

## How to download Microsoft Word to a mobile device

**Important Note:** This information relies on your phone or tablet being up to date with the latest operating system. For tablets larger than 9.7 inches, such as the iPad Pro, the following apps may **not** be free. However, if you already pay for an Office 365 subscription then you will be able to sign in once the app is downloaded.

- Go to the App store/Play store.
- search for “Microsoft Word”.
- You will be able to identify the authentic Microsoft Word app from the logo shown here. **Make sure that “Microsoft Corporation” is shown underneath the name of the app.**



The App is free to use but is limited in comparison to the full PC/Mac versions. You should still be able to create and view word documents. While it states there are in-app purchases these are not necessary and can be disabled.

When you open the app for the first time you might be shown tutorial options, you can skip these. **The app might offer a paid version or a free monthly trial. This is not necessary, just click close and exit on that page.**

You should now be able to create and view word documents. Note that anything that you save will be linked to the email address the phone is linked to. You should be able to access this on any phone or tablet that is connected to that E-mail address.