Setting up Office 365 on Windows 8 Phone

1. Tap on **Office**. (Office comes pre-installed on the Windows phone.)

2. Tap on **Office 365**.
To set up your Office 365 account on your phone to access your Office documents.

3. Tap **setup**.

4. Enter the following:
   - **Email address:** NetID@msu.montana.edu
   - **Password:** NetID password
   - Tap **sign in**.

**IMPORTANT:** netid@msu.montana.edu IS NOT your email address. It is just the identifier Microsoft uses to identify you.
After successfully signing into Office 365:

5. To create a new document, slide screen to the left.

6. Tap the “+” symbol at the bottom of the screen.
New **Word** documents or **Excel** spreadsheets can now be created from your phone.