How to install Microsoft Office - Android

Note: Create your best work with Office 365. Because you are a student, you get the current versions of Word, Excel, PowerPoint, Outlook and more at no cost. You can work from anywhere on all your devices and always have the latest up-to-date apps. Plus, 1 TB of OneDrive storage.

For Students:

It’s the Office you know and trust

Office 365 includes Word, Excel, PowerPoint, Outlook, and OneNote for both Windows and Android devices (Publisher and Access for PC only).

Office 365 can be fully installed on your Windows or Android device, with no internet access needed to create or edit documents.

Users have access to 1 TB of OneDrive cloud storage per user (access documents from anywhere)

**Students also have access to the online application version in addition to the locally installed version.

1. Enter the address [www.office.com](http://www.office.com) into the address bar of your browser.

2. Click Sign in

3. On Microsoft website, Sign in using your g.cofc.edu information

4. Enter g.cofc.edu email address then click Next
5. Enter password associated with your g.cofc.edu account (usually myCharleston password)

6. Click Sign in

7. Click Install Office to download Office Suite (you will be prompted to the Microsoft Office for Android page).

8. On the Microsoft Office for Android page, click Get Office apps to access the applications.
Installing Microsoft Office on your Android device

9. Under the application, select **Get the app** link (you will have to do this for each Microsoft Office application that you want to install).

**Note:**
You will be directed to the Google Play store.

10. In the **Google Play store**, under the application, click **Install**.