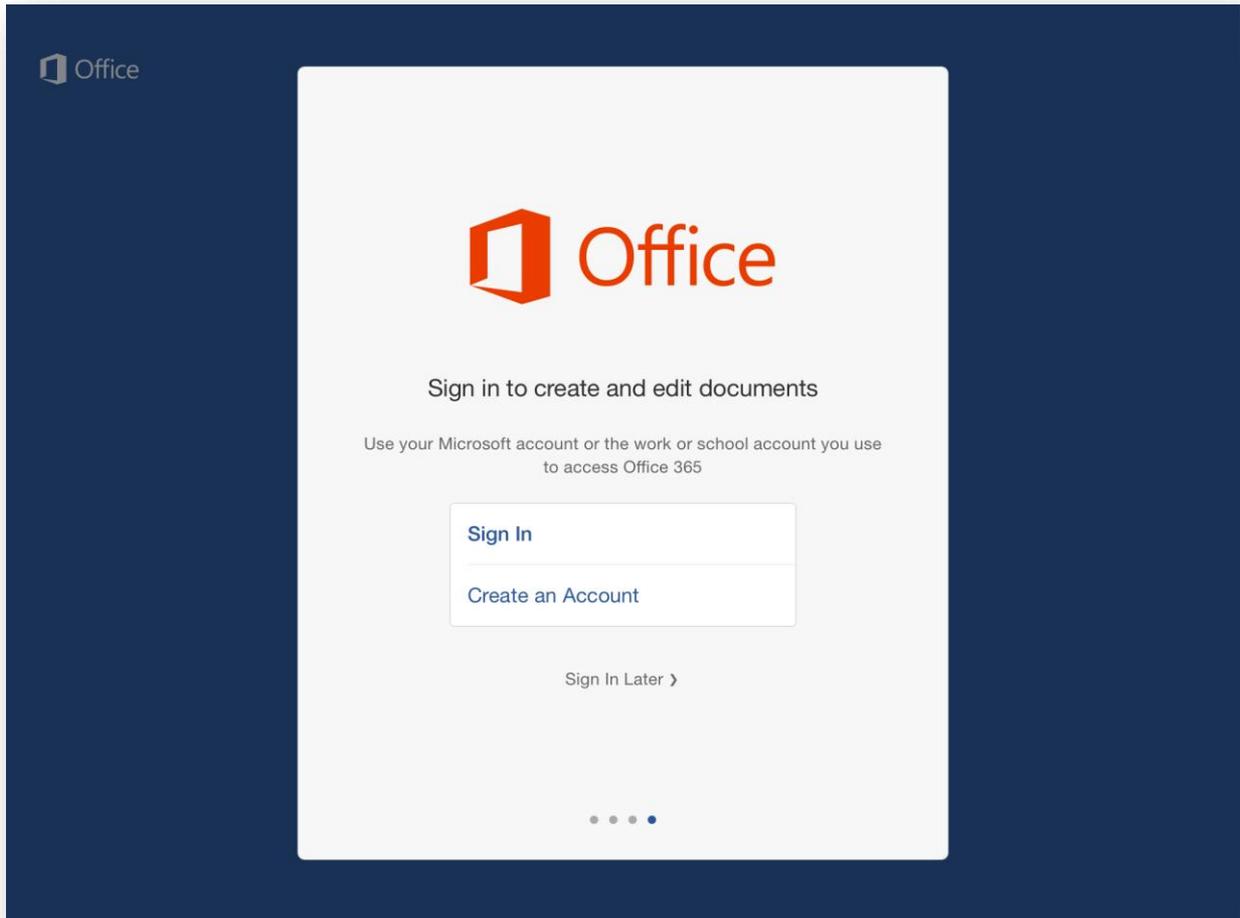


One subscription, multiple devices

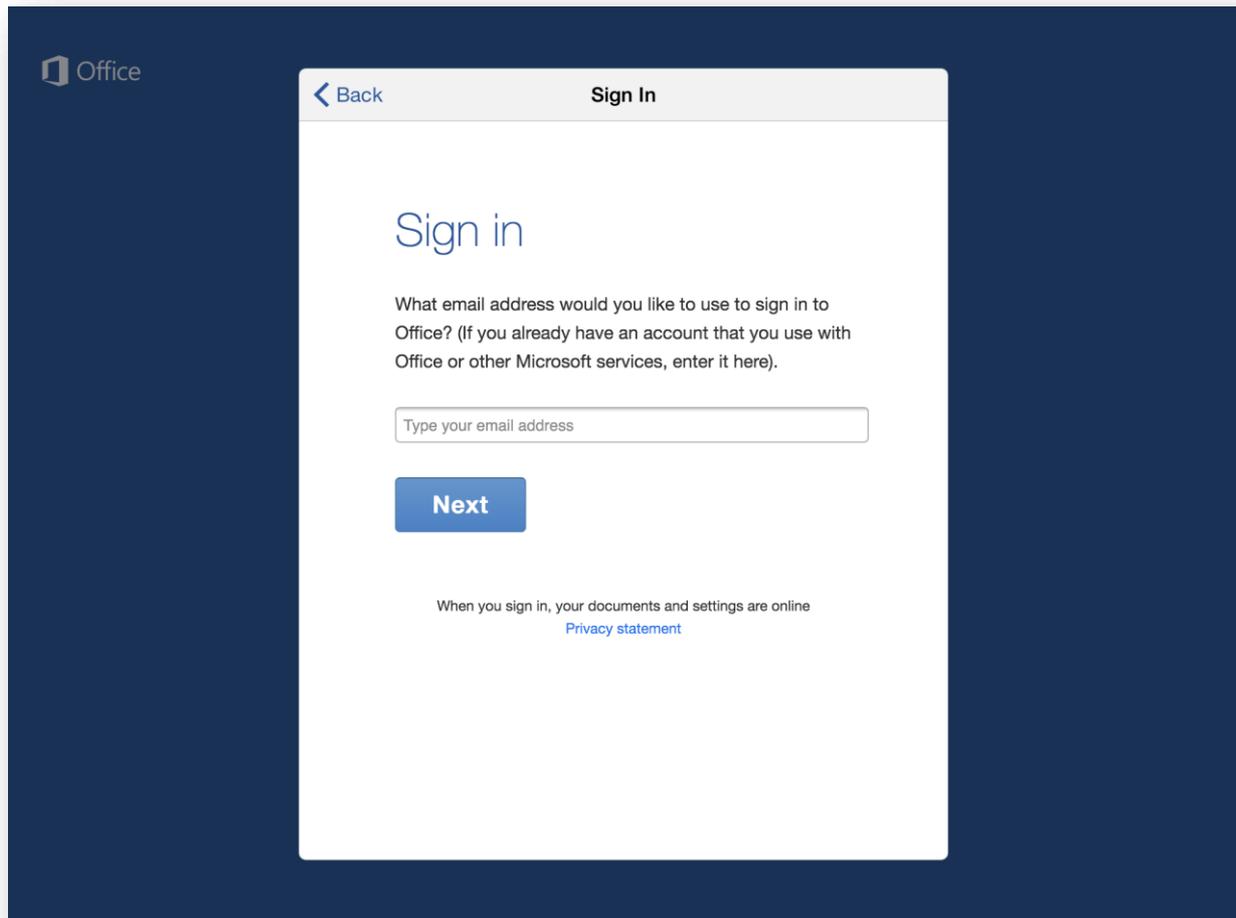
Your Office 365 subscription covers multiple computers and devices, including your iPad. Your documents are always in sync and accessible virtually anywhere, anytime.



When you open the app for the first time it will display some information about Office 365 subscriptions.



The information will automatically slowly scroll through or you can skip through to the end to get to the **Sign In** box.



Clicking on the **Sign In** button takes you to a place where you are asked for your email address. For this you must enter your: Username followed by @soton.ac.uk and then click on **Next**.

[← Back](#) **Sign In**

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 OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

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

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

After clicking next you will be taken to a box with two choices, from here you must click on the **Work account** option.

← Back Sign In

Southampton Logon

Institutional Authentication Gateway



Please enter your University of Southampton user name and password.

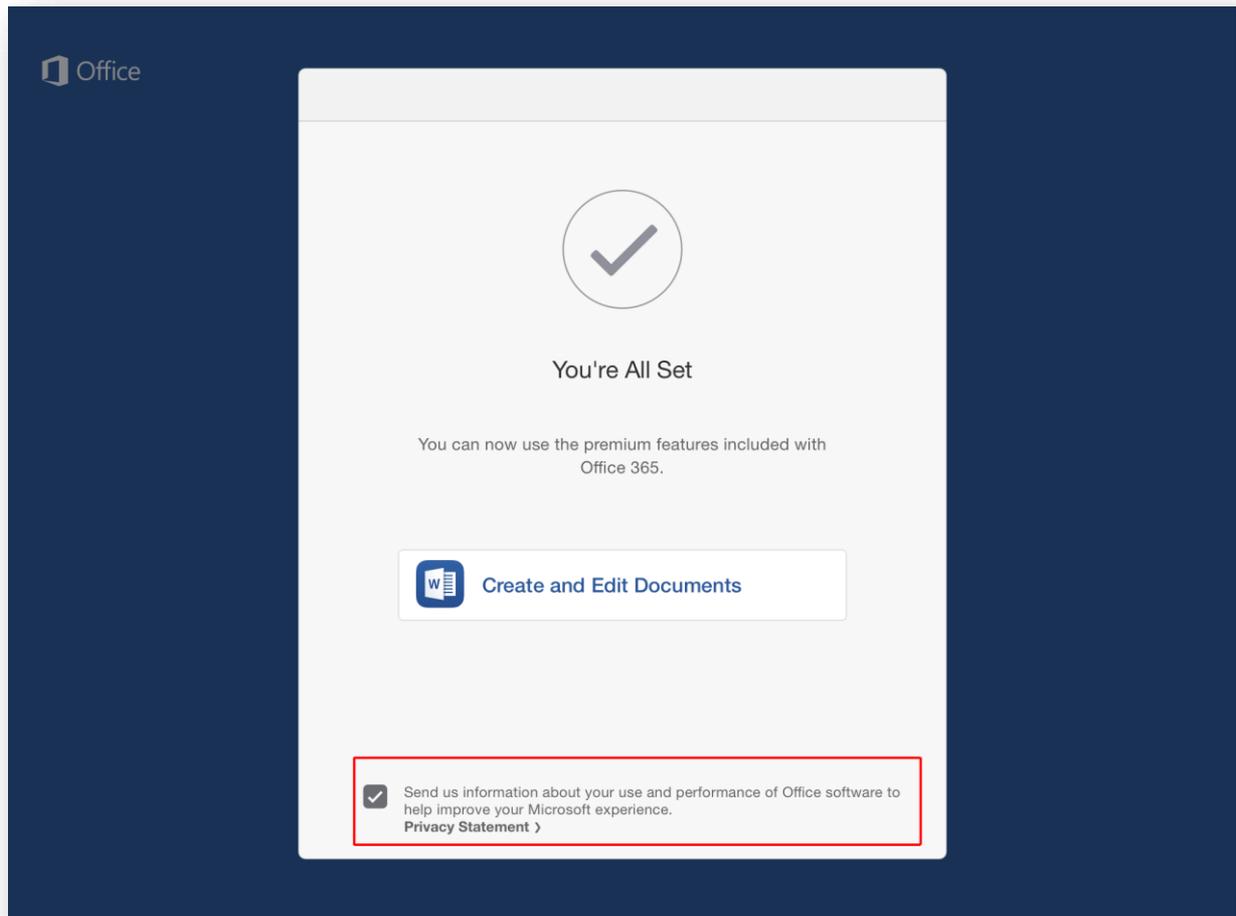
Username

Password

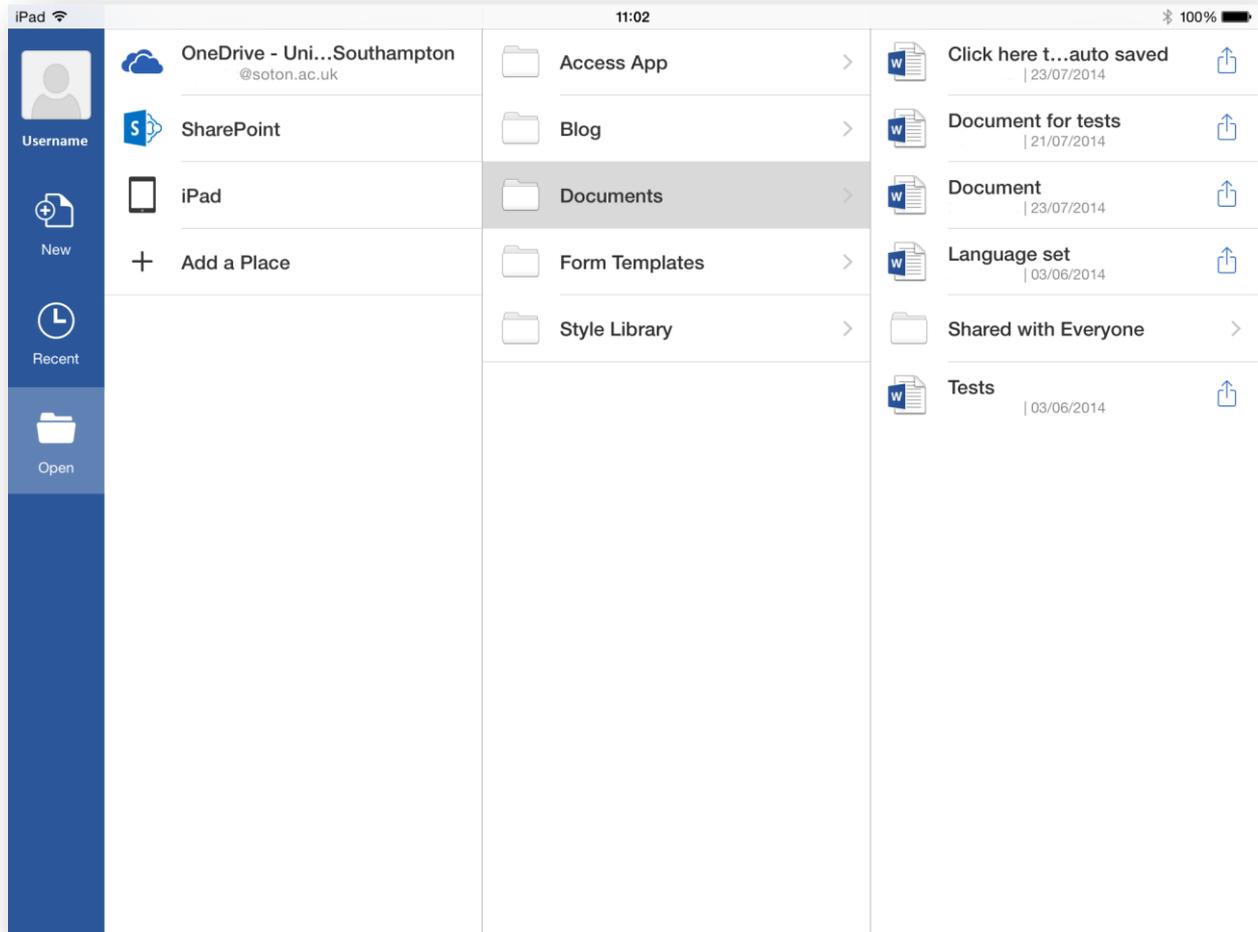
[Logon](#)

[Freedom of information](#) | [Terms and conditions](#) | [University.com](#)

This will redirect you to the University Logon page and will display your username, do not adjust this. Click on the **Password** input box and enter your normal University password. When you have entered it click on the **Logon** button.



The app will then configure itself and once it has done it will say “You’re All Set”. Before you click on **Create and Edit Documents** check to see if you agree with sending personal information to Microsoft. If you are happy with this click on the **Create and Edit Documents** button to proceed.



To open a document already on your OneDrive, select the **Open** folder, then select **OneDrive - Uni...Southampton**, followed by **Documents**. From here simply select the document you wish to edit.

iPad 11:03 100%

Click here to change the document title - this is auto saved (Read-Only)

HOME INSERT LAYOUT REVIEW VIEW

Calibri 16 B I U A.. A

Server Document This file is read-only. To modify the file, tap Edit. Edit

Volcano

From Wikipedia, the free encyclopedia

This article is about the geological feature. For other uses, see [Volcano \(disambiguation\)](#).

"Volcanic" redirects here. For other uses of "volcanic", see [Volcanic \(disambiguation\)](#).



[Cleveland Volcano](#) in the [Aleutian Islands](#) of [Alaska](#) photographed from the [International Space Station](#), May 2006

The document will then load, it will be set to view only and you need to click on **Edit** before proceeding. There is no save button as it should save as you go but you can ask for the document to re-sync itself with the server.