Installing and Using Office Mobile for Android

The Office Mobile app for Android enables users to create and edit basic Office files, as well as edit and share files from their SkyDrive Pro account. Users can create Word documents or Excel spreadsheets, as well as email and view documents, spreadsheets, and PowerPoint presentations. By setting up the app, it automatically syncs with the user’s SkyDrive Pro account; no further action is needed to do so. **At this time, it is Android phone compatible only; the app does not have tablet functionality.**

1. To install the app, search the Play Store for “Office Mobile for Office 365 Subscribers” and install it onto your device.

2. Launch the app once it is downloaded.
3. Click to accept the Terms and Conditions, then click the Activate Office button.

4. Enter your Furman email address and password, in the form of NetID@furman.edu.

5. You will now be at your Office Mobile home screen.
If you click on a document, you will be taken to the editing screen.