Installing and Using Office Mobile for iOS

The Office Mobile app for iOS 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 iPhone/iPod compatible only; the app does not have iPad functionality.

1. To install the app, search the App Store on your iDevice for “Office Mobile for Office 365 Subscribers” and install it onto your device using your Apple ID and password.

2. Launch the app once it is downloaded.
3. Click the **Sign In** button on the screen.

4. Enter your Furman credentials and password, in the form of NetID@furman.edu.
5. You will now be at your Office Mobile home screen.

![Office Mobile home screen]

If you click on a document, you will be taken to the editing screen.

![Office Mobile editing screen]

Sample document

Sample spreadsheet

Sample presentation