

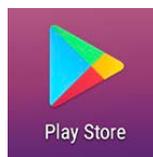
OneDrive for Business: Android

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.

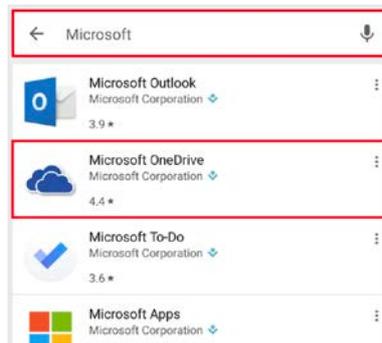
Installing

Download the O365 suite including OneDrive for Business:

1. Open the **Google Play Store** on your Android device



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



4. Tap **Install** 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 Play Store, search for **Microsoft** and install Word, Excel and PowerPoint.



Microsoft OneDrive – File & photo cloud storage
Microsoft Corporation



Microsoft Word
Microsoft Corporation



Microsoft Excel
Microsoft Corporation

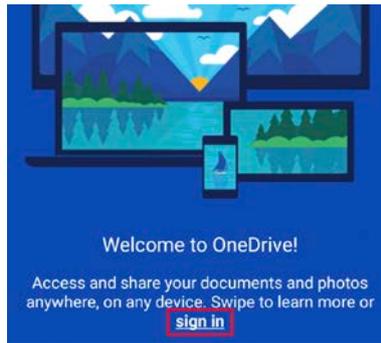


Microsoft PowerPoint
Microsoft Corporation

Signing in

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

1. Open the OneDrive app and tap **sign in**.



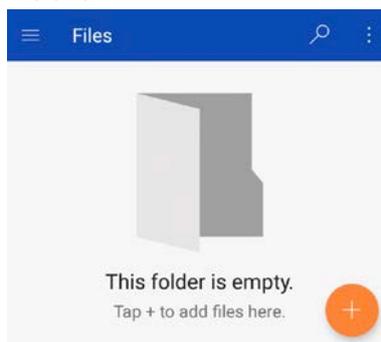
2. Type your **JCU email address**.



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



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



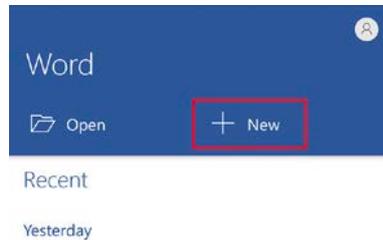
NOTE: This is your OneDrive home screen where all of your files and folders are stored.

Creating and Editing Files

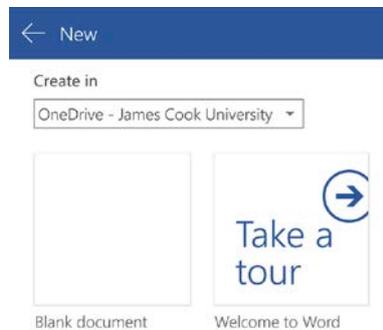
Creating a file

To create a new file, launch the appropriate application (eg: Word, Excel or PowerPoint). The steps for creating a new file are the same in each O365 app.

1. Open the App (eg: Microsoft Word) on your phone.
2. Tap **New**



3. Select **Blank Document**, to create a new document.



4. The document will be saved into your OneDrive for Business folder and will automatically save any changes.



Editing a file

1. Open the OneDrive app, locate required file and tap the **file name** to open (the file will open in read only mode).
2. TO edit, Tap the **Microsoft Application** icon at the bottom right of the screen.



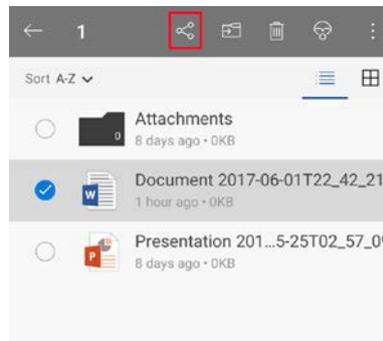
3. Changes made to the document are automatically saved

Sharing Files

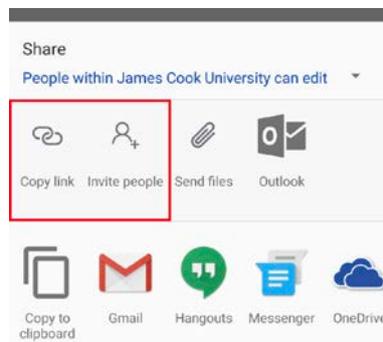
Files can easily be shared via email or directly from OneDrive.

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.



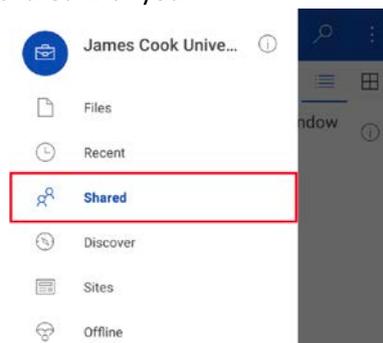
3. In the sharing menu choose **invite people** and use the check box to allow document editing.



Viewing Shared Files

To view all files shared with you in OneDrive:

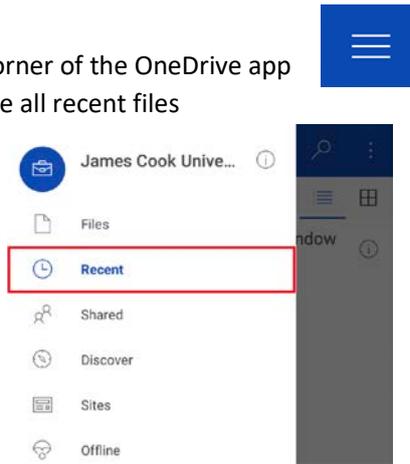
1. **Tap** on the menu icon in the top left corner of the OneDrive app
2. Tap **Shared** to view a list of all files shared with you



Recent Files

To quickly view files you have recently accessed or created, in any O365 application:

1. **Tap** the menu icon in the top left corner of the OneDrive app
2. Select **Recent** from the menu, to see all recent files



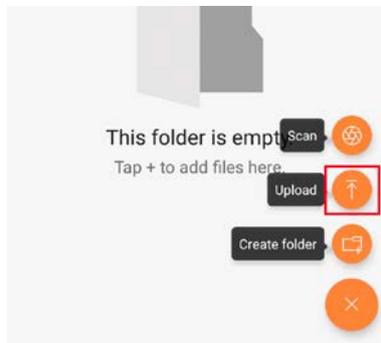
Uploading Photo

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

1. Launch the Photo Library on your device and **Tap** the **+** button
2. Select **Upload**.



located on the bottom right.



3. **Tap** the photo/s to select – a tick shows the photo is selected, then tap **done**. The files will begin uploading to OneDrive.

If uploading for the first time, you will be asked to allow access to your photos, click **OK**.

