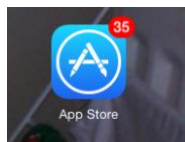


4c Office 365 download - iPad

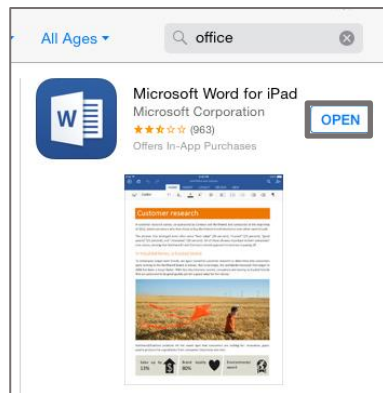


How do I access Office 365 Pro Plus on my iPad?

Students and staff can install Office 365 / Office 2016 on their personal devices. See <https://warwick.ac.uk/services/its/servicessupport/software/microsoft/o365proplus>



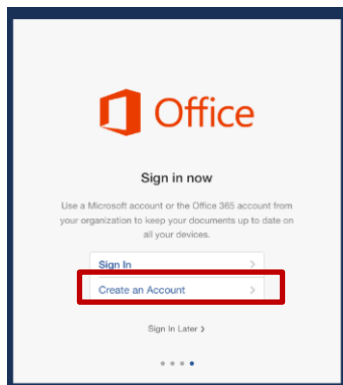
From the Apple Store on your iPad, search for **Microsoft Office for iPad** and Select **Microsoft Word for iPad**



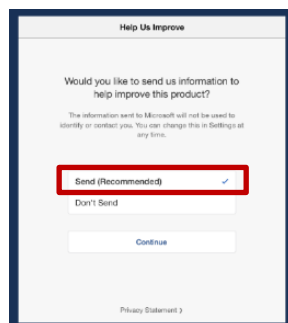
Press **Install**
Once downloaded, press **Open**

NB: You can also install **Excel** and **PowerPoint** using this method

How to register Office 365

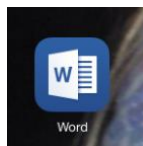


For first use, select **Create an account** and enter your Warwick details in the following format: **usercode@live.warwick.ac.uk** followed by your IT Services password



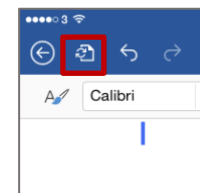
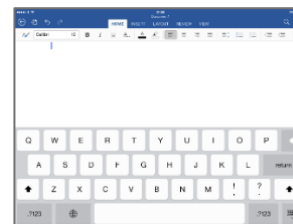
Tick the option **Send (Recommended)** and continue.

The **Word** icon will appear on your iPad desktop



Tap the **Word** icon to launch word

Using Word – Save As option



The **Save as** option in **Word**:
Tap the icon on the top left corner of the toolbar and a dialogue box will open
Save the file to your **iPad**.

Using Word – Printing option

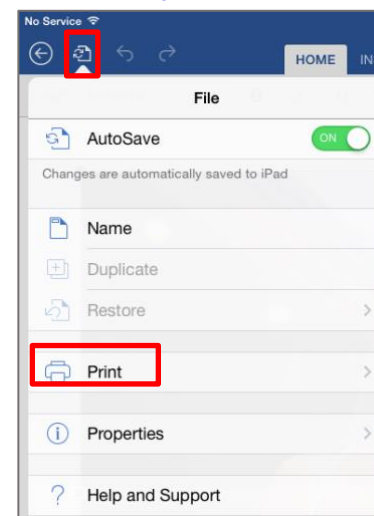
Printing in Word:

Attach the file to an email

Tap the icon at the top right of the screen and select **Email as Attachment**. Email the document to: Mobile.printing@warwick.ac.uk

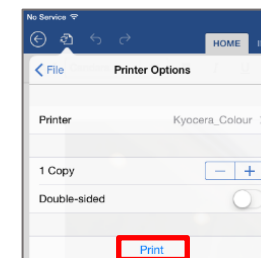
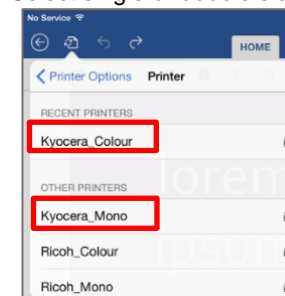


or print directly from your iPad



Tap the icon to the top left of the screen and select print. Choose either **Kyocera_Mono** or **Kyocera_Colour**

Select single or double sided followed by **Print**



For further information on mobile printing see leaflet 6e:

https://warwick.ac.uk/services/its/servicessupport/servicedesk/printing_leaflets

It is important to note that the software is only available to you whilst you are a student or employed as a staff member at Warwick. Once you leave/graduate, your copy of Office will stop working.

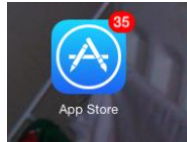


4c Office 365 download - iPad



How do I access Office 365 Pro Plus on my iPad?

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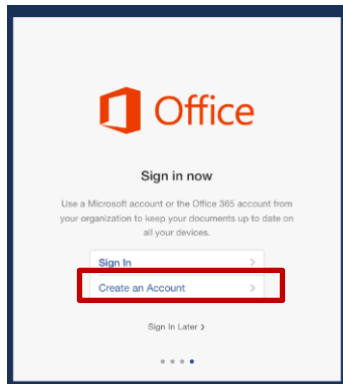
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Once downloaded, press **Open**

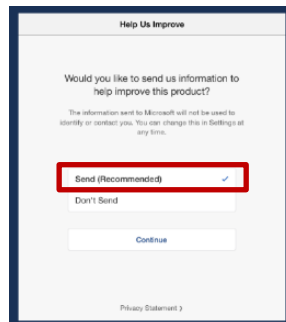
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How to register Office 365

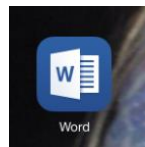


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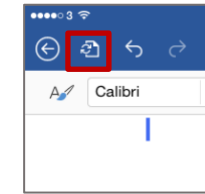
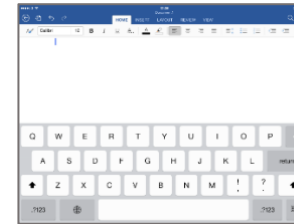
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Tap the **Word** icon to launch word

Using Word – Save As option



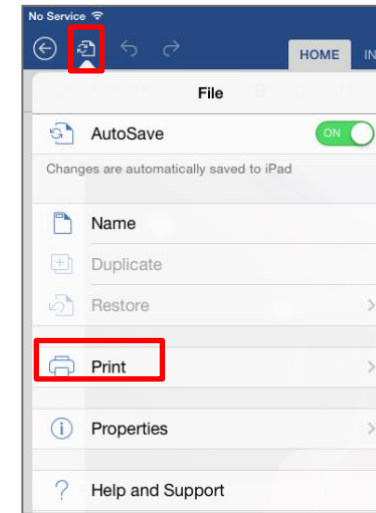
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Using Word – Printing option

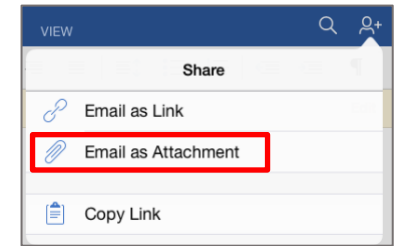
Printing in Word:

Attach the file to an email

Tap the icon at the top right of the screen and select **Email as Attachment**. Email the document to: Mobile.printing@warwick.ac.uk

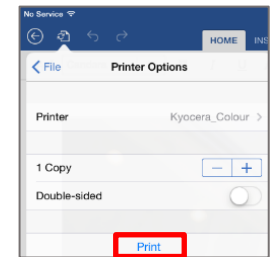
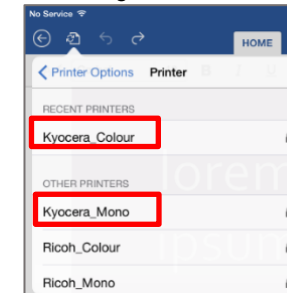


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