OneDrive for Business: iOS

Microsoft OneDrive for Business is a part of Office 365 (O365) and is your private professional document library, it uses O365 to store your work files in the cloud and is designed to make working across multiple devices, including phones and tablets, easier.

Installing

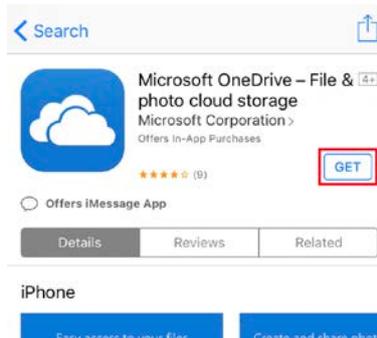Download the O365 suite including OneDrive for Business:

1. Open the **App Store** on your iOS device

2. Type **Microsoft** into the search bar at the top of the App store.
3. Select Microsoft **OneDrive** from the list of results

4. Tap **Get** and wait for OneDrive to download.

5. To get the best experience from O365 and OneDrive Mobile, download all of the following Microsoft applications from the App store, search for **Microsoft** and install Word, Excel and PowerPoint.

Signing in

To access your OneDrive files you must sign in to OneDrive using your JCU credentials.

1. Open the OneDrive pp and **type** in your **JCU email address**.

2. The JCU authentication page will be displayed, sign in with your **JCU email address** and **JCU password**.
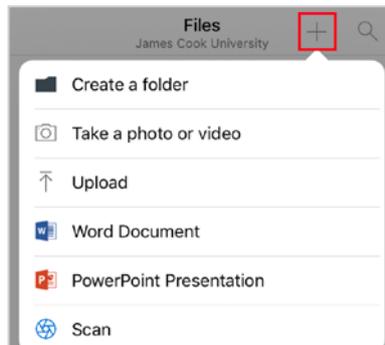

3. Once signed in, the screen will look like this.

NOTE: This is your OneDrive home screen where all of your files and folders are stored.
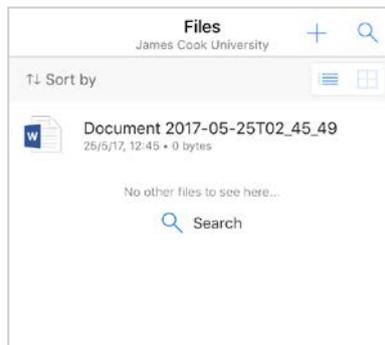
Creating and Editing Files

Creating a file

To create a new file on your Ios Device (iPhone or iPad) launch the OneDrive application.

1. **Tap** the **+** button at the top right of the screen.
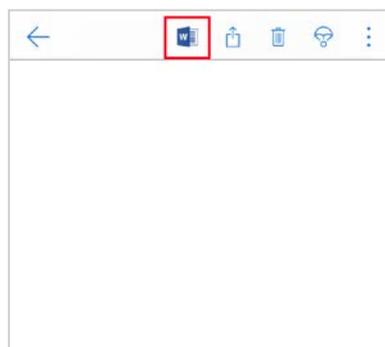2. **Select** the type of file to create.

3. A new file of the chosen type will be created eg: Word Doc. New files are automatically named using the date created (this can be altered later).
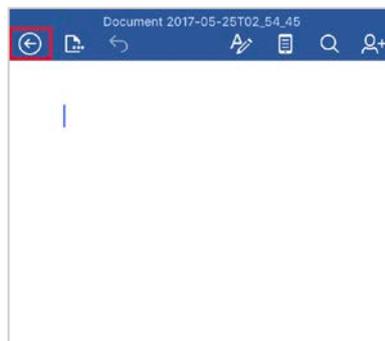

Editing a file

1. Tap the **file name** to open, the file will open in read only mode, and as this is a new blank document a blank screen will be displayed.

2. Tap the **Microsoft Application** icon at the top of the screen to begin editing.
3. To finish editing and exit app, tap the **back arrow** in the top left of the app window.
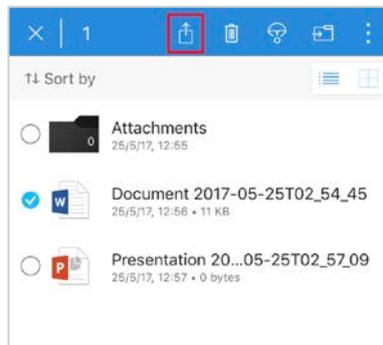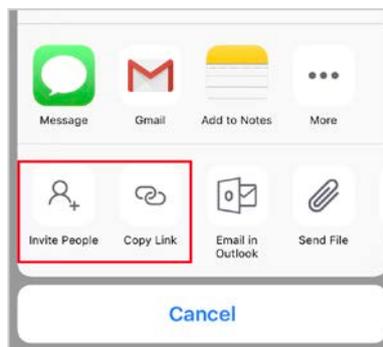
Sharing Files

Files can be shared through linking or email.

Sharing a file

1. **Press** and hold a **file name** to select, a blue tick indicates success.
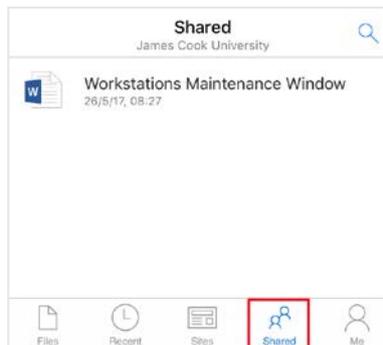2. **Tap** the **share button** at the top of the screen, to open the sharing menu.

3. In the sharing menu choose **invite someone** and use the slider to allow document editing.

Shared files

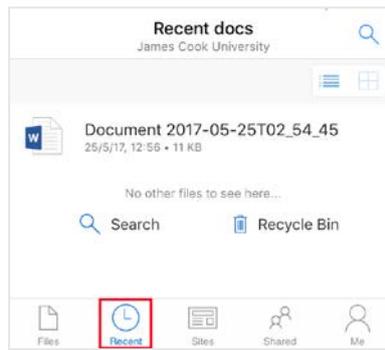To view all files shared with you in OneDrive:

1. **Tap Shared** on the bottom menu, to view a list of all files shared with you.

Recent Files

To quickly view files you have recently accessed or created, in any O365 application and stored in OneDrive:
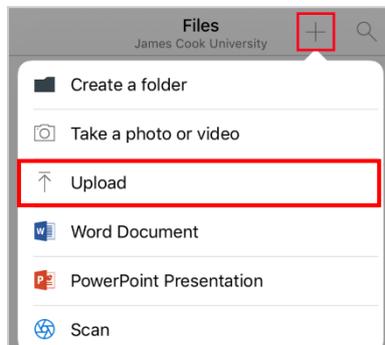
1. **Tap Recent** on the bottom menu within each app.

Uploading a photo

Saving photos from your mobile device to OneDrive is quick and simple.

1. Launch OneDrive and **open** the photos folder, **Tap** the **+** button on the top right of the screen.
2. Select the **Upload** option.

3. A menu will appear at the bottom of the screen, select Photos and Videos. If uploading for the first time, you will be asked to allow access to photos, click **OK.**
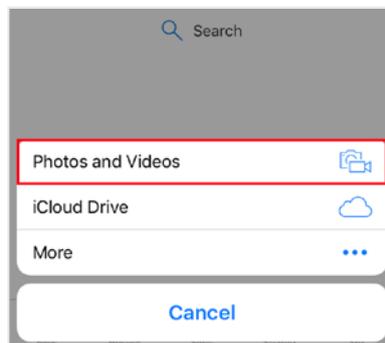
4. Select the photos to upload, then click **done**. The selected files will upload to OneDrive.