

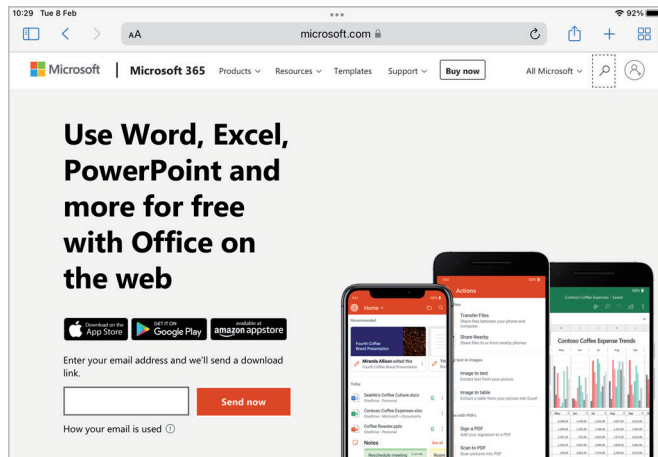
Office for iOS

The Office apps for iPhone and iPad allow you to work on documents originally created using Microsoft 365 or Office 2019 on your PC. You can also create new Office documents on these devices. To find out more about these apps:

- 1 From the iOS device, open www.microsoft.com, and search for “Office Mobile app”



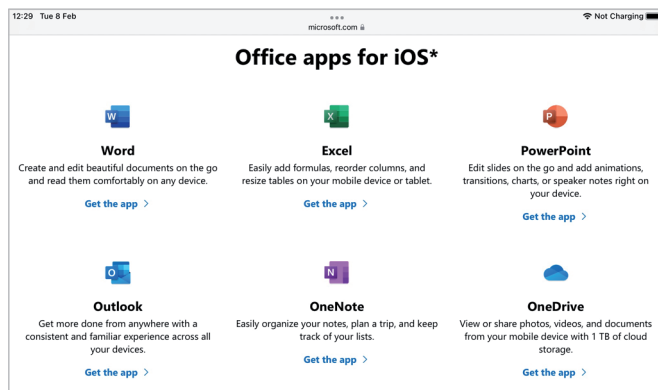
When Microsoft first released these apps, they were in some cases limited to reading documents. However, with the latest versions, you can edit and create as well as read Office documents.



- 2 The web page lets you download the Office Mobile app, which combines Word, Excel and Powerpoint features



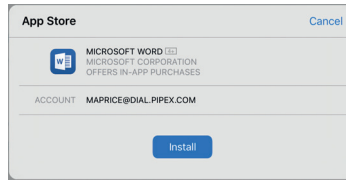
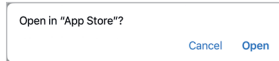
For each app there's a one-month free trial, after which you'll be charged a monthly fee.



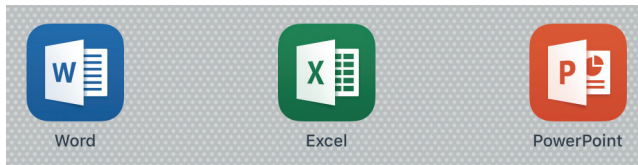
- 3 Scroll down for links to the individual Office apps, and scroll on for six more Mobile apps: Skype, Office Lens, Yammer, Microsoft Teams, and Microsoft Stream.

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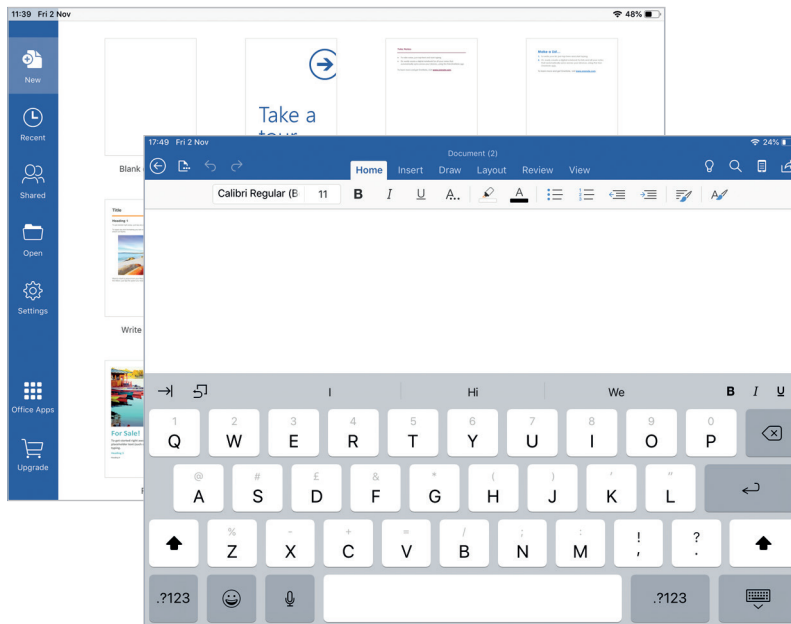
- 4 Click **Get the App**, for **Word** as an example, then click **Open** to open the associated entry in the App Store



- 5 Select **Get** and then **Install** to add the app to your device, and an icon is added for each app you install



- 6 Launch an app and select **New** to create a document



The first time you run an app, you may be asked to provide your Microsoft Account, and the app will be activated and most features will be available. If that account is associated with a Microsoft 365 subscription, you'll also have access to premium features.



You can save your documents on your iPad or iPhone, or on your OneDrive. You can also edit existing documents in either location.