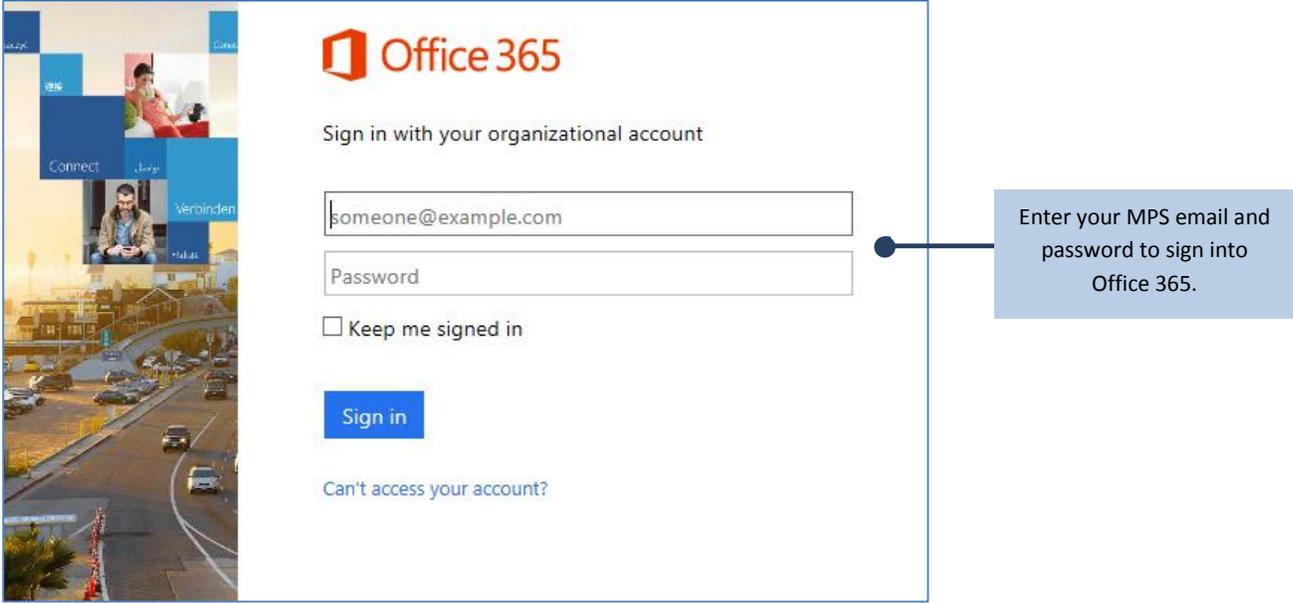


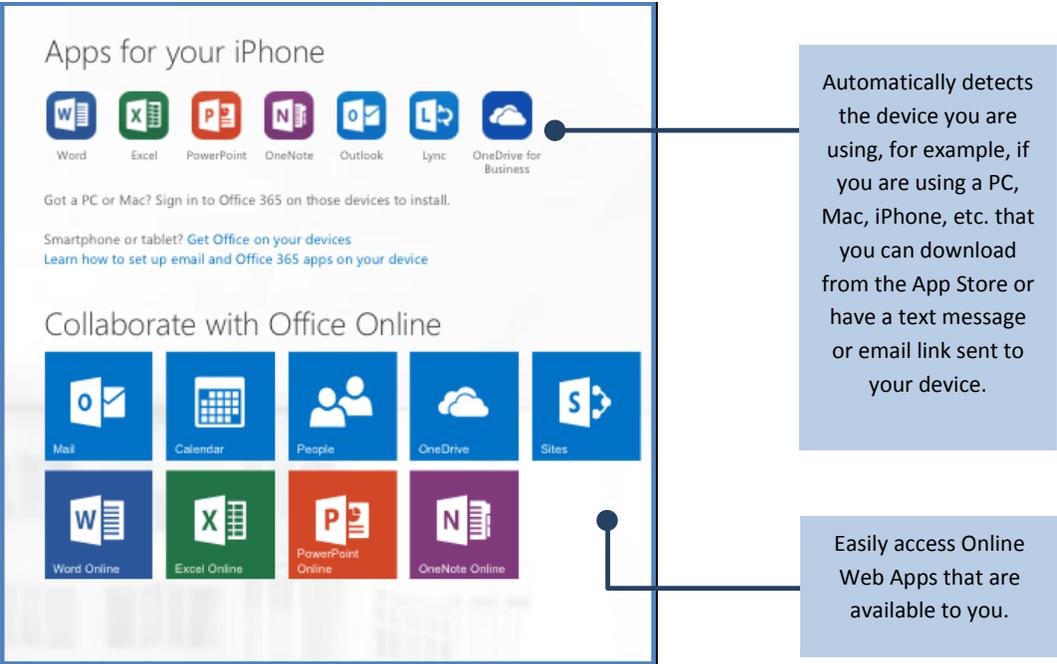
Sign In to Office 365 on your Device

You can sign onto Office 365 from any device by entering this link <https://portal.office.com/Home> into the web address bar. You must enter your **full MPS email address and password** to sign into Office 365.



Office 365 sign in screen.

The home page automatically detects the device you're using, and displays the appropriate install prompt. If you're using an iPhone, it prompts you to download the apps from the App Store.



Installing Office 365

Once logged in, the home page displays all your Office 365 online services, providing you with quick access to launch documents and start creating right away.

Install Office 365 on mobile devices from your Computer

Once logged into Office 365 on your computer as shown above, you can go to Settings  > **Office 365 settings** next to your name on the top right-hand side.

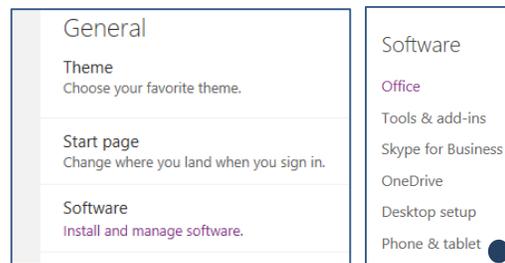


Click the Settings icon to access drop-down menu

1. Click the settings icon to access the drop-down menu.
2. Select **Office 365 Settings**.
3. Select **Software: Install and Manage software**.
4. Select **Phone & Tablet**.

Select your device from the list. If you need to select another device just click the drop-down arrow and select the device you need.

5. A new window will open, click **Send Email OR Send Text** and enter your email address or phone number and a link will be sent to your device so you can download the app to your device from the App Store or Google Play.



Select Phone & Tablet

