How do I install Office 365 on my Android device?

Your installation may vary depending on the Android device you have and the Office 365 app you choose to install (however they all require your UMBC email address to license). If you are unable to install Office 365 apps on your Android device using the instructions below, you can try these alternate instructions. If you are using a Chromebook, please follow these instructions.

1. Go to the Google Play Store and search for **Microsoft Office 365**.

![Play Store](image)

2. From the search results, either select the specific Microsoft Office app you want (**Microsoft Word**, for example). These instructions illustrate how to install the **Microsoft Office** bundle that includes Word, Excel, and PowerPoint.

3. Press **Install**.

![Microsoft Office Bundle](image)

4. When the install completes, press **Open**.
5. Press **ALLOW** (if you press **DENY**, Microsoft prevents you from using the app).

6. Press **Get Started**.
7. **Press Next.**

**Microsoft respects your privacy**

When you entrust your data to Office, you remain the owner of that data.

We collect required diagnostic data to keep Office secure, up-to-date and performing as expected on the devices it's installed on. This relates to the basic functioning of Office and doesn't include your name, file content, or information about apps unrelated to Office.

We've updated the privacy settings for Word, Excel, PowerPoint, Office Mobile and OneNote to let you know what data we collect and how we use it. Let's take a look.

**Learn More**

NEXT
8. Press **DON'T SEND OPTIONAL DATA**.

Getting better together

We'd like you to share optional diagnostic and usage data about Word, Excel, PowerPoint, Office Mobile and OneNote. It's how we continue to improve. None of this data includes your name, file contents, or information about apps unrelated to Office.

Do you want optional data about your Office experience sent to Microsoft?

[Learn More]

- DON'T SEND OPTIONAL DATA
- ACCEPT AND SEND OPTIONAL DATA

9. Press **CLOSE**.

Powering your experiences

Word, Excel, PowerPoint, Office Mobile and OneNote includes experiences that connect to online services—for example, downloadable templates from Office.com, and OneDrive file storage for sharing files with people you choose. When you use these experiences, Office collects diagnostic service data. In addition, some of these services analyze your content to deliver suggestions and recommendations.

To adjust these privacy settings, navigate to "Privacy and permissions" from your app settings.

[CLOSE]

10. Press **CONNECT YOUR ACCOUNT**.
11. Type in your UMBC email address and then click **Next**.

12. Sign in to myUMBC.
13. The installation is complete and you can now create and edit documents on your Android device.