

# Google Apps to Office 365 for business



## Make the switch

Office 365 for business looks different from Google Apps, so when you sign in, you'll get this view to get you started.

You can choose your start page, so you can go right to whatever you use most, like Outlook to get your email.

**App launcher**  
Go straight to your email, calendar, contacts, file storage, and websites.

**Settings**  
Change your password, choose your start page, and much more.

**PC & Mac**  
Install the latest versions of Office desktop apps for additional functionality and rich offline editing.

**Phone & tablet**  
Work anywhere on your phone and tablet.

**Use apps**  
Select a tile to start an app.

The screenshot shows the Office 365 home page. At the top, there's a navigation bar with the Office 365 logo, a settings gear icon, a help question mark icon, and a user profile icon. Below the navigation bar, there's a large red box on the left that says "Let your ideas go free." To the right of this box, there's a section titled "Install Office on your PC" which includes icons for Word, Excel, PowerPoint, Outlook, and OneNote. Below these icons, there's an "Install now" button and links for "Language: English", "Change language", and "Troubleshoot installation". Below the "Install Office on your PC" section, there's a section titled "Collaborate with Office Online" which features a grid of 12 tiles for Outlook, Calendar, People, Yammer, OneDrive, Sites, Delve, Video, Word Online, Excel Online, PowerPoint Online, and OneNote Online. Callout boxes with blue lines point to the "App launcher" icon in the top left, the "Settings" gear icon in the top right, the "Install now" button, the "Set up mobile apps" link, and the Outlook tile in the "Collaborate with Office Online" grid.

# What is Office 365 for business?

Just as Google Apps is a suite of desktop apps, your Office 365 for business subscription gives you a suite of powerful online services—including the latest version of Office desktop apps. Office 365 lets you:

- Install Office desktop apps on as many as five computers.
- Create, view and edit documents from anywhere using Office Online.
- Work offline and your changes automatically sync when you're back online.
- Use mobile Office apps on your Windows Phone, Android, iPad, or iPhone.

## How do I access files in Office 365?

You can store your personal documents on OneDrive for Business, and access your team sites at Sites. You can use Office 2013 desktop apps, Office Online, or Office 365 mobile apps to create and edit files.

	Office 2013*	Office Online	Office mobile apps
<b>Use it if</b>	<ul style="list-style-type: none"> <li>• Your Office 365 plan includes it.</li> <li>• You want offline access.</li> </ul>	You need a quick way to read and make simple edits.	You want the most editing features available on your device.
<b>Runs on</b>	Laptop and desktop computers	Your browser	Specific devices
<b>How to get it</b>	Comes with some, but not all Office 365 plans (*Word 2011 for Mac)	Browse from OneDrive or Sites	<a href="#">Windows Phone</a> <a href="#">iPad</a> <a href="#">iPhone</a> <a href="#">Android phone and tablet</a>

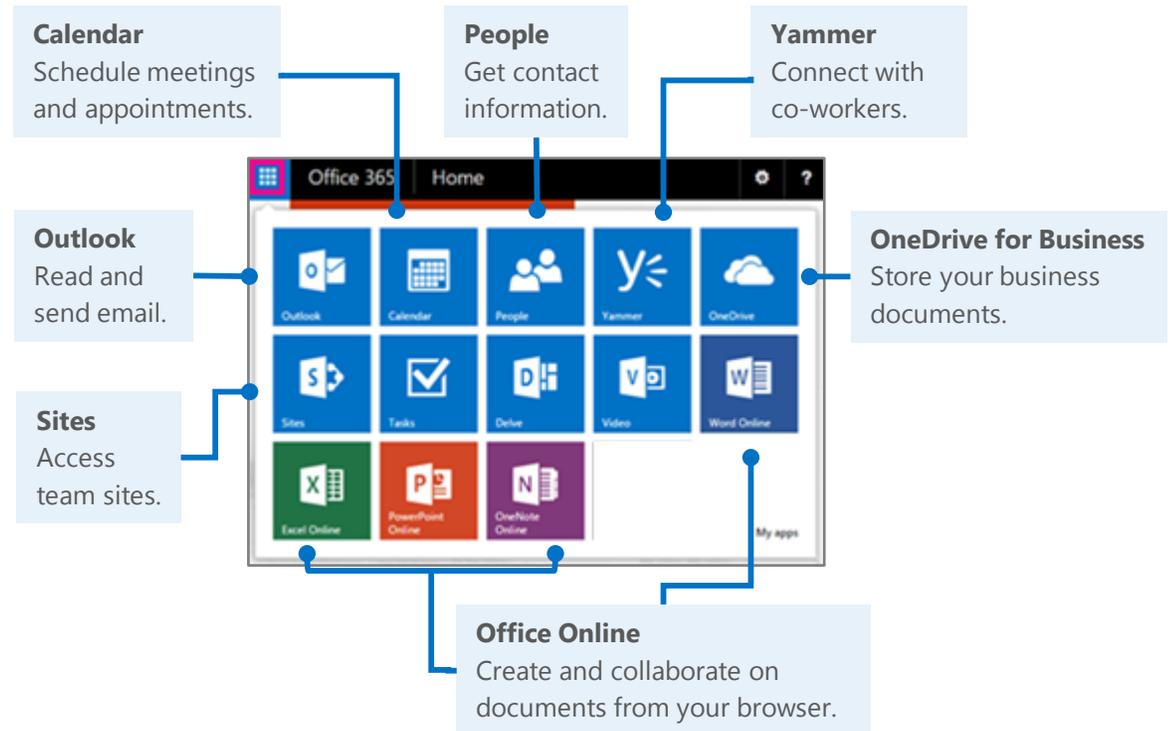
## How do I sign in to Office 365?

1. From your web browser, go to <https://portal.office.com>.
2. Enter your work or school account and password, and then choose **Sign in**. For example:  
j.doe@contoso.com or j.doe@contoso.onmicrosoft.com



## Find your way around

From anywhere in Office 365, click the app launcher  for quick access to all services, including all the Office Online apps:



# Things you might be looking for in Office 365 for business

Use this table to help you navigate Office 365 for particular services.

Service	In Google Apps for Business	In Office 365 for business
Email	Gmail 	Outlook 
Calendar	Calendar 	Calendar 
Online address book	Contacts  <small>Contacts</small>	People 
Social	Hangouts 	Yammer 
File storage	Drive  <small>Drive</small>	OneDrive for Business 
Sites	Sites  <small>Sites</small>	SharePoint Sites 
Documents	Docs 	Word 
Spreadsheets	Sheets 	Excel 
Presentations	Slides 	PowerPoint 

# Working with others

## Share documents

Wherever your document, worksheet, or presentation is stored, it's easy to share it with others—whether they're part of or outside of your organization. When you share, the people who need to review or edit get an email with a link to the document. With just a quick click, you and your reviewers can open it from nearly anywhere and on practically any device.

1. Select your document.

2. Choose **Share**.

3. Enter your reviewer's name or email address.

4. Choose **Share**.

The screenshot shows the OneDrive 'Documents' page with a 'share' button highlighted. A sharing dialog box is open, showing options to 'Invite people', 'Get a link', and 'Shared with'. A text input field is highlighted with the instruction 'Enter names, email addresses, or 'Everyone''. The 'Share' button at the bottom of the dialog is also highlighted.

## Office Online

Office Online is all about collaboration. You and your colleagues can do basic co-edits in the same document, worksheet, and presentation at the same time. You can see who is editing and what changes they have made.

**No Save button?**  
Don't worry, Office Online apps automatically save your changes while you work.

**Need more options?**  
Open the desktop app to access all of the features of PowerPoint, Word, or Excel.

**Share**  
Co-edit simultaneously with others in Office Online.

**Who's editing?**  
See if others are editing the same presentation.

**Changes**  
See comments and changes from all reviewers.

The screenshot shows the PowerPoint Online interface with a slide titled 'What went well' containing a chart with data: 13 new accounts, 2 new sales reps, and 27% increase in total sales. A notification bar at the top right says '2 other people are here'. A callout box highlights the 'Share' button in the top right corner. Another callout box highlights the '2 other people are here' notification. A third callout box highlights the 'Share' button in the top right corner. A fourth callout box highlights the '2 other people are here' notification. A fifth callout box highlights the 'Share' button in the top right corner.

# Syncing Office 365 with your device

Anytime you're on the go, get your Office 365 email, calendar, and contacts from your Windows Phone, Android phone, Android tablet, iPad, or iPhone. And you can sync with, create, view, and edit Word documents, Excel workbooks, and PowerPoint presentations right on many phones and tablets.



## Set up your device

Your anytime, anywhere online experience begins when you add your Office 365 account to your device. Here's how to do it:

- [Set up a mobile device using Office 365 for business](http://go.microsoft.com/fwlink/p/?LinkId=396709) (<http://go.microsoft.com/fwlink/p/?LinkId=396709>)
- Set up Office 365 on your:
  - [Windows Phone](http://go.microsoft.com/fwlink/p/?LinkId=396654) (<http://go.microsoft.com/fwlink/p/?LinkId=396654>)
  - [iPhone](http://go.microsoft.com/fwlink/p/?LinkId=396655) (<http://go.microsoft.com/fwlink/p/?LinkId=396655>)
  - [iPad](http://go.microsoft.com/fwlink/p/?LinkId=524315) (<http://go.microsoft.com/fwlink/p/?LinkId=524315>)
  - [Android phone](http://go.microsoft.com/fwlink/p/?LinkId=396656) (<http://go.microsoft.com/fwlink/p/?LinkId=396656>)

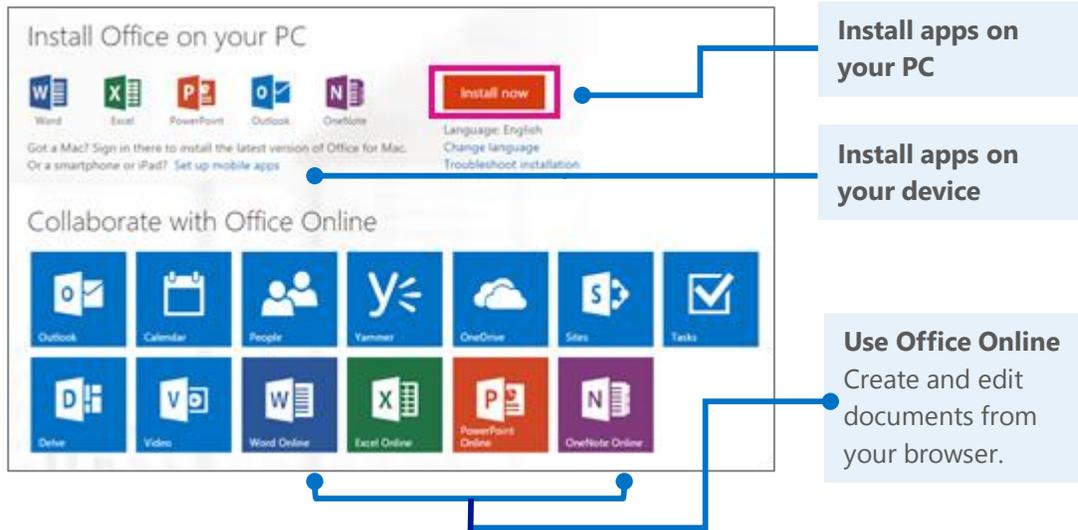
# Working offline

Need to work somewhere without an Internet connection? You can sync documents or entire folders to your computer before you go. When you're back online, your changes will automatically sync.

## Install Office 2013 desktop apps

If Office is not already on your computer, you can install it from Office 365.

1. Sign in to Office 365, and then choose **Install now**.



The screenshot shows the Office 365 installation page. The 'Install Office on your PC' section has a red box around the 'Install now' button. A callout box points to this button with the text 'Install apps on your PC'. Below this, the 'Collaborate with Office Online' section shows icons for Outlook, Calendar, People, Yammer, OneDrive, Sites, and Tasks. A callout box points to the OneDrive icon with the text 'Install apps on your device'. At the bottom, there are icons for Office Online apps: OneDrive, Video, Word Online, Excel Online, PowerPoint Online, and OneNote Online. A callout box points to these icons with the text 'Use Office Online' and 'Create and edit documents from your browser.'

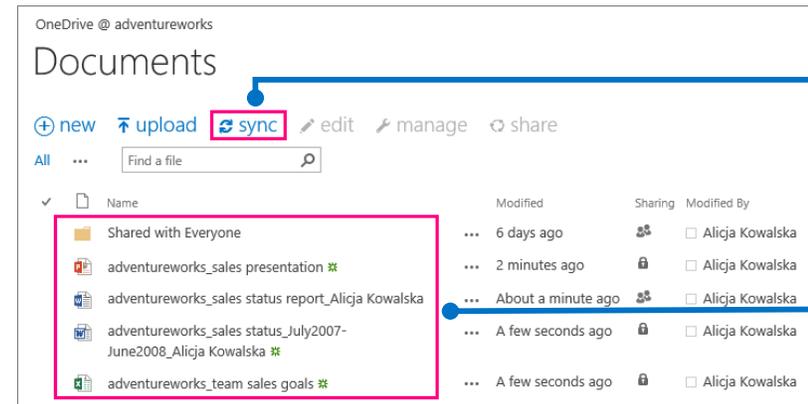
2. Choose **Run**, and then follow the rest of the installation instructions.



For more information, see [Install Office using Office 365 for business](http://go.microsoft.com/fwlink/p/?LinkId=272460) (<http://go.microsoft.com/fwlink/p/?LinkId=272460>).

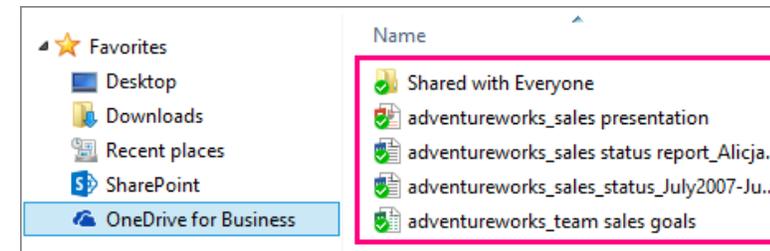
## How does Sync work?

The first time you sync your OneDrive for Business or a SharePoint site, you get an associated folder called OneDrive for Business or SharePoint on your device. Your documents will be automatically downloaded to this folder. You can now work offline without losing your changes.



The screenshot shows the OneDrive web interface. The 'sync' button in the top navigation bar is highlighted with a red box. A callout box points to it with the text 'Sync' and 'Get the latest version of your documents.' Below the navigation bar, a list of files is shown. A red box highlights the list, and a callout box points to it with the text 'What you're syncing' and 'Lists the documents in your OneDrive for Business library.'

Name	Modified	Sharing	Modified By
Shared with Everyone	6 days ago	...	Alicja Kowalska
adventureworks_sales presentation	2 minutes ago	...	Alicja Kowalska
adventureworks_sales status report_Alicja Kowalska	About a minute ago	...	Alicja Kowalska
adventureworks_sales status_July2007-June2008_Alicja Kowalska	A few seconds ago	...	Alicja Kowalska
adventureworks_team sales goals	A few seconds ago	...	Alicja Kowalska



The screenshot shows the Windows File Explorer interface. The 'OneDrive for Business' folder is highlighted in the left sidebar. A red box highlights the contents of the folder, and a callout box points to it with the text 'Your device' and 'Shows the location containing copies of the documents you synced from your OneDrive for Business library.'

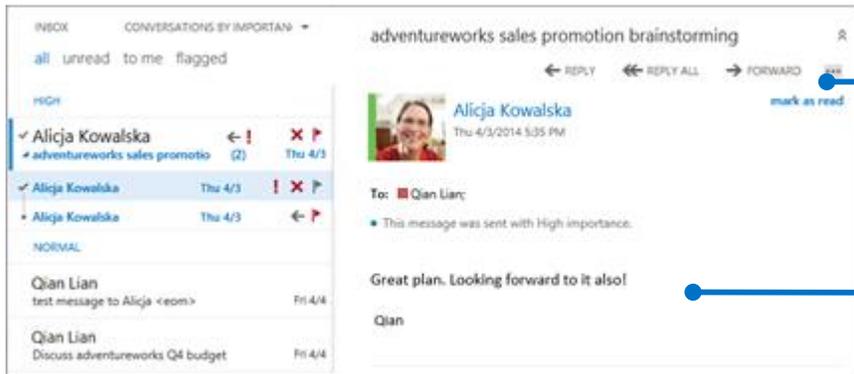
Name
Shared with Everyone
adventureworks_sales presentation
adventureworks_sales status report_Alicja...
adventureworks_sales_status_July2007-Ju...
adventureworks_team sales goals

# Outlook on the web

Access your email, calendar, and contacts using the Outlook Web App. From any computer or device with an Internet connection, sign in to Office 365, and then from the app launcher , choose **Outlook**.

## Read and reply to email

New email appears at the top of your Inbox.

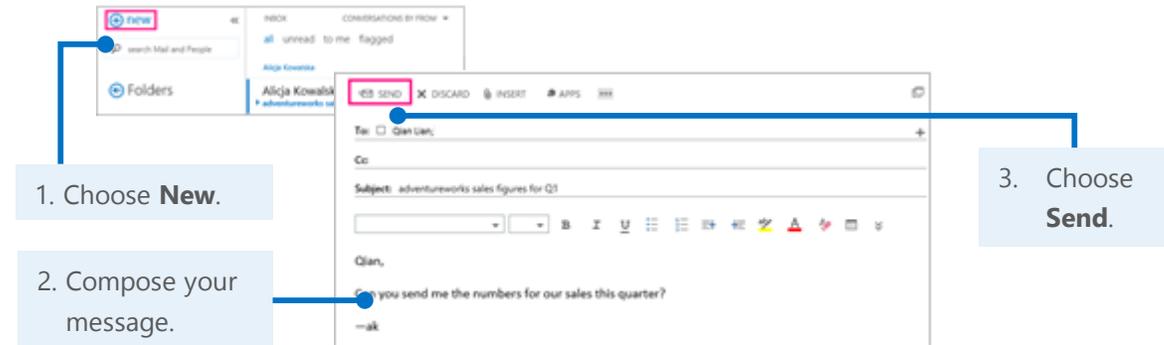


**Responses**  
Choose how to respond from within the Preview Pane.

**Preview Pane**  
See messages for quick review and response.

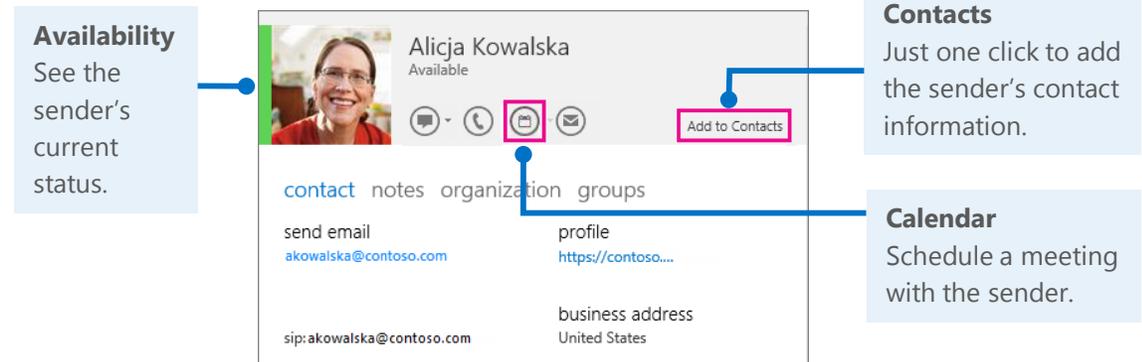
## Create and send a new email

With just a few steps, your new message will be on its way.



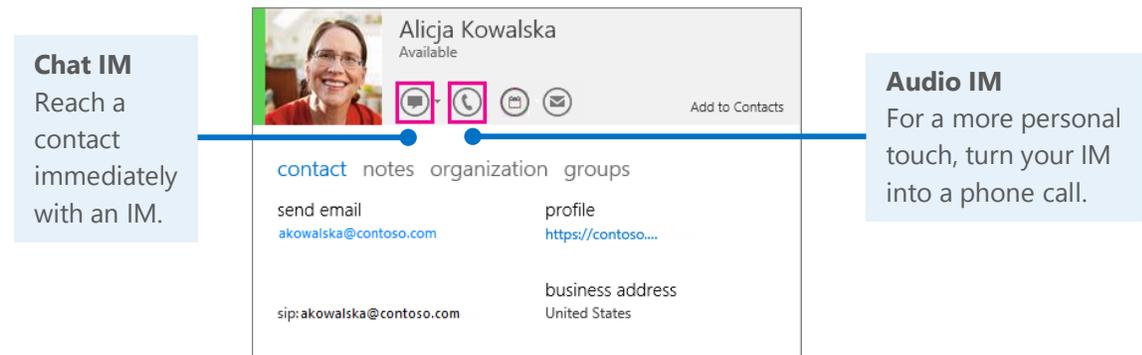
## Connect with others, schedule meetings, and more

When you get an email from someone, select their name. You can quickly add their contact information, start a chat or phone call, schedule a meeting, or send an email right from their profile card.



## Start a Lync instant message (IM)

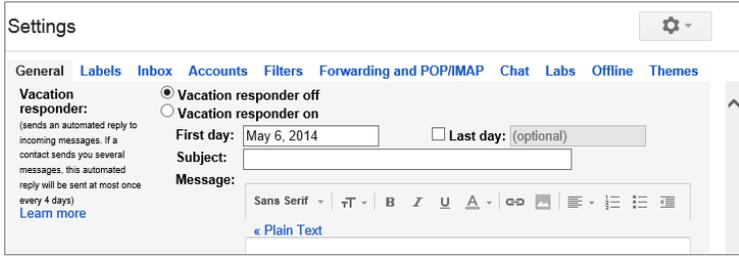
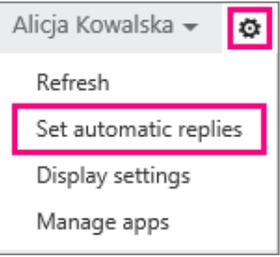
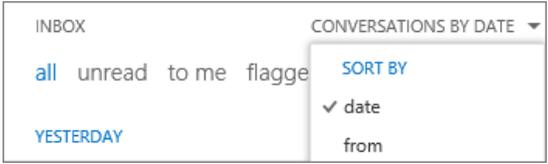
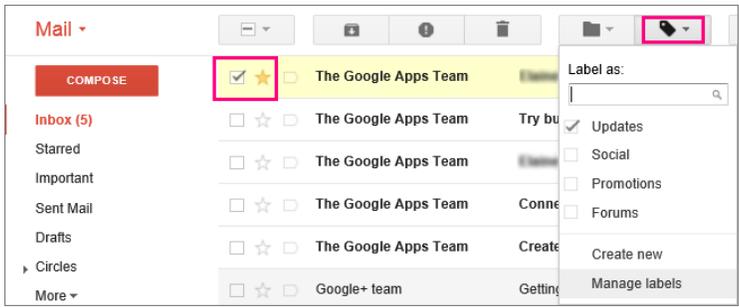
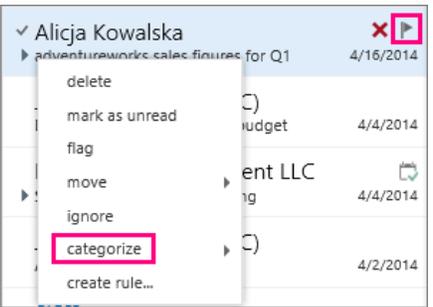
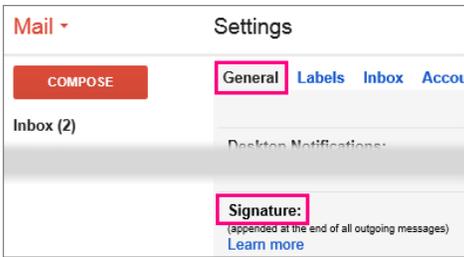
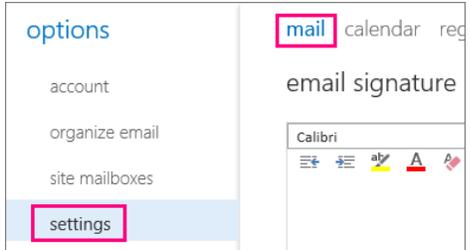
If your communication just can't wait, use Lync for Office 365 to start a chat, audio, or video IM, join an online meeting, or even share your document or screen with others.



For more information about Lync instant messaging, see [Send an IM \(http://go.microsoft.com/fwlink/p/?LinkId=302231\)](http://go.microsoft.com/fwlink/p/?LinkId=302231).

# Things you might be looking for in Outlook Web App

Use this table to find some of the more commonly used tools and commands with your email.

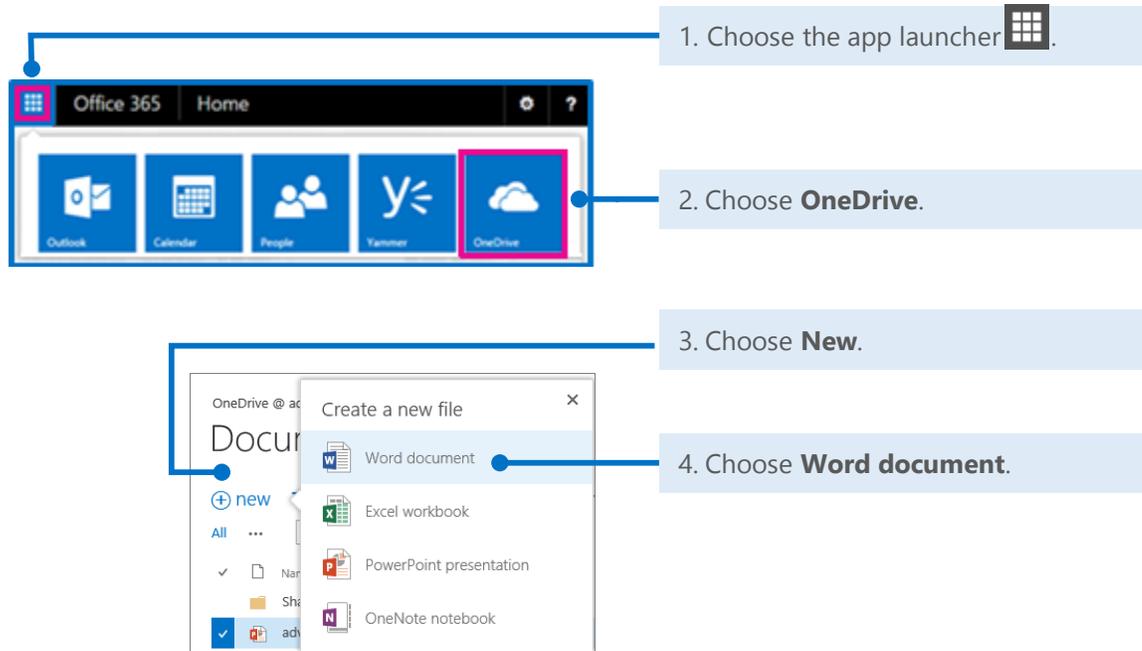
Task	In Gmail	In Outlook Web App
<p>Send automatic replies when you're out of the office</p>	<p>Choose  &gt; <b>Settings</b> &gt; <b>General</b> tab, and scroll down to <b>Vacation Responder</b>.</p> 	<p>Choose  &gt; <b>Set automatic replies</b> &gt; and then choose your options.</p> 
<p>Change how you view and organize your email</p>	<p>Choose  &gt; <b>Settings</b> &gt; <b>General</b> tab, <b>Conversation View</b>.</p> 	<p>Choose <b>Sort By</b> to change your view right in your Inbox.</p> 
<p>Flag and label your email</p>	<p>Click to star an email or click <b>Labels</b> to add a label to an email.</p> 	<p>Choose flag right in your Inbox for follow up, or right-click the email and choose <b>Categorize</b> to label the email.</p> 
<p>Create and add a signature to your email</p>	<p>Choose  &gt; <b>Settings</b> &gt; <b>General</b> tab, and scroll down to <b>Signature</b>.</p> 	<p>Choose  &gt; <b>Options</b> &gt; <b>Settings</b> &gt; <b>Mail</b>.</p> 

# OneDrive for Business

OneDrive for Business is your online file-storage location. Documents, workbooks, and presentations saved here are private until you share them with others. Plus, you can open and edit them from anywhere you have an Internet connection.

## Create a document from Office 365

You can create a document right from OneDrive for Business. The Office Online suite of Word Online, Excel Online, and PowerPoint Online let you do basic tasks and automatically saves the document to your OneDrive.



1. Choose the app launcher .

2. Choose **OneDrive**.

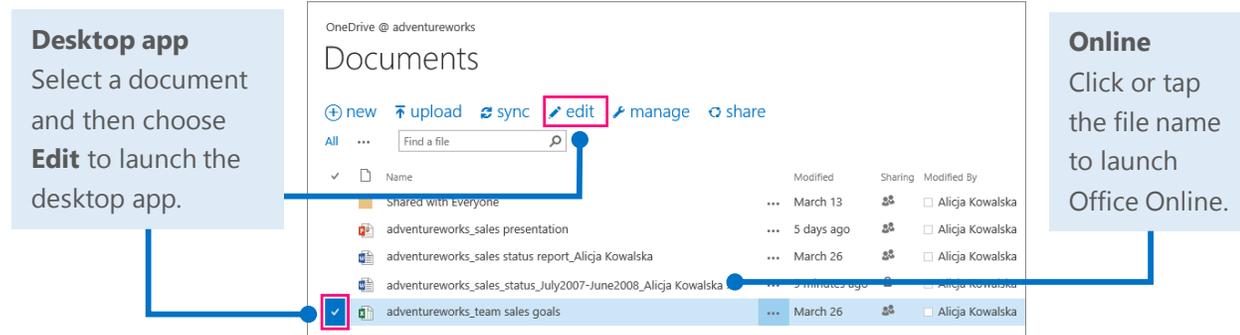
3. Choose **New**.

4. Choose **Word document**.

The screenshot shows the Office 365 Home page with the app launcher (grid icon) highlighted. Below it are tiles for Outlook, Calendar, People, Yammer, and OneDrive. The OneDrive tile is highlighted. A 'New' button is also highlighted, leading to a 'Create a new file' dialog box with options for Word document, Excel workbook, PowerPoint presentation, and OneNote notebook. The 'Word document' option is highlighted.

## Open a document from Office 365

Quickly open a document, workbook, or presentation in either Office Online or your Word, Excel, or PowerPoint desktop app.



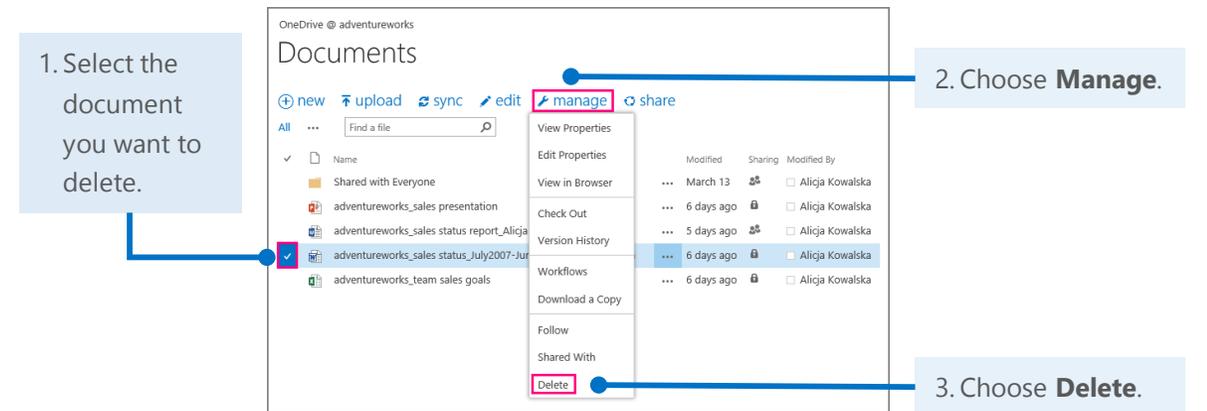
**Desktop app**  
Select a document and then choose **Edit** to launch the desktop app.

**Online**  
Click or tap the file name to launch Office Online.

The screenshot shows the OneDrive 'Documents' page. The 'edit' button in the top navigation bar is highlighted. A file named 'adventureworks\_team sales goals' is selected, and its name is highlighted in the file list. The 'edit' button is also highlighted.

## Delete a document from OneDrive for Business

Deleting documents is just as simple.



1. Select the document you want to delete.

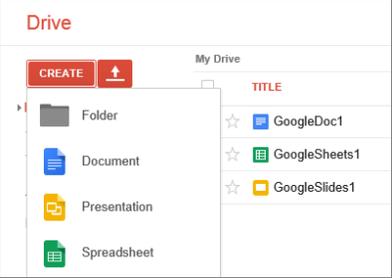
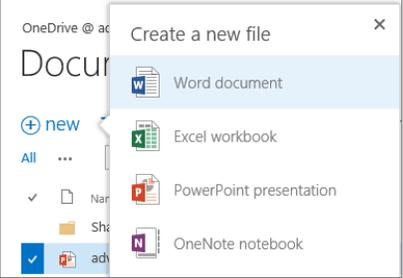
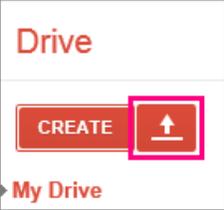
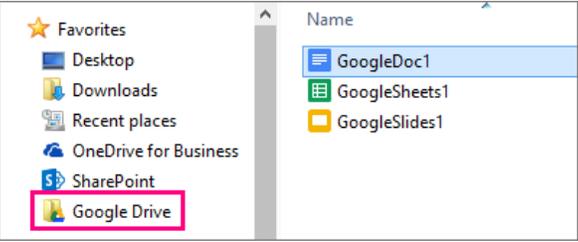
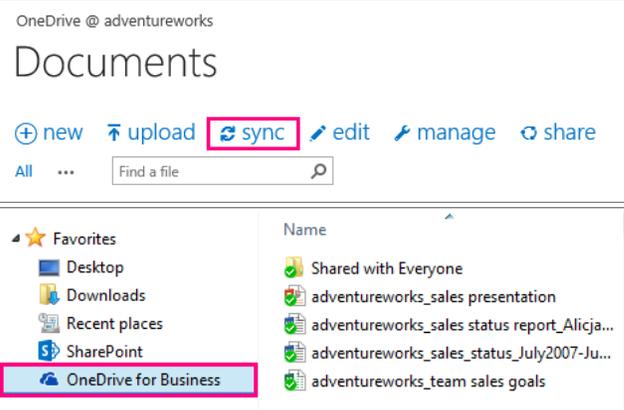
2. Choose **Manage**.

3. Choose **Delete**.

The screenshot shows the OneDrive 'Documents' page. A file named 'adventureworks\_sales status\_July2007-June2008\_Alicja Kowalska' is selected. The 'manage' button in the top navigation bar is highlighted. A context menu is open over the selected file, and the 'Delete' option is highlighted.

# Things you might be looking for in OneDrive for Business

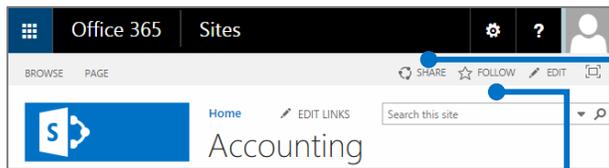
Use this table to find some of the more commonly used tools and commands in OneDrive for Business.

Task	In Google Drive	In OneDrive for Business
<p>Create a new document, presentation, or spreadsheet</p>	<p>Choose <b>Create</b> and select what you want to create.</p> 	<p>Choose <b>New</b> and then what you want to create.</p> 
<p>Upload a file</p>	<p>Choose <b>Upload</b> and then add your files.</p> 	<p>Choose <b>Upload</b> and then add your files.</p> 
<p>Sync your files and work offline</p>	<p>Install Google Drive to upload your documents. But you can't edit files without an Internet connection unless you are using the Chrome web browser.</p> 	<p>Choose <b>Sync</b> for selected files. Make changes offline and your files automatically update when you reconnect to the Internet.</p> 

# SharePoint sites help keep your team in touch and working together

Whether you want to follow other teams' activities in your newsfeed, build a new team intranet site, collaborate on group projects, or simply store, share, and review team documents, take advantage of the power and versatility of SharePoint sites.

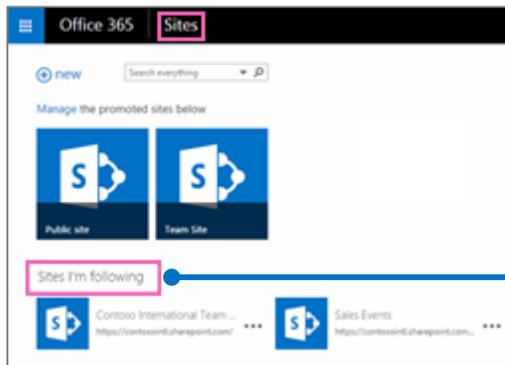
## Follow or share a favorite SharePoint site



On a site that interests you, choose **Share** to share it with others in your group.

Choose **Follow** to get notifications when anything changes on the site.

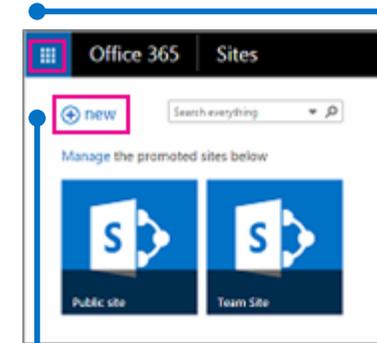
## Find the sites you're following



Use the **Sites** page to see the sites you're following.

## Create a new team site

You can begin to create a new site with just a couple of taps or clicks. If it's a professional blog you want, or a collaboration site that helps your team work more in sync, you can build it from scratch or choose from a number of templates.

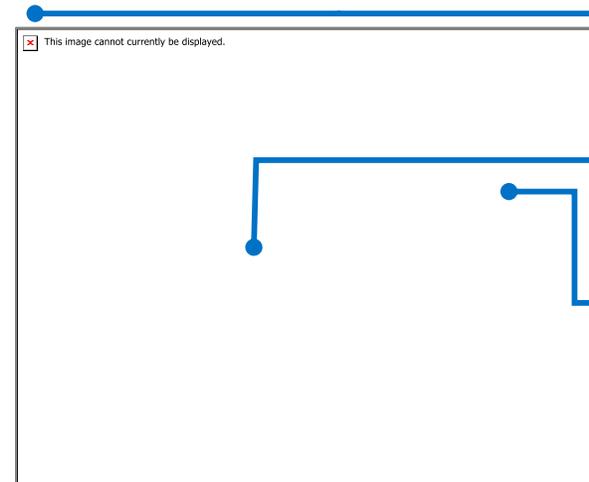


1. Choose the app launcher, and then choose **Sites**.

2. Choose **New** to begin creating a new site.

## Create a document, workbook, or presentation

You can create a new document right from the document library on your team site. Word, Excel, and PowerPoint Online apps handle all the basics, automatically saving your work to the document library. And all reviewers can edit the same document at one time.



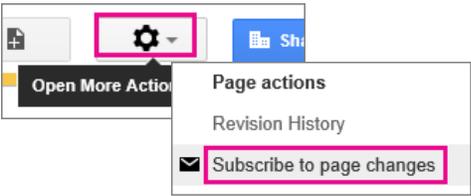
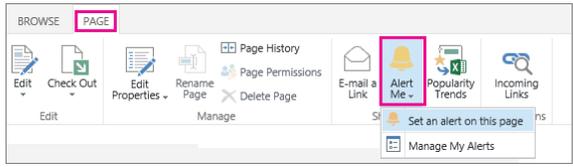
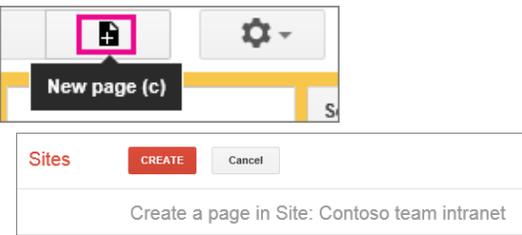
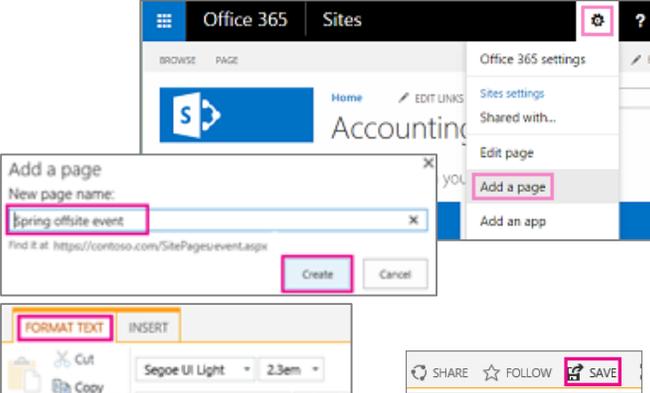
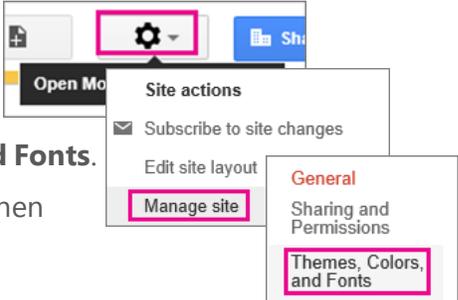
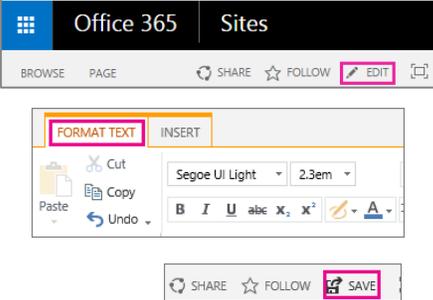
1. Choose the app launcher , and then choose **Sites**.

2. Choose **New**.

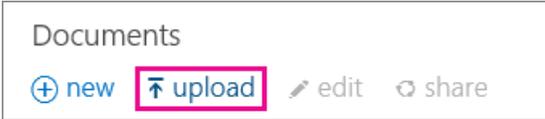
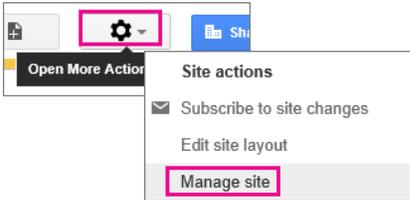
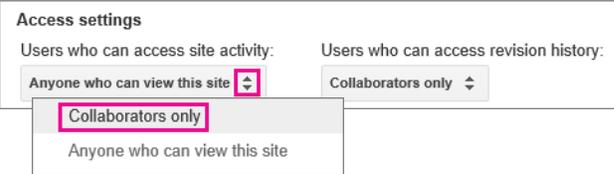
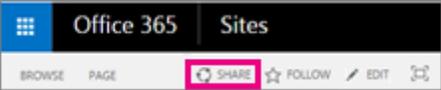
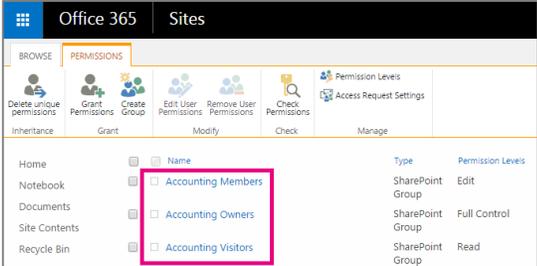
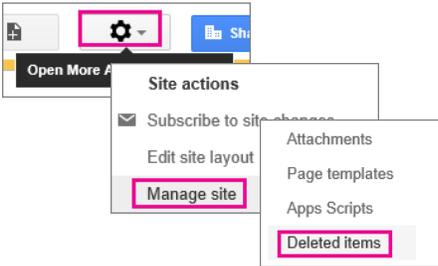
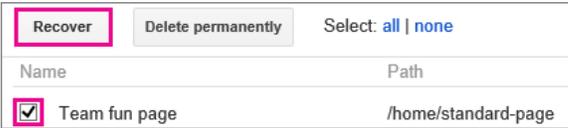
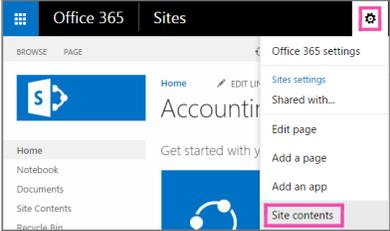
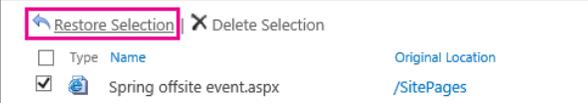
3. Choose **Word document**. You can also create Excel workbooks, PowerPoint presentations, and more.

# Things you might be looking for in SharePoint sites

Below are a few of the common ways to work with Google Sites—alongside their corresponding actions in SharePoint sites.

Action	In Google Sites	In SharePoint sites
<p>Be notified when a page changes</p>	<p>On any page, click <b>Open More Actions</b> ⚙️, and then click <b>Subscribe to page changes</b>.</p> 	<ol style="list-style-type: none"> <li>On your site, choose the <b>Page</b> tab.</li> <li>Choose <b>Alert Me</b>, and then choose <b>Set an alert on this page</b>.</li> </ol> 
<p>Create a new page on a site</p>	<ol style="list-style-type: none"> <li>On your Home page, choose <b>New page</b> ➕.</li> <li>Create your page, and then choose <b>Create</b>.</li> </ol> 	<ol style="list-style-type: none"> <li>On your site, choose <b>Settings</b> ⚙️.</li> <li>Choose <b>Add a page</b>.</li> <li>Type a name for your new page, and then choose <b>Create</b>.</li> <li>On the <b>Format Text</b> tab, create the page, and then choose <b>Save</b>.</li> </ol> 
<p>Change your site theme, colors, and fonts</p>	<ol style="list-style-type: none"> <li>On any page, choose <b>Open More Actions</b> ⚙️ &gt; <b>Manage Site</b>.</li> <li>Click <b>Themes, Colors, and Fonts</b>.</li> <li>Make your changes, and then choose <b>Save</b>.</li> </ol> 	<ol style="list-style-type: none"> <li>On your site, choose <b>Edit</b>.</li> <li>On the <b>Format Text</b> tab, make your changes, and then choose <b>Save</b>.</li> </ol> 

# Things you might be looking for in SharePoint sites (continued)

Action	In Google Sites	In SharePoint sites
Attach a file from your computer	<p>On any page, click <b>Add file</b>.</p> 	<p>In any site library, choose <b>Upload</b>.</p> 
Make your site private	<ol style="list-style-type: none"> <li>On any page, click <b>Open More Actions &gt; Manage Site</b>.</li> <li>Under Access settings, click <b>Collaborators only</b>.</li> </ol>  	<ol style="list-style-type: none"> <li>New sites are not visible to anyone by default.</li> <li>Select <b>Share</b> to share with specific people, or go to <b>Settings &gt; Site settings &gt; Site permissions</b>, and add people to the three SharePoint groups that are automatically created for the site.</li> </ol>  
Recover a deleted page	<ol style="list-style-type: none"> <li>On any page, click <b>Open More Actions &gt; Manage Site</b>.</li> <li>Click <b>Deleted items</b>.</li> <li>Select the page to be recovered, and then click <b>Recover</b>.</li> </ol>  	<ol style="list-style-type: none"> <li>Choose <b>Settings</b>.</li> <li>Choose <b>Site contents</b>.</li> <li>Choose <b>Recycle Bin</b>.</li> <li>Select the page to be recovered, and then choose <b>Restore Selection</b>.</li> </ol>   

# Word, Excel, and PowerPoint

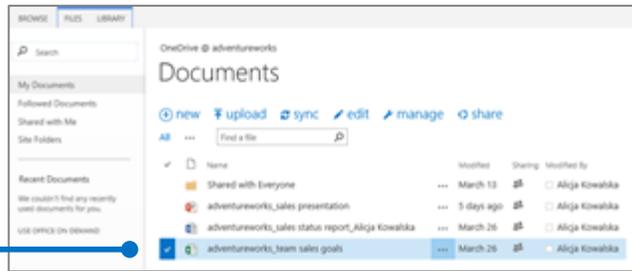
Whether you start from your desktop or online with Office 365, you can create any type of document (Word document, Excel workbook, and PowerPoint presentation) and then store it in your OneDrive for Business or SharePoint document library.

## Open a document from Office 365

Quickly open a document from OneDrive for Business or a SharePoint team site. This example opens a workbook in Excel Online.

### Excel Online

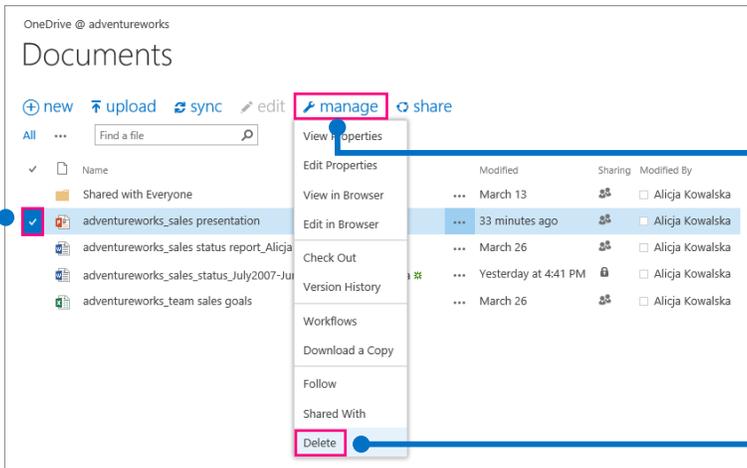
Choose the workbook name to automatically open in Excel Online.



## Delete a document from Office 365

You can easily delete a document, in this case a presentation, with just a couple steps.

1. Select the presentation you want to delete.

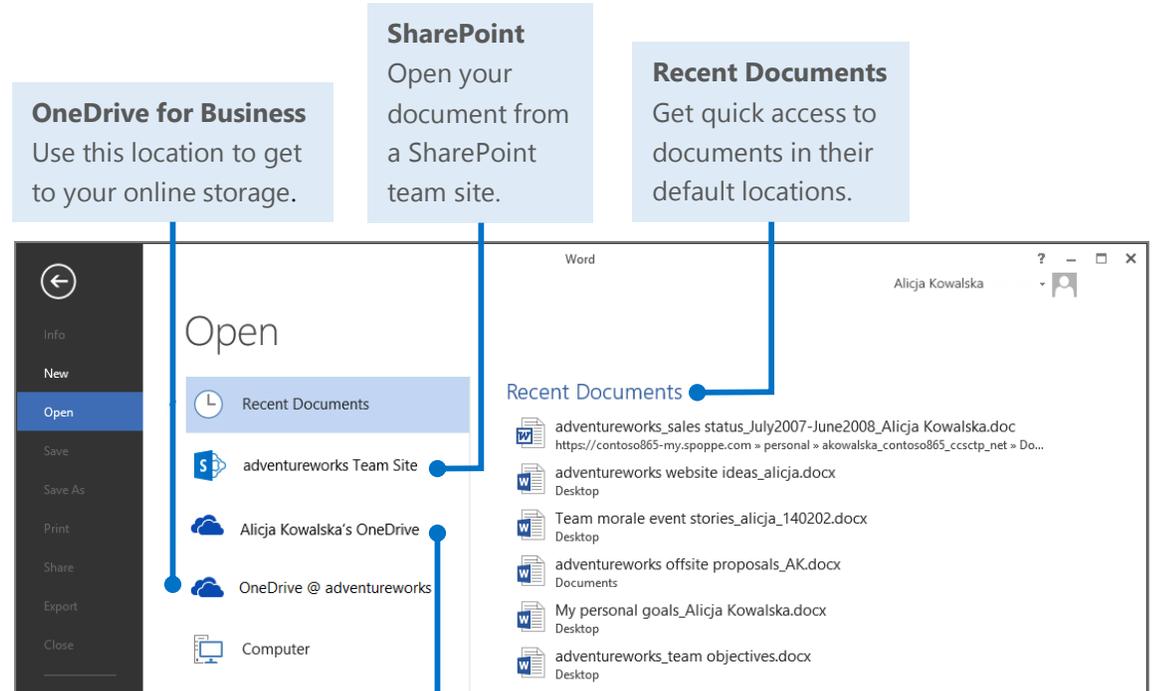


2. Choose **Manage**.

3. Choose **Delete**.

## Open recent documents from your desktop

When you open a document from your desktop app, in this case Word 2013, you can choose from all of your storage locations: SharePoint sites, OneDrive for Business, or your computer.



**OneDrive for Business**  
Use this location to get to your online storage.

**SharePoint**  
Open your document from a SharePoint team site.

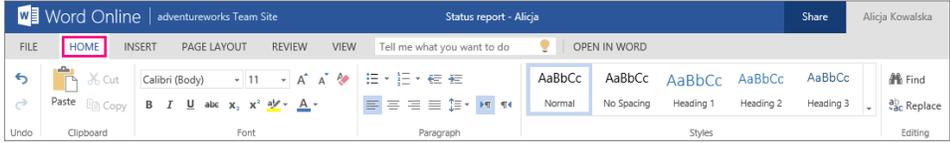
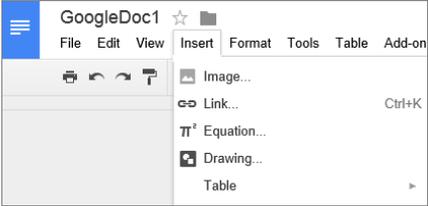
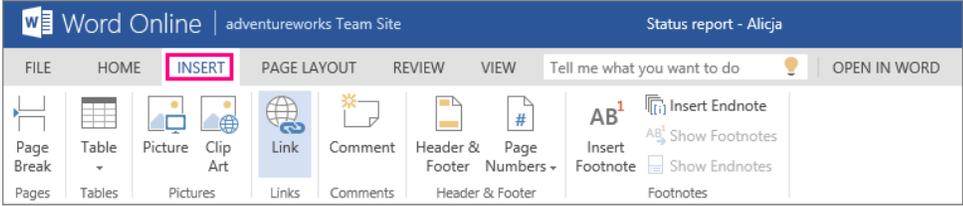
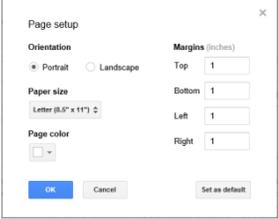
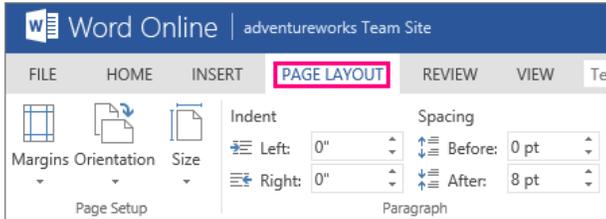
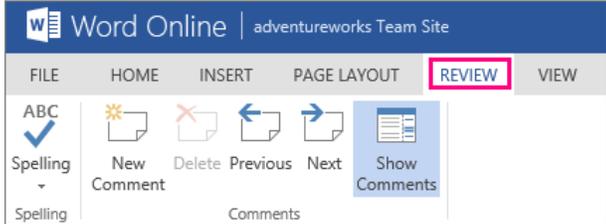
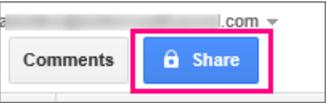
**Recent Documents**  
Get quick access to documents in their default locations.

### OneDrive.com

Sign in with a Microsoft account to access personal documents.

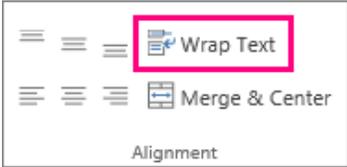
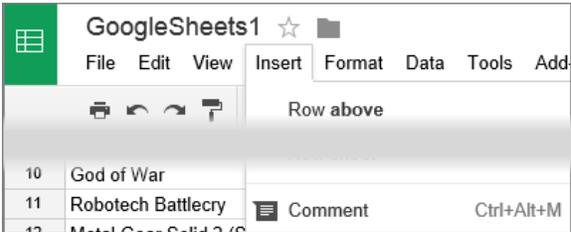
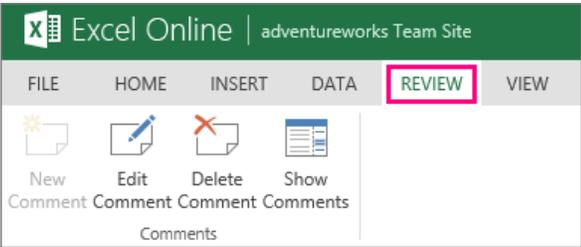
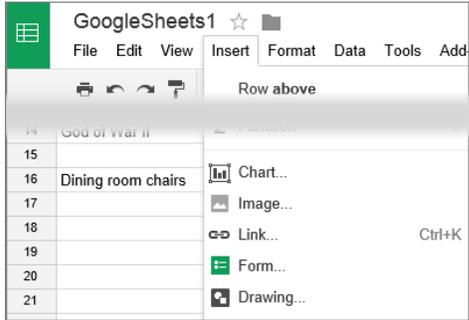
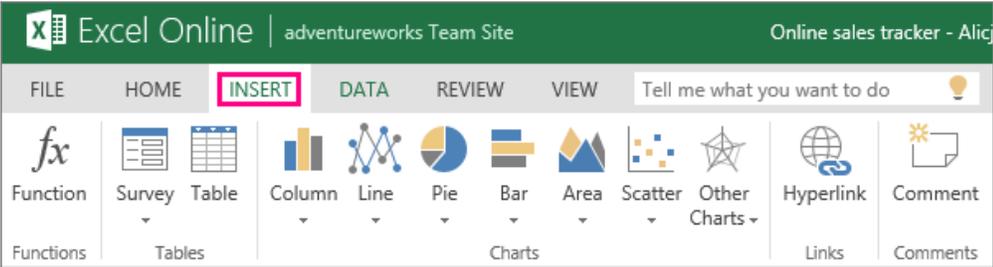
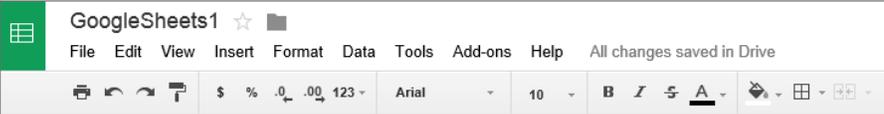
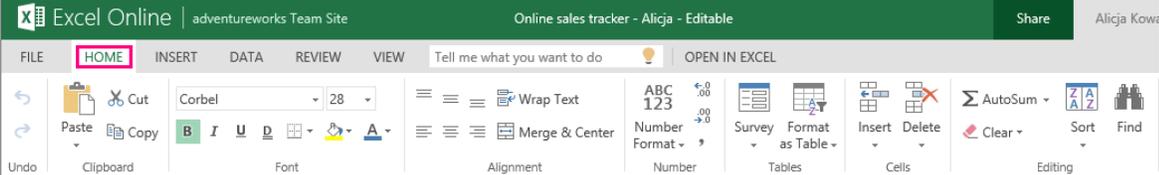
# Things you might be looking for in Word Online

Use this table to find some of the more commonly used tools and commands in Word Online.

Task	In Google Docs	In Word Online
Change line spacing, apply formatting and styles to text		<p>Choose <b>Home</b>.</p> 
Insert tables, pictures, hyperlinks, headers and footers, or page numbers	<p>Choose <b>Insert</b> and then what you want to insert.</p> 	<p>Choose <b>Insert</b> and then what you want to insert.</p> 
Set margins, change page orientation, or change spacing	<p>Choose <b>File</b> &gt; <b>Page setup</b>, make changes in the popup window.</p> 	<p>Choose <b>Page Layout</b> to change the page setup or paragraph spacing.</p> 
Check spelling and review comments		<p>Choose <b>Review</b> to check spelling and see comments.</p> 
Share with others		<p>Choose <b>Share</b>.</p> 

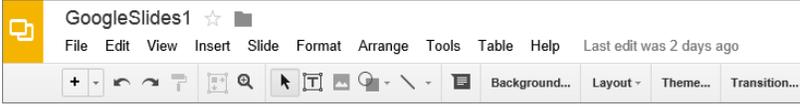
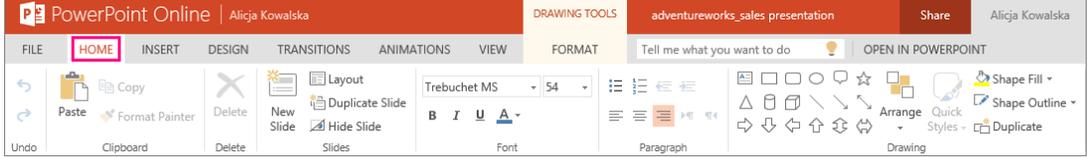
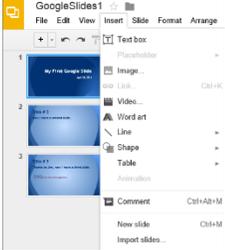
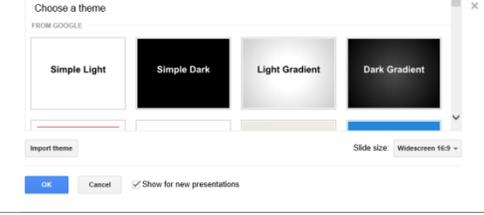
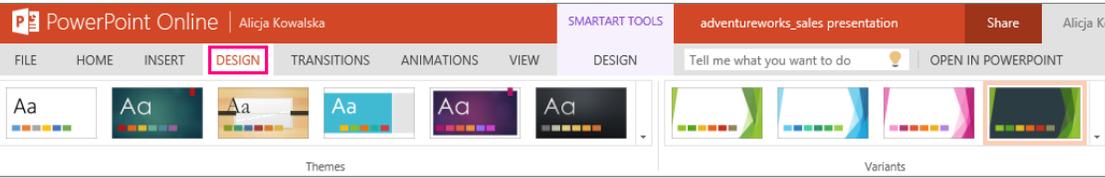
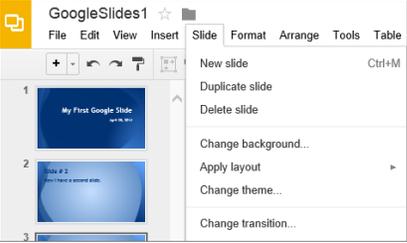
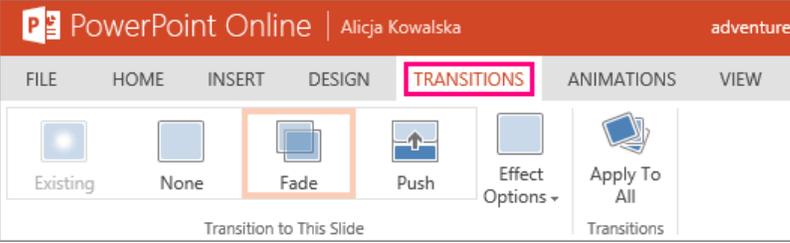
# Things you might be looking for in Excel Online

Use this table to find some of the more common tools and commands in Excel Online.

Task	In Google Sheets	In Excel Online
Wrap text in a cell	Turned off by default, Choose <b>Wrap Text</b> . 	Choose <b>Wrap Text</b> . 
Review comments	Choose <b>Insert</b> and then scroll down to <b>Comment</b> . 	Choose <b>Review</b> . 
Insert charts, tables, links, and comments	Choose <b>Insert</b> and then scroll down to add item. 	Choose <b>Insert</b> . 
Change formatting and styles		Choose <b>Home</b> . 

# Things you might be looking for in PowerPoint Online

Use this table to find some of the more common tools and commands in PowerPoint Online.

Task	In Google Slides	In PowerPoint Online
Add slides, apply a layout, change fonts, align shapes, or apply Quick Styles		<p>Choose <b>Home</b>.</p> 
Insert tables, pictures, shapes, SmartArt, charts, comments, header and footer, and WordArt	<p>Click <b>Insert</b>.</p> 	<p>Choose <b>Insert</b>.</p> 
Apply a theme, change the color of a theme, change the slide size, or change the background of a slide	<p>Click <b>Design</b> and make changes in the popup window.</p> 	<p>Choose <b>Design</b>.</p> 
Apply or adjust the timing of a transition	<p>Click <b>Slides</b> and scroll down to <b>Change transition...</b></p> 	<p>Choose <b>Transitions</b>.</p> 

# Need more info?

Check out the [Office 365 for business learning center](http://go.microsoft.com/fwlink/p/?LinkId=392570) (<http://go.microsoft.com/fwlink/p/?LinkId=392570>) for quick start guides and how-to videos.

## Office 365 Learning Center for business and education

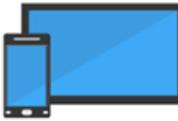
Get started with Office 365 for business and education quickly and easily. Install and set up Outlook, Word, PowerPoint, Excel, OneNote, OneDrive, and more, and see how you can be productive right away with Office 365.

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### Sign in and get started



**Step 1: Sign in**  
Sign in to Office 365



**Step 2: Set up your apps**  
Install Office using Office 365 for business  
Install apps on your mobile devices



**Step 3: Take a tour**  
Learn your way around Office 365

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### Your first days with Office 365



Get it done from anywhere with Office  
Use email and calendar on the go with Outlook  
Run more effective meetings with Lync  
Store, sync, and share files with OneDrive  
Work like a network with Yammer

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### Learn and discover more

Learn more about Office



Start using services



Find additional resources

Set up mobile apps for Office 365  
Accessibility in Office 365

## Set up your device

For mobile, it's all about the apps and adding your Office 365 account to your device. Find and install the right app for your device from your device's app store. For step-by-step instructions, see:

- [Set up a mobile device using Office 365 for business](http://go.microsoft.com/fwlink/p/?LinkId=396709) (<http://go.microsoft.com/fwlink/p/?LinkId=396709>)
- Set up Office 365 on your:
  - [Windows Phone](http://go.microsoft.com/fwlink/p/?LinkId=396654) (<http://go.microsoft.com/fwlink/p/?LinkId=396654>)
  - [iPhone](http://go.microsoft.com/fwlink/p/?LinkId=396655) (<http://go.microsoft.com/fwlink/p/?LinkId=396655>)
  - [iPad](http://go.microsoft.com/fwlink/p/?LinkId=524315) (<http://go.microsoft.com/fwlink/p/?LinkId=524315>)
  - [Android phone](http://go.microsoft.com/fwlink/p/?LinkId=396656) (<http://go.microsoft.com/fwlink/p/?LinkId=396656>)