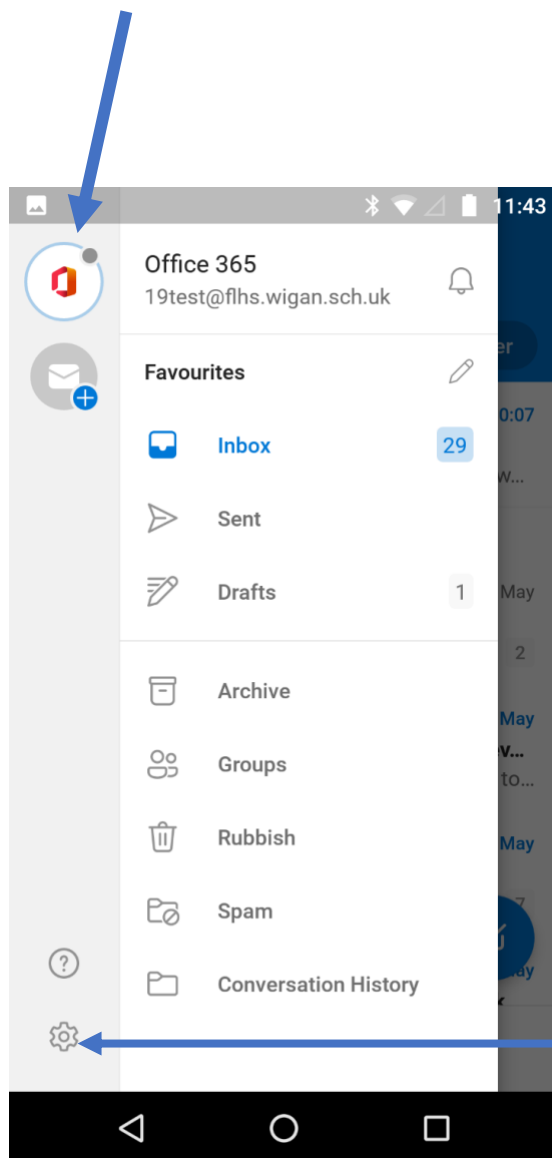**How to install Word, Excel and PowerPoint apps on your Android phone**

1) You are currently using your e-mails on your phone, but wish to amend documents, that you may have saved in One Drive, or wish to create a new document. A quick way of installing all available apps is by following the steps below

2) Open **Microsoft Outlook** app on your phone and when you have loaded the app, in the top left hand corner you will see the following symbol:
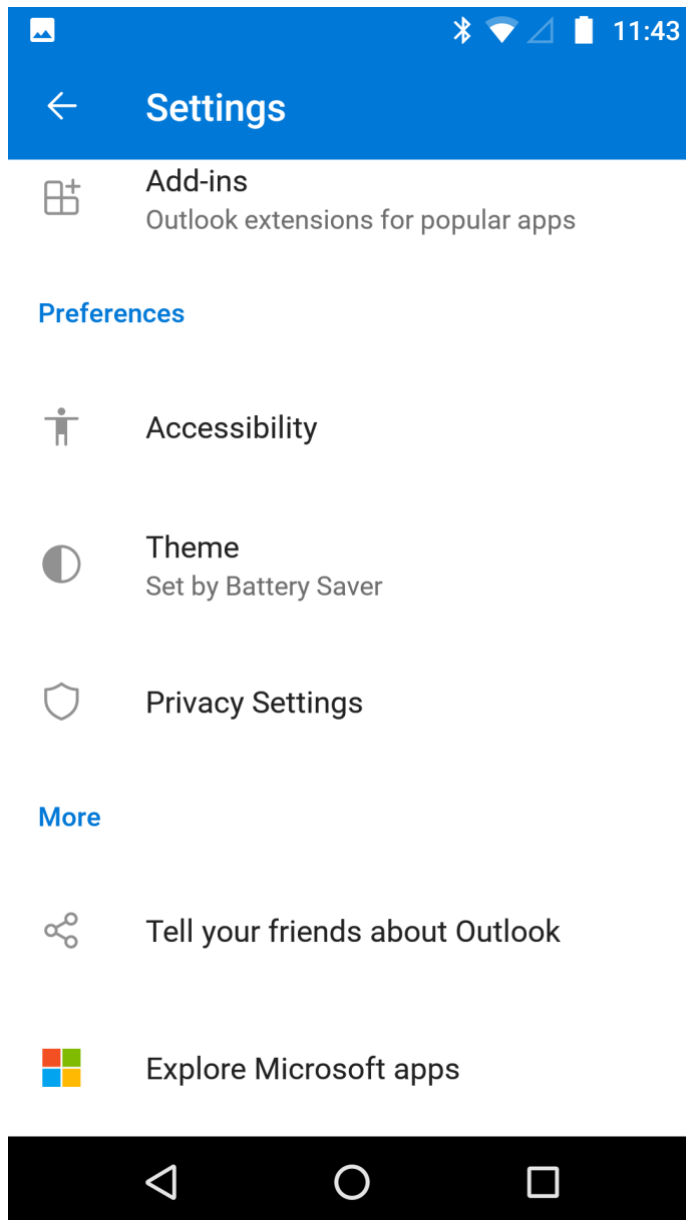
Note: you may have more than one account setup, so please make sure you have chosen your school account

Office 365
19test@flhs.wigan.sch.uk

Favourites

Inbox   29

Sent

Drafts   1

Archive

Groups

Rubbish
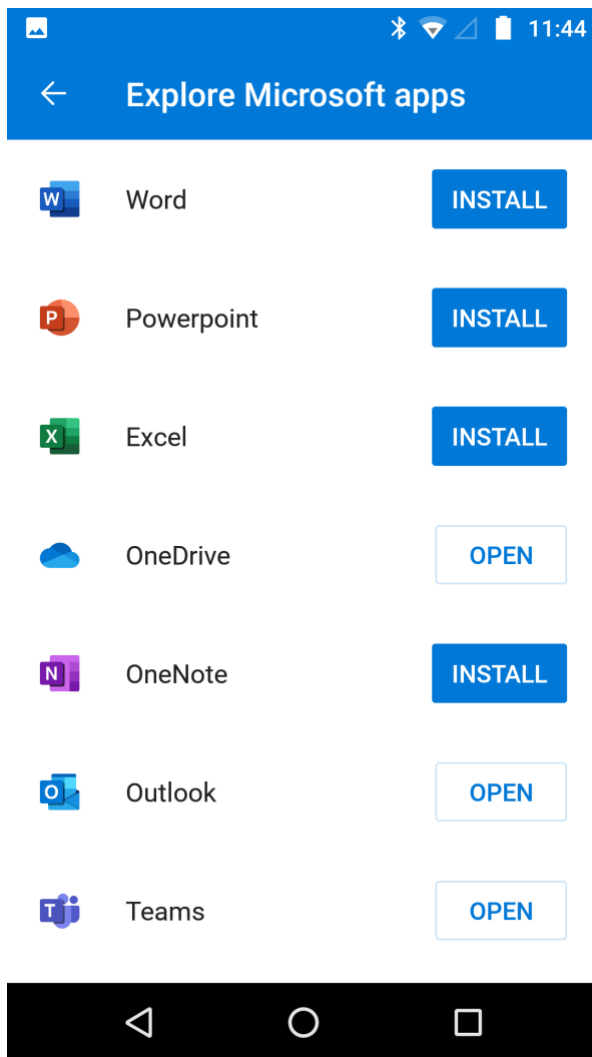
Spam

Conversation History

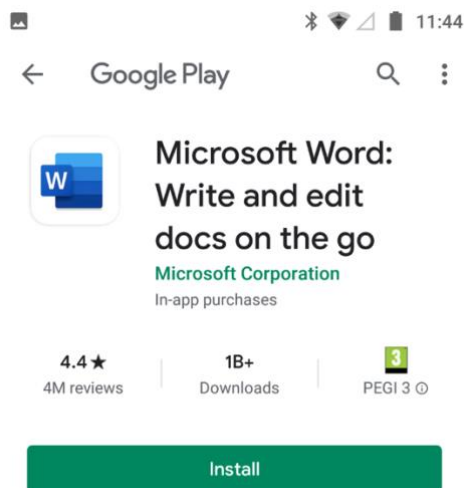Once you have selected your school account, you now need to click on the following icon at the bottom of the app
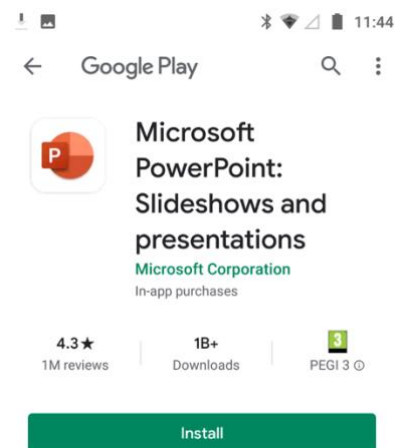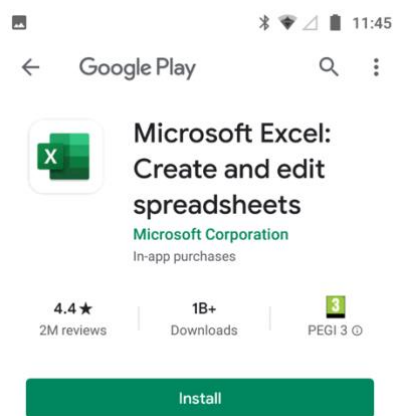
3) Scrolling to the bottom of the page, you will see the option "**Explore Microsoft Apps**"
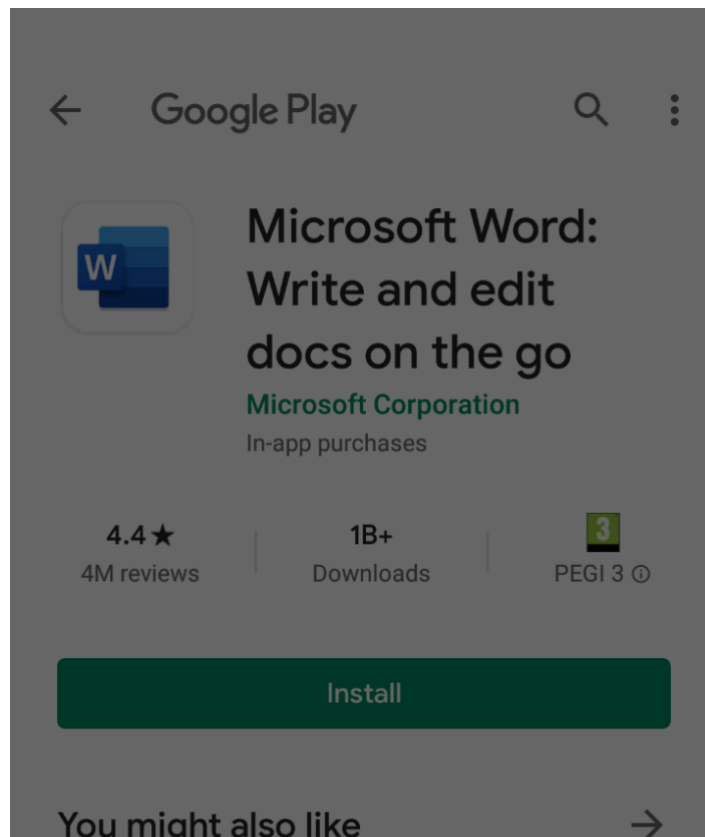
4) This will now present you a list of all the available apps you can install on your device and in this example we will be installing Word, PowerPoint and Excel:

5) Clicking on **Install** will take you directly to the individual app. If you use your return key on your phone to go back to the **Microsoft Outlook** App to choose the next app you require.
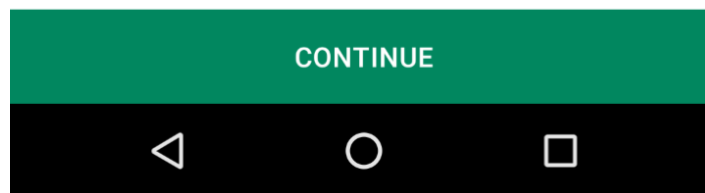
6) When installing apps, you may find depending upon the setup of your phone you are asked the following question: "**Complete account setup**"
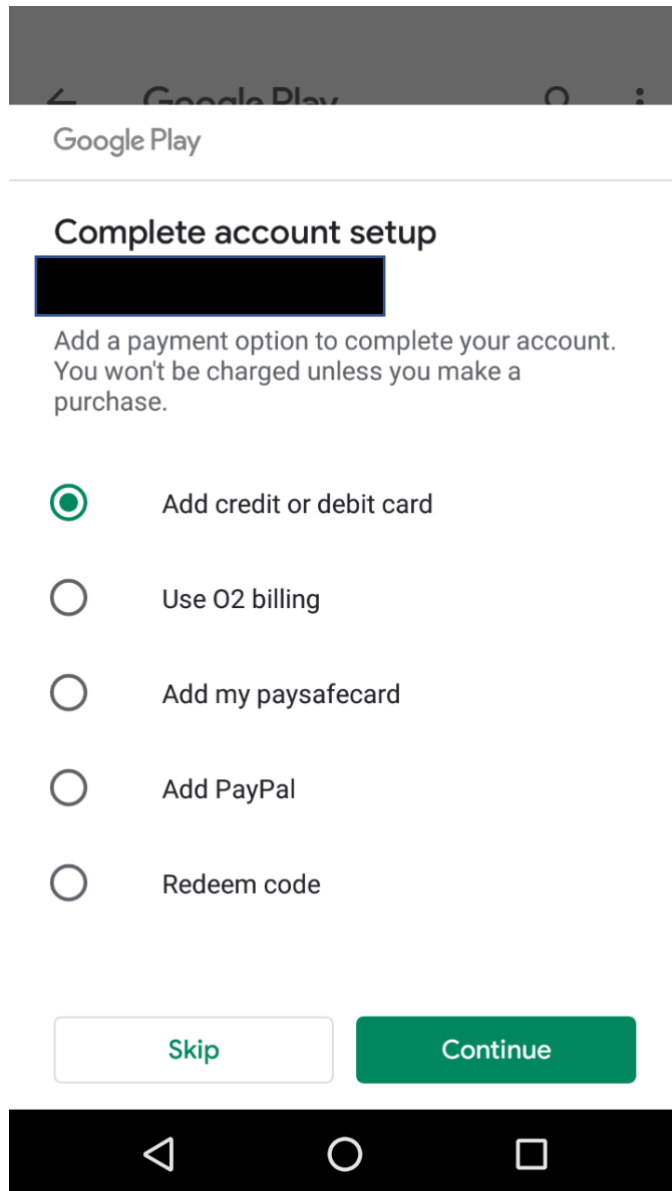
7) If we click on **CONTINUE** you will be presented with the following options

Click **Skip** and continue to proceed with the install. You are not required to enter credit or debit card information as this is a free app