

TECHNOLOGY HELPDESK



Western Dubuque Technology Department

October 2016

How to setup Microsoft Office for Android.

All staff and students are enrolled into Microsoft Office 365. You can install Microsoft Office programs on up to 5 different devices. Microsoft Office Professional is already installed on all district computers. Now you can install the software on your mobile devices.

Below will show you how to install Microsoft Word on your device. You can install Excel, PowerPoint and OneNote with the same steps. Just search for the other apps within the app store.

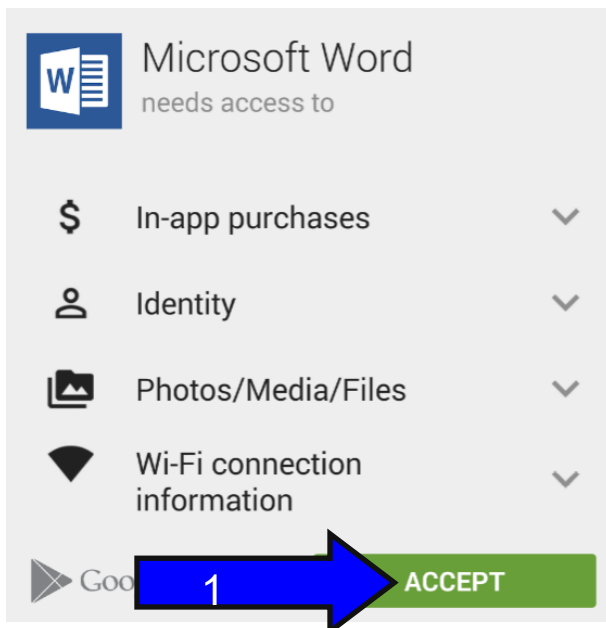
Microsoft Word is a free app through the app store.

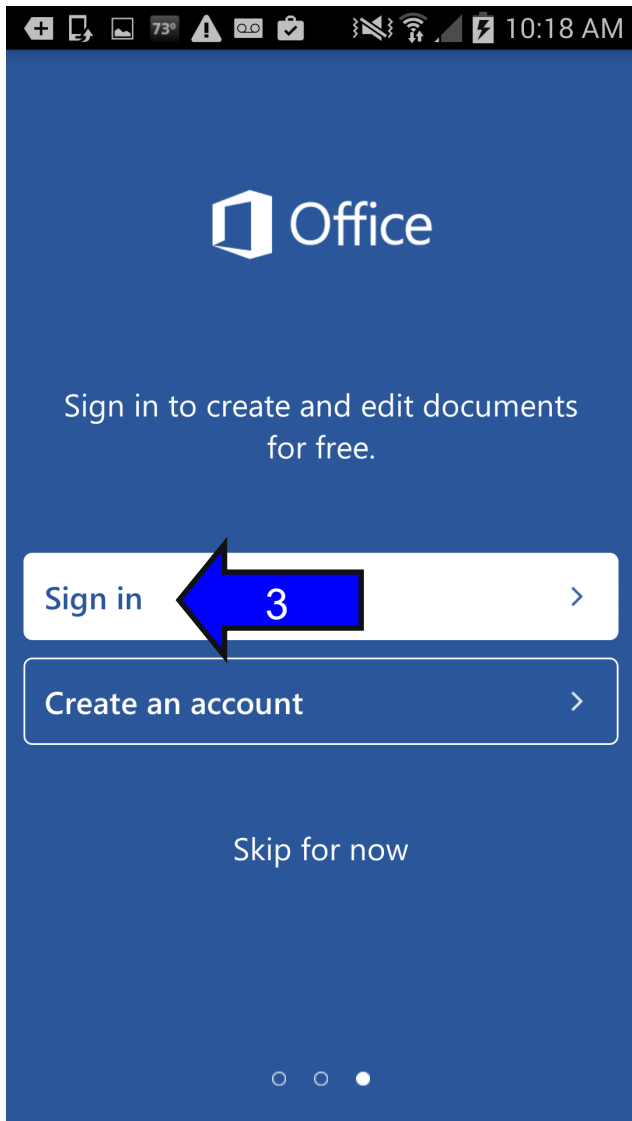
Search for it on your device and install it. It will ask for your permission to access items on your device. Click Accept. See Arrow number 1 to finish the install.

Microsoft will now open and display a message "Setting up for first time use..."

See arrow number 2.

Swipe right to get to the sign in page.





Sign in.

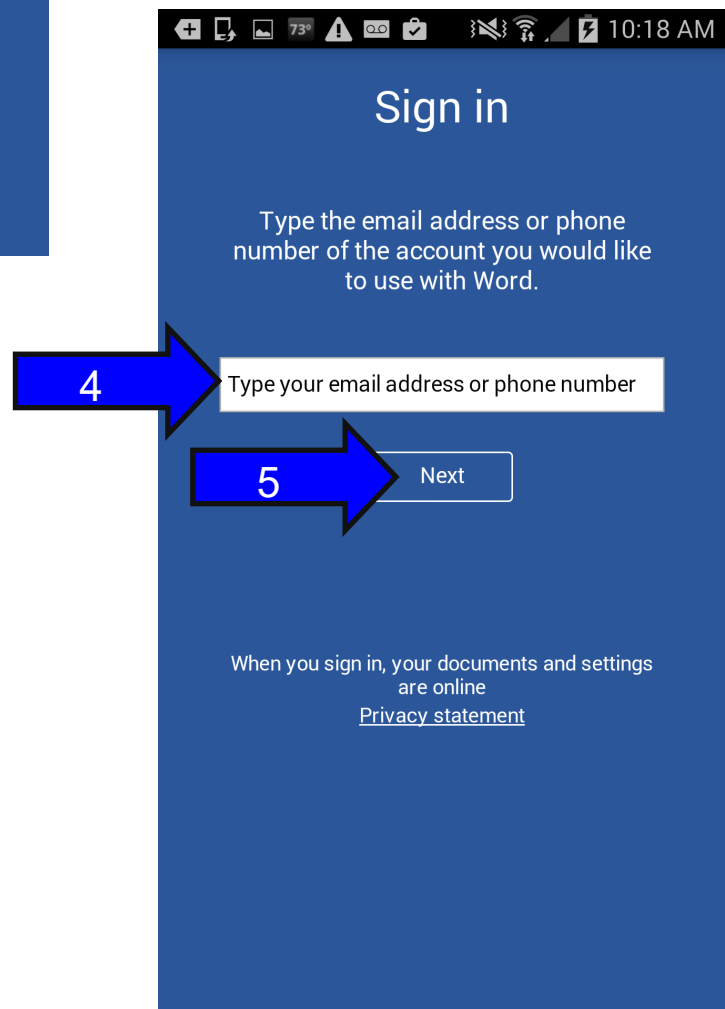
Click Sign in. See arrow number 3.

Enter in your username@wdbqschools.org

Your username is the same username you use to sign into the computers at school. You need to have the email extension with it which is @wdbqschools.org

See arrow number 4 to enter in your username@wdbqschools.org

Click on the Next button after you have your username@wdbqschools.org information entered in. See arrow number 5.





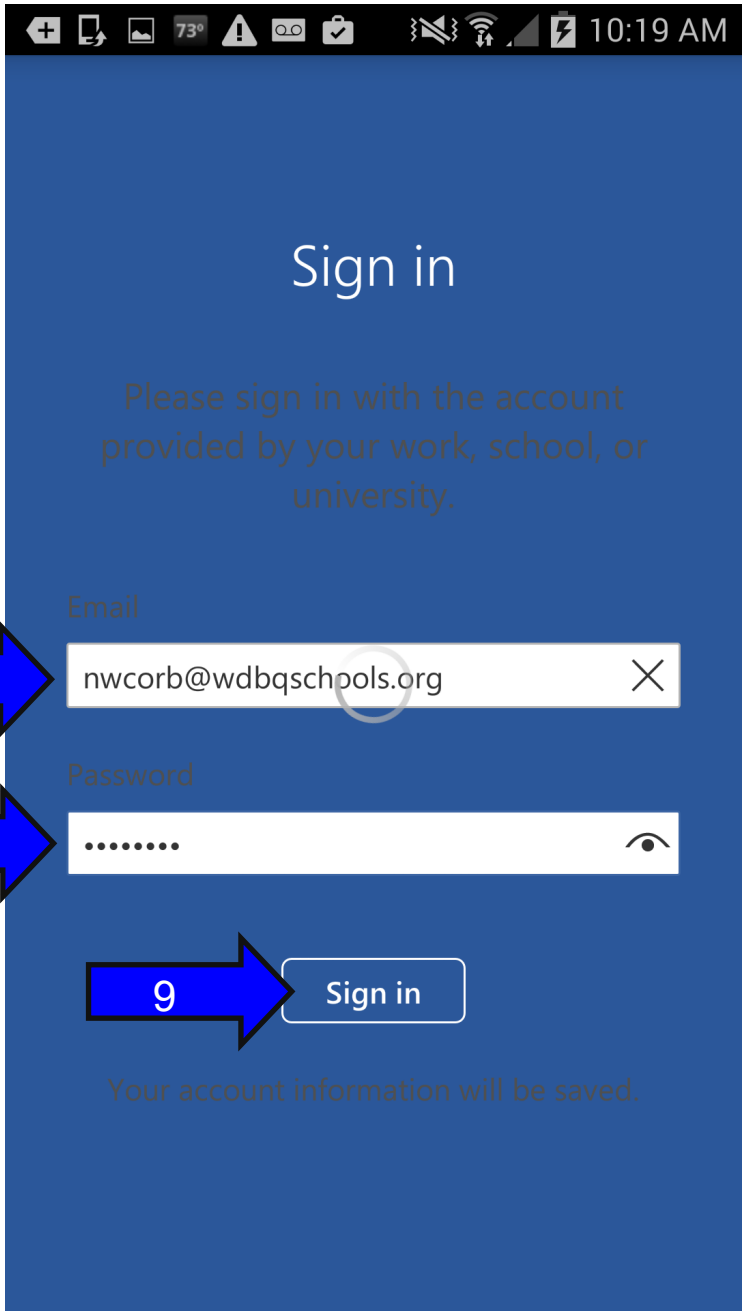
Getting setup.

Microsoft needs to know what account you are trying to access. Please choose Work Account. See arrow number 6.

The program will redirect you to our system. It will then ask you to sign in to your account. Enter in your username@wdbqschools.org account in the email field. See arrow number 7.

Enter in your password in the password field. See arrow number 8.

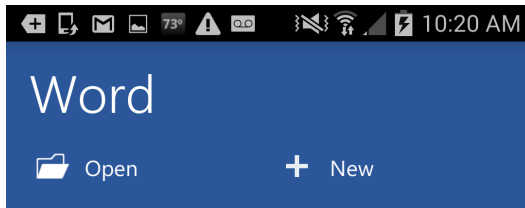
Click Sign in. See arrow number 9.



Getting setup.

Microsoft Word is now setup on your device. Click Start using Word to get started. See arrow number 10.

You should now see your recent files within the app. You can create new word documents or open existing. See below.



Recent


This Week

 CSI_Manual_Form1.doc
On Inp.windstream.com > docs

Last Week

 Document.docx
On wdbq-my.sharepoint...ools_org > Documents

 Security and Surv...nt Strategy.docx
On wdbq-my.sharepoin...ion > Security Cameras

 2015 summer to do list.docx
On wdbq-my.sharepoint...ools_org > Documents

 Document.docx
On wdbq-my.sharepoint... > 15-16 FY > COMP 2

Three Weeks Ago

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Work Smarter not Harder!

Office 365 gives everyone in our district the tools, software and power to be able to communicate, collaborate, and have access to all their information anywhere, at anytime. Lets start putting these services, and tools to good use.



Contact Us

Give us a call for more information about our services and products

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Visit us on the web at
www.wdbqschools.org