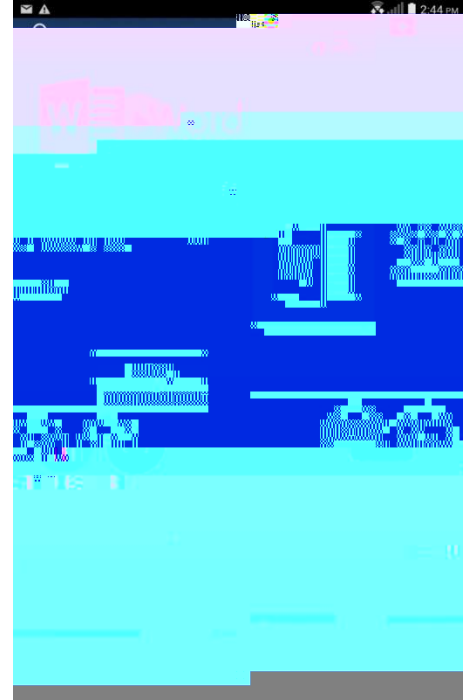




1. To begin, you must go to the Google Play Store. Search for the Office app you want to install: (**Word for Tablet, Excel for Tablet, PowerPoint for Tablet, OneNote**). Each app is a separate download. Install the app.



2. Open the app and scroll through all the introductory screens until you reach a screen like the following, press **Sign in**. You will only have to sign in once on one of the apps and you will have access to the rest as well.





3. Enter your CSU e-mail.

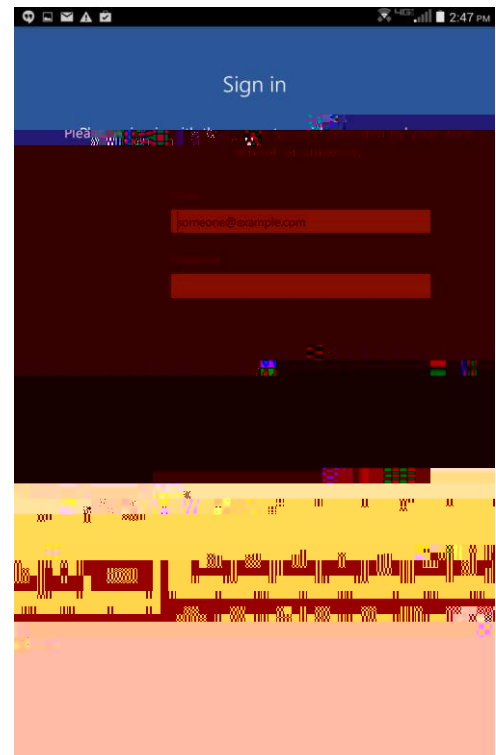
Example:

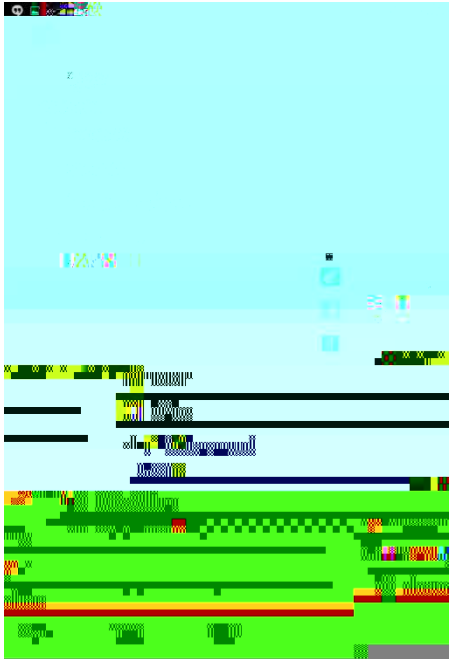
2345678@vikes.csuohio.edu students

1234567@csuohio.edu faculty/staff



4. You will then be taken to the next screen where you will be prompted to input your password, this is the same password you use to access things such as CampusNet and your CSU email account. After inputting your password tap the **Sign In** button.







2. Click on the 3 dots in the top right hand corner
3. Select **Remove Account**. Then select it again in the dialog box that appears. The account will be removed.

