

# Install Office 365 (Android)

A guide to installing an Office 365 application onto an Android smartphone



CORNWALL  
COLLEGE  
GROUP

## Install Office 365 onto a personal device (Android)

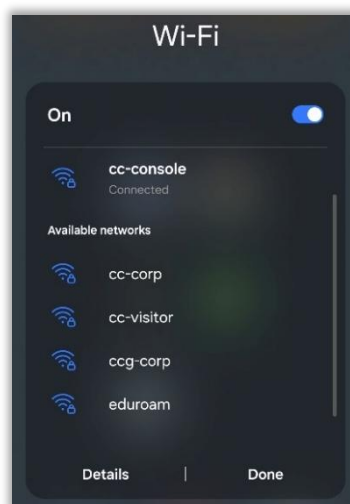
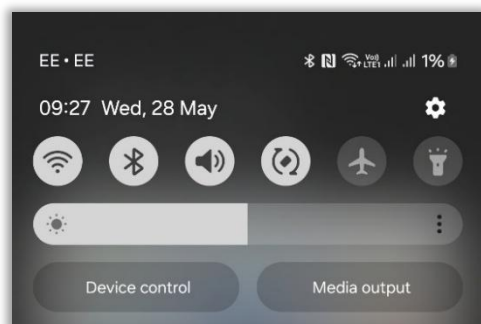
This guide will run through how to download, install and setup Office 365 on your personal Android device.

Cornwall College will have no control over your personal devices, we can only control Microsoft applications installed onto your devices, if you are using a Cornwall College account.

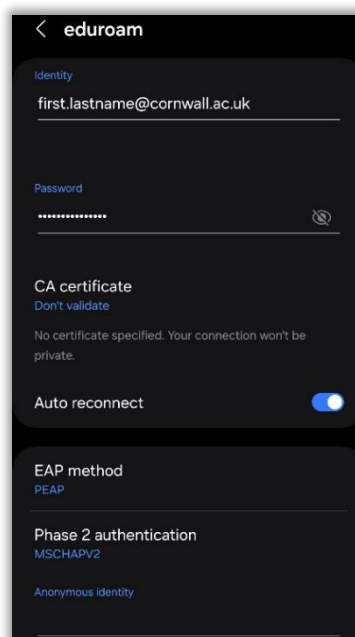
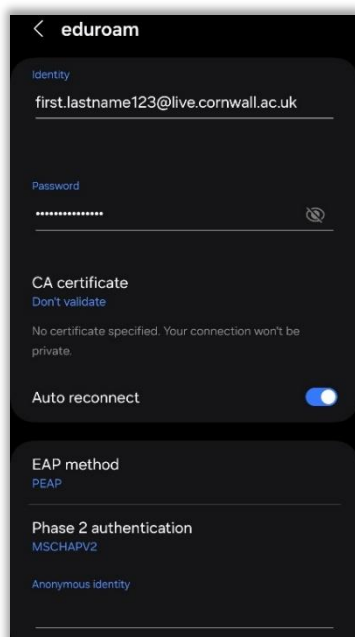
### Connecting the device to Eduroam

Firstly, please make sure your device is connected to the internet. If you are on a Cornwall College campus you can connect to the eduroam Wi-Fi by performing the following:

1. Open your Wi-Fi settings by swiping from the top of your screen down then tap and hold on the Wi-Fi icon.
2. Tap on the eduroam Wi-Fi connection.

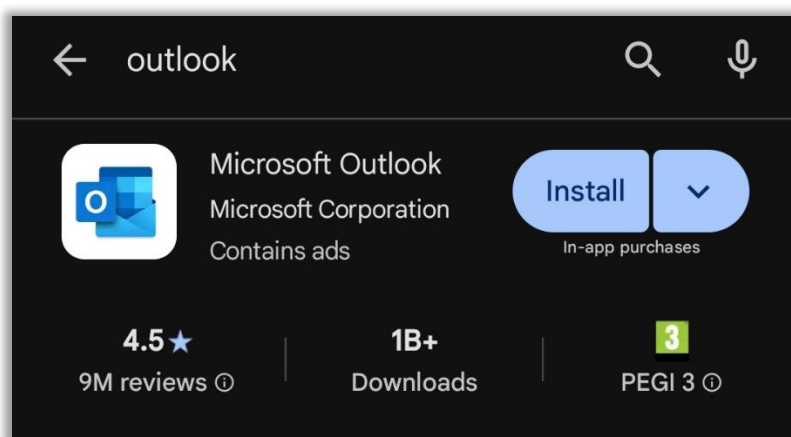


3. Enter your Cornwall College email address and password then check that the certificate is set to "Don't Validate" then click "Connect".

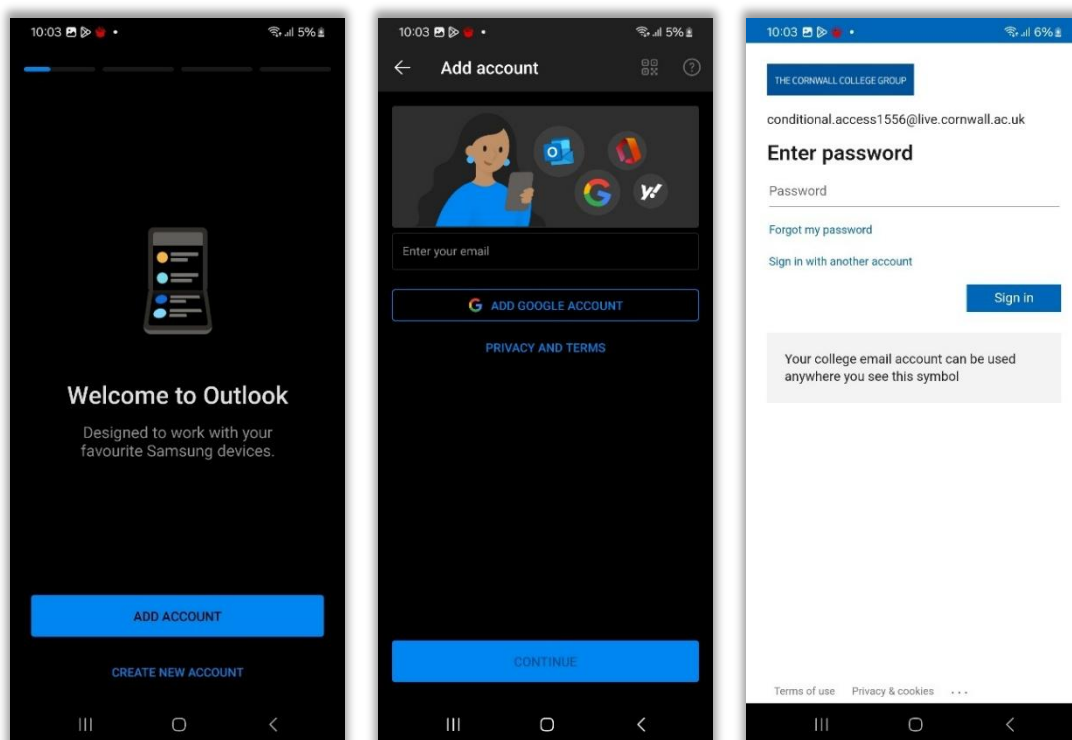


## Installing Office 365 Applications

1. Once connected to the internet open the Google Play store and search for the Office 365 App you want to use then tap "Install".



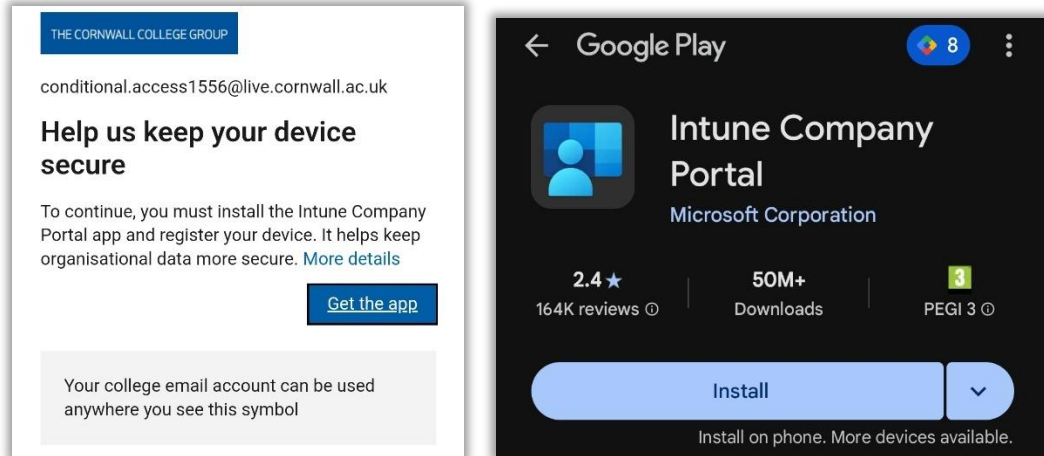
2. When the App has downloaded and installed, open the App, select Add Account, and sign in with your Cornwall College email address and password.



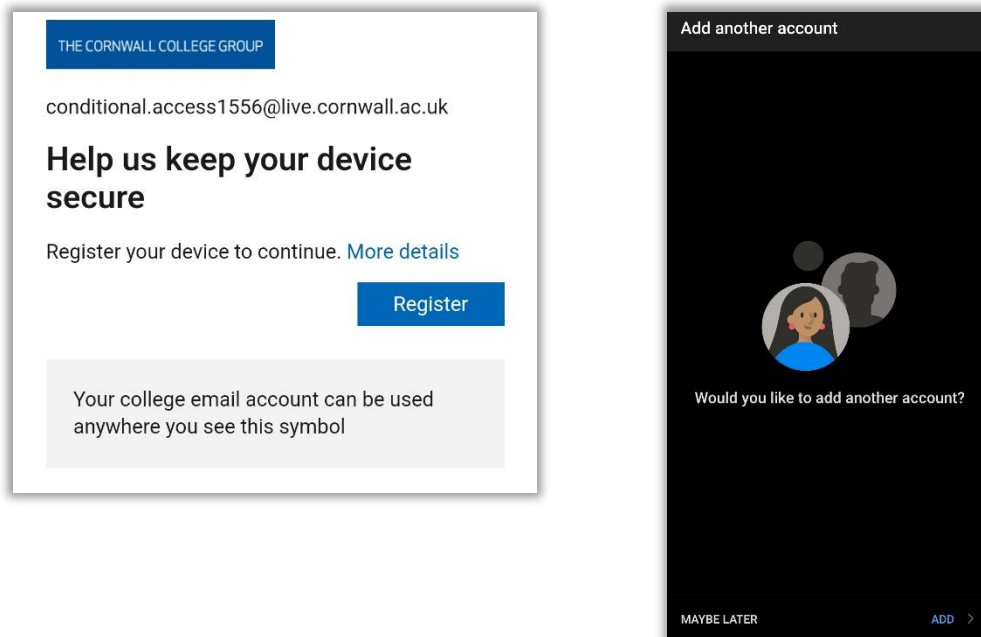
3. Once you have signed into the app you will be asked to download the Company Portal App. This will redirect you back to the Google Play Store, select "Install".

You will NOT need to sign into this application.

If you already have this installed move onto step 4.

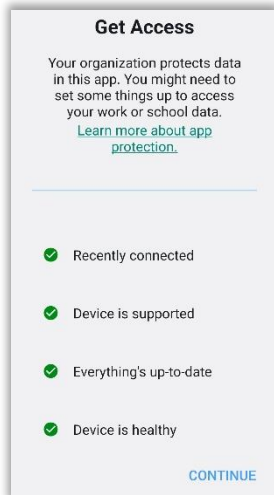


4. Open the office application you're setting up, sign-in again, and select register. The app status will then be confirmed, authenticated. You may be asked if you wish to setup another account, select maybe later.

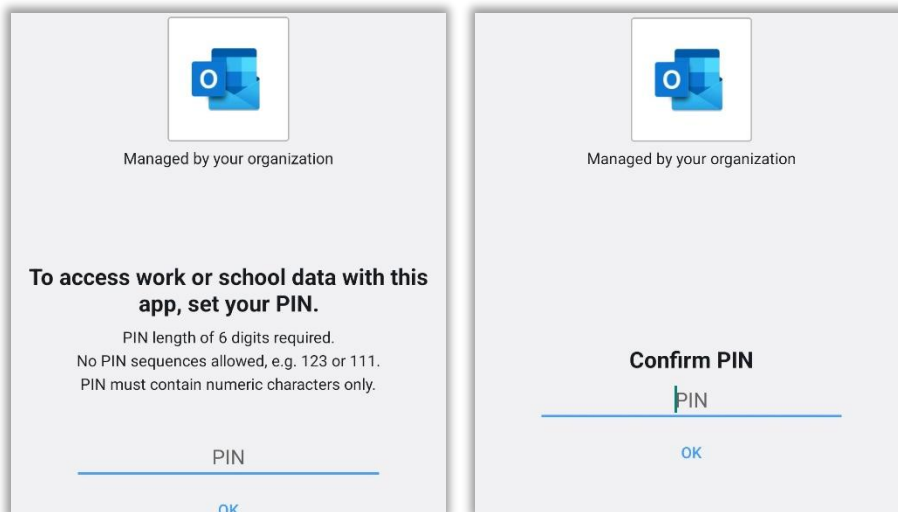


5. After a short while your Office 365 app will sync with our app protection policy and make sure your device is compliant. If your device is not compliant the Microsoft application will provide steps on how to resolve this.

When your device is compliant you will be allowed to continue to the next step.



6. As part of Cornwall College app protections policies, you will need to set a PIN for the Microsoft application in order to access it (this is just for any Cornwall College Office 365 application and not for the device itself). Choose a 6-digit PIN and confirm.



## Contact Information

If you have any questions or issues with logging into office applications on Android please contact the helpdesk either via Email: [helpdesk@cornwall.ac.uk](mailto:helpdesk@cornwall.ac.uk) or Phone: 01209 616111.