


How to get Office 365 on your mobile device

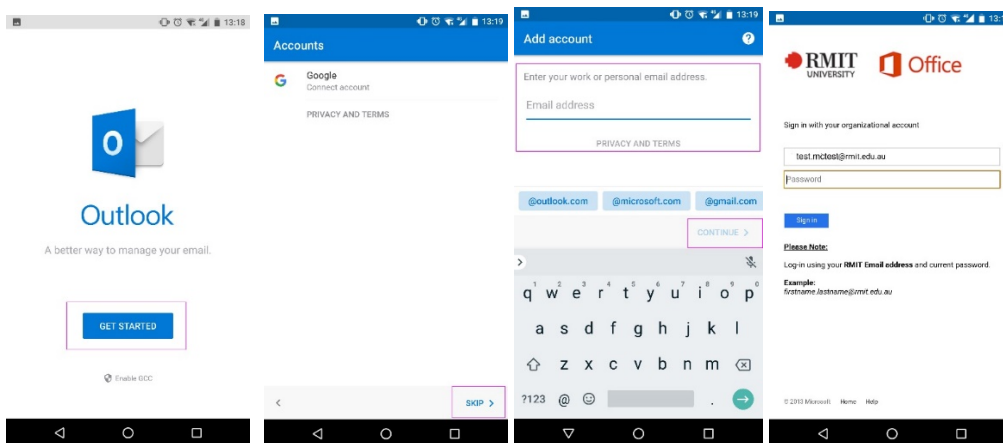


iOS and Android instructions

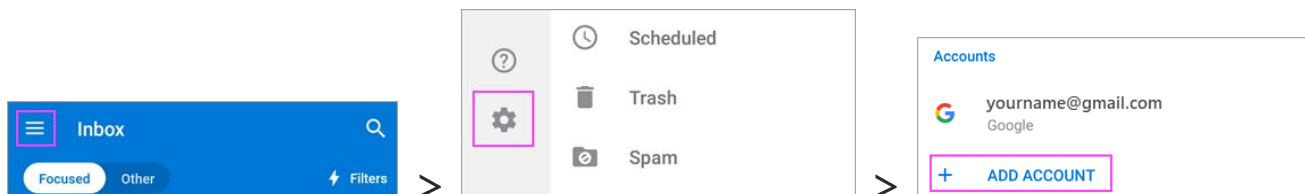


Set up email in the Outlook for Android app

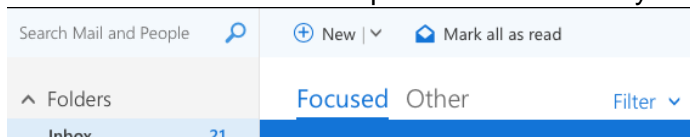
- 1 If you don't have it already, [Download Outlook for Android](#) from the Google Play Store.
- 2 Open the **Outlook for Android** app. The icon looks like this:  Tap **Get Started** if it's your first time using Outlook on your phone, then 'Skip'.
- 3 Enter your full email address, then tap **Continue**.
- 4 Enter your RMIT email account password and tap **Sign In**.



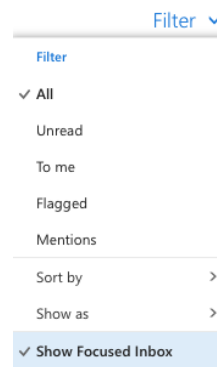
Note: If you already use Outlook on your phone, open the **Menu** and tap **Settings** > **Add Account** > **Add Email Account** and log in with your usual RMIT credentials.



- 5 Click on the **'Filter'** dropdown arrow above your inbox



- 6 Uncheck **'Show focused inbox'**:



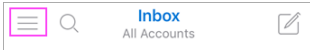
Set up email in Outlook for iOS mobile app on iPad or iPhone

1 If you don't have it yet, [download Outlook from the Apple Store](#). Open **Outlook for iOS**. The icon

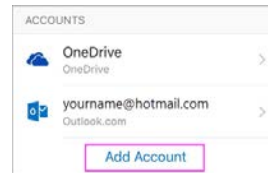


looks like this: **Note:** Available for iOS devices using **iOS 10.0** or higher.

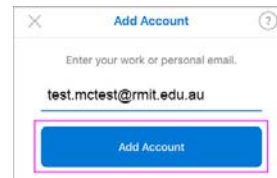
2 First time using Outlook for iOS? Just tap **Get Started**. If not, tap the menu icon the upper left corner:



Tap **Settings**  > **Add Account** > **Add Email Account**.



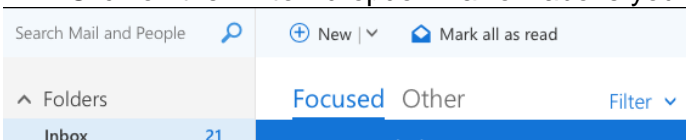
3 Type your full email address, then tap **Add Account**.



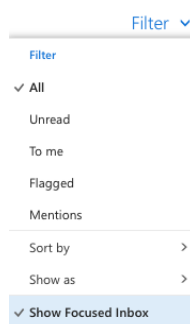
4 Enter your email account password and tap **Sign In**.



5 Click on the **'Filter'** dropdown arrow above your inbox



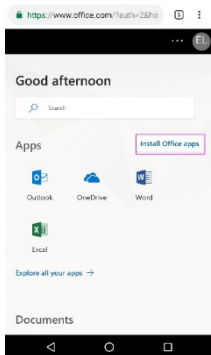
6 Uncheck **'Show focused inbox'**




Download and set up Office apps on a Windows phone or tablet

Note: If you have a **Surface Pro** or another Windows 10 tablet with a screen larger than 10.1 inches, it functions just like a PC, so Microsoft recommends using the Office desktop apps. Load them on your device using the steps below:

1 Open a browser window > go to portal.office.com > enter your RMIT email address > tap 'Next' > enter your RMIT password.



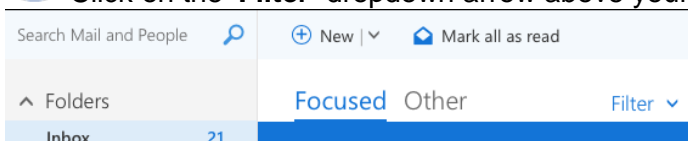
Tap 'Install Office apps' on the right-hand corner of your screen. This will install the Office app suite on your device. When the apps are installed, you'll see them on your Windows Start Screen.

2 Tap the **All Apps** button  then tap any one of the apps, like **Word** > Swipe through the introduction.

Note: If you're already signed into an account on your phone, it will automatically log you in.

3 If you want to add another Microsoft Account or Office 365 for business account, tap your name > tap **Add account** and sign in.

4 Click on the '**Filter**' dropdown arrow above your inbox



5 Uncheck '**Show focused inbox**'

