

Install Office 365 (iOS)

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



CORNWALL
COLLEGE
GROUP

Install Office 365 onto a personal device (iOS)

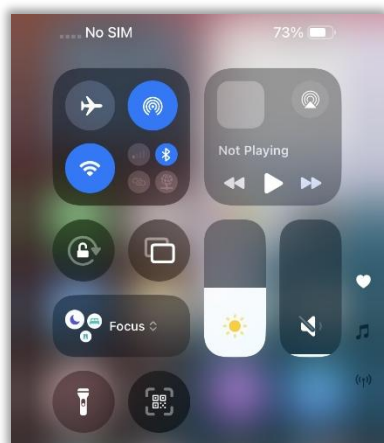
This guide will run through how to download, install and setup Office 365 on your personal iOS device.

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.

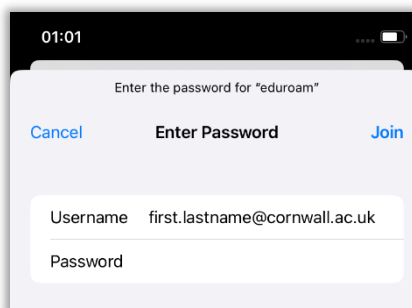
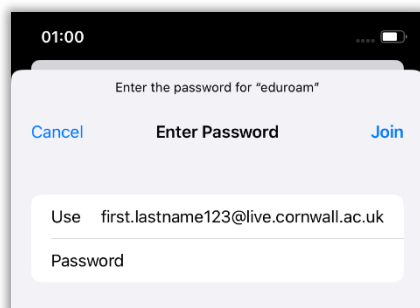
Connecting the device to eduroam

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:

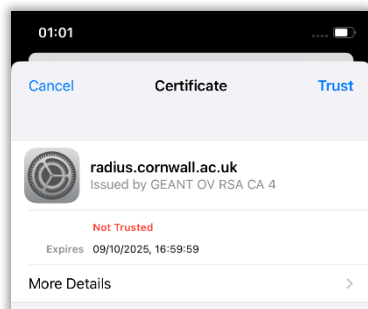
1. Open your Wi-Fi settings by swiping from the top right of your screen down then hold on the Wi-Fi icon.
2. Tap on the eduroam Wi-Fi connection.



3. Enter your Cornwall College email address and password.

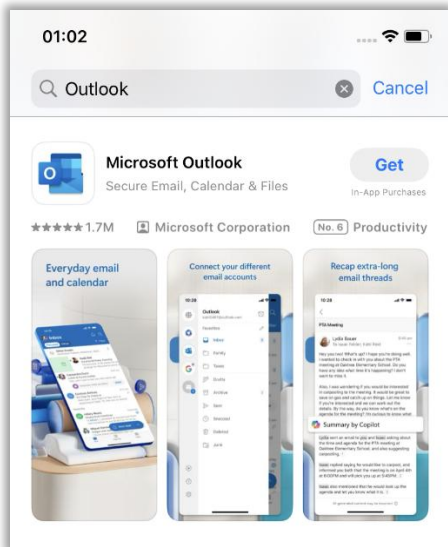


4. Select "Trust" for the certificate.

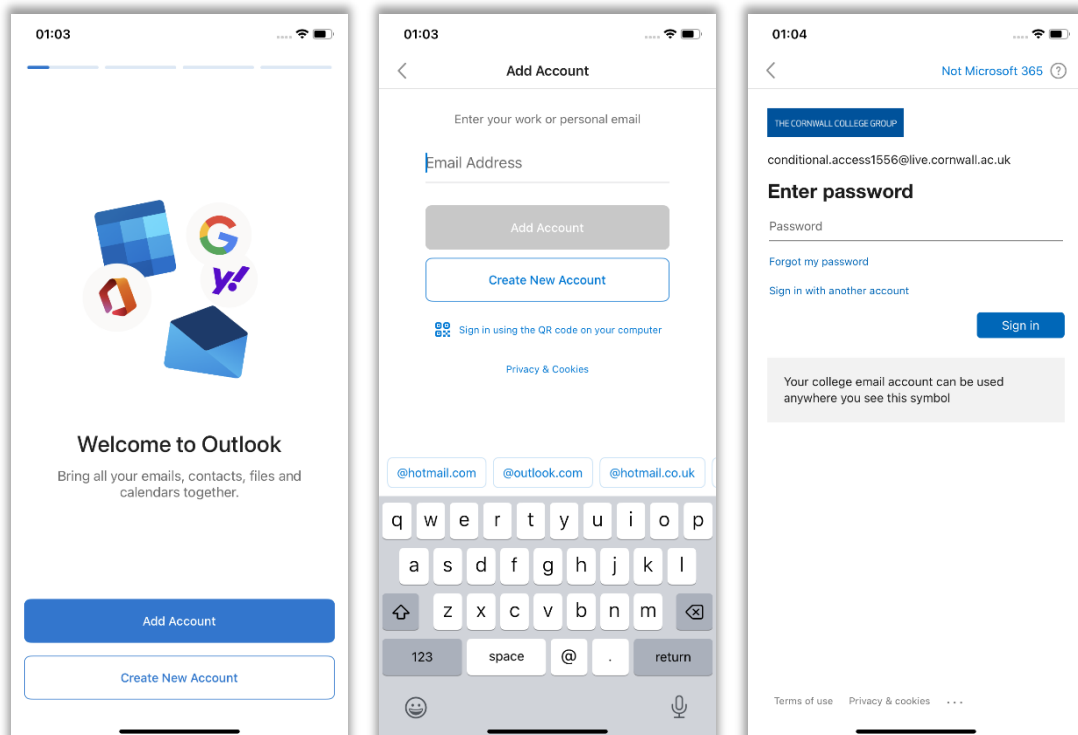


Installing Office 365 Applications

1. Once connected to the internet open the Apple App Store and search for the Office 365 App you want to use then tap "Get".

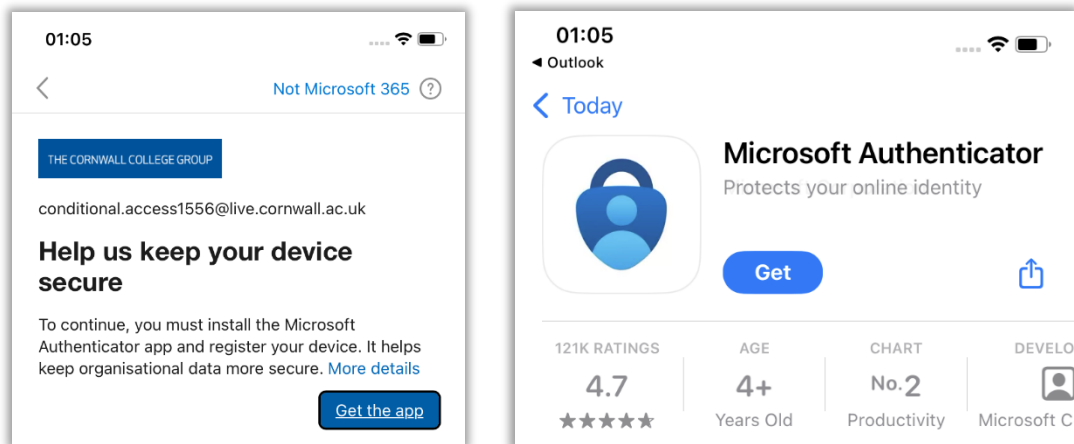


2. When the App has downloaded and installed, open the App, select Add Account, and sign in with your Cornwall College email address and password.

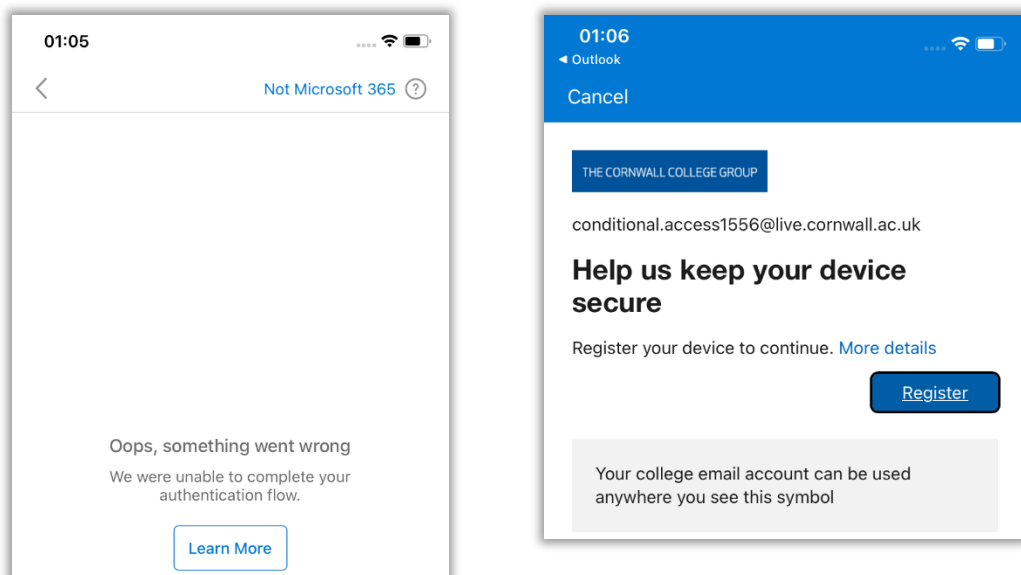


- Once you have signed into the app you will be asked to download the Microsoft Authenticator App. This will redirect you back to the Apple App Store, select “Get”.

If you already have this installed move onto step 4.



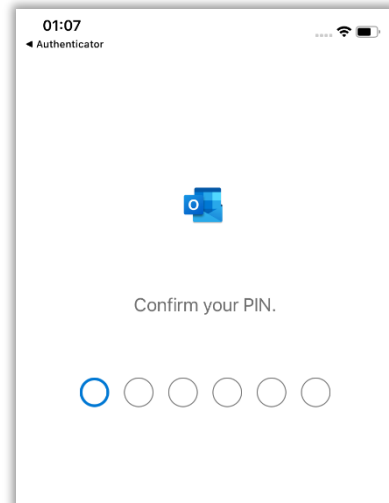
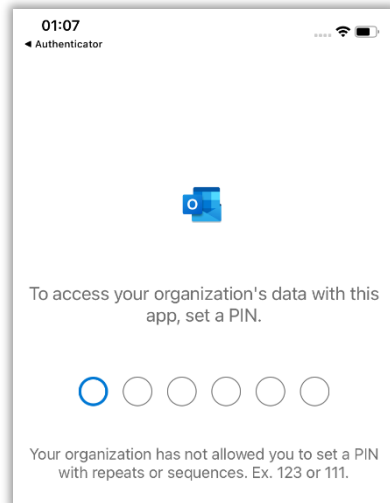
- Open the office application again, there may be a prompt for “something went wrong”, select the back button, sign-in again, and select register.



- The app status will then be confirmed and authenticated. You may see a notification that the app needs to restart, select “ok”, and reopen the app.



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 or Phone: 01209 616111.