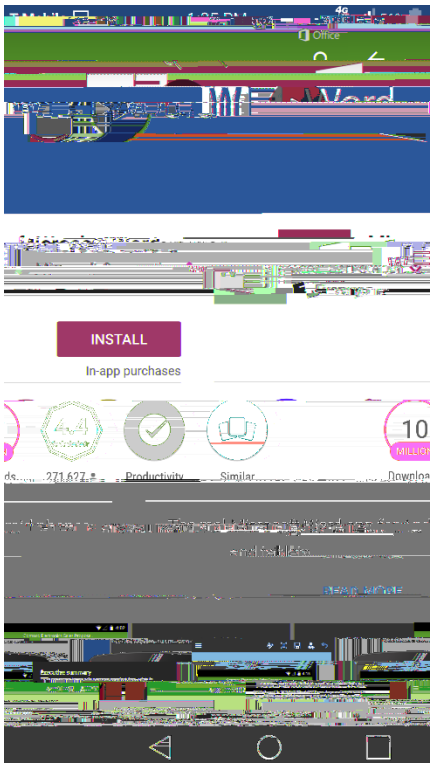
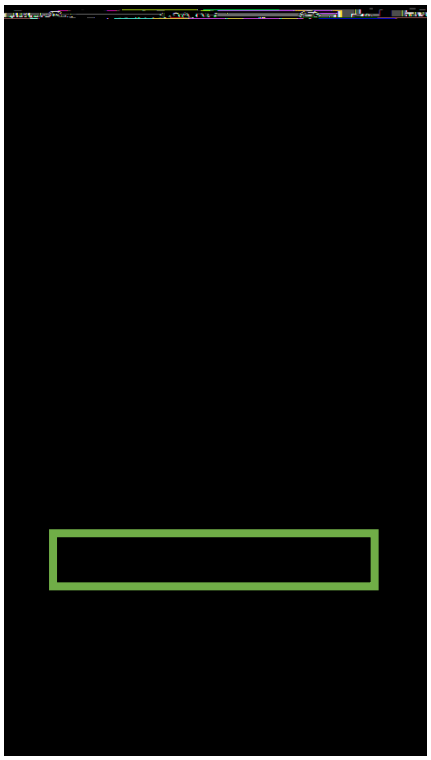
1. To begin, you must go to the Google Play Store. Search for the Office app you want to install: **(Microsoft Word, Microsoft Excel**, **Microsoft PowerPoint**, **and Microsoft OneNote**).

   Each app is a separate download. Install the desired app.




2. Open the app and press **Sign in.** You will only have to sign in once on one of the apps and you will have access to the rest as well.



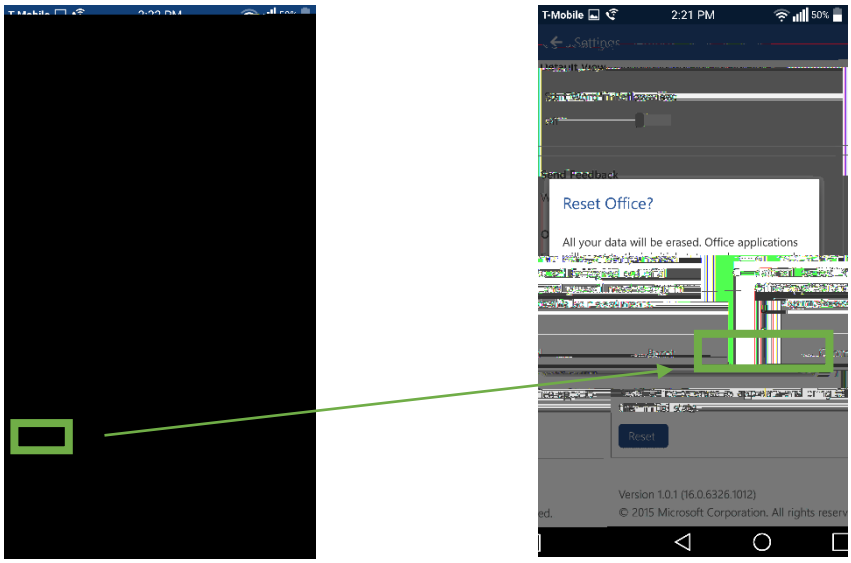
3. Enter your CSU e-mail.

**Example:**

2345678@vikes.csuohio.edu – students

1234567@csuohio.edu – faculty/staff

4. You will then be taken to the next screen where you will be prompted to input your CSU ID and Campus Password.

   This is the same password you use to access things such as CampusNet and your CSU email account. After inputting your password, tap the **Sign In** buttotSign

3. Swipe towards the bottom of the page and Tap **Reset**.
4. Read and acknoledge the message by tapping **Reset** again.
    a. Please note that this **does not** delete any files, this will only remove your office account in the office apps on your device.