

How to install Microsoft Office on your mobile device (Android and iOS)

1. On your device, visit the **Google Play store (Android devices)**, or the **App store (iOS devices)** and search for **Microsoft Office**.
2. From the search results, find the app **Microsoft 365 (Office)** and then tap **Install (Android devices)** or **Get (iOS devices)** to begin the download of the required apps.
3. Once the app has installed to your device, tap to open it.
4. You will be prompted to Sign in. Tap on the option **Sign In**.
5. **Sign in using your school email account:** Your school email account is your network username (what you use to log in to a computer in school) followed by **@flhs.wigan.sch.uk**

When prompted for your password, use the password that you use to log in to a computer in school.

6. **Follow any on screen prompts such as selecting turning on Notifications to continue with setting up the app.**
7. Once you have signed into the app you can from there then create new Word, PowerPoint and Excel documents.

You will notice that all your Office documents that you have worked on in school are available to access on the app through **OneDrive**. Providing that you save your work to **OneDrive**, work can be accessed on your mobile device at home and on computers at school.